



ENVIRONMENTAL EDUCATION  
FOR YOUNG CHILDREN

# PARENT HANDBOOK

REGGIO INSPIRED  
NATURE BASED

# TABLE OF CONTENTS

## 1. About Kidz Go Eco .....5

1. Kidz Go Eco Vision
2. Kidz Go Eco Mission
3. Our Identity
4. Our Inspirations
5. Our Eco-Friendly Pledge
6. Our Eco Educators
7. Community Involvement
8. We Compost It
9. Environmental Education For Young Children

## 2. Our Philosophy: What is the Reggio Emilia Approach?.....10

1. Background on the Reggio Emilia Approach
2. Principles of the Reggio Emilia Approach to Education
3. What is an Atelier Studio?
4. What is an Atelierista?
5. The Hundred Languages of Children
6. The Role of the Teacher
7. The Role of Parents
8. The Role of Time and the Importance of Continuity
9. Projects
10. KGE Values
11. Values for Educators
12. Values for Children
13. Small Class Size

## 3. Parents and Volunteers.....14

1. Parent Open Door Policy
2. Parent/Staff Relationships
3. Parent and Grandparent Helpers
4. Our Volunteers

## 4. Educational Ideals.....16

- |                                     |  |
|-------------------------------------|--|
| 1. Outdoor Classroom Perspective    | 11. Science Discovery & Ecology            |
| 2. Spiritual Perspective            | 12. Assessments                            |
| 3. Emotional Perspective            | 13. Parent Teacher Conferences             |
| 4. Social Perspective               | 14. Supporting Your Child's Needs or Delay |
| 5. Physical Perspective             | 15. Preschool Graduation                   |
| 6. Intellectual Perspective         | 16. Caps and Gowns                         |
| 7. Language & Literacy Perspective  |  |
| 8. Creative Fine Arts & Perspective |  |
| 9. Music Appreciation & Dance       |  |
| 10. Children's Yoga                 |  |

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## 5. Programs .....25

1. Nature Preschool
2. Nature Inspired Childcare
3. Afterschool
4. Summer Nature Camp
5. Weekend Enrichment
6. Social Fun for Parents
7. Santa's Night Out
8. How can I get my child prepared for preschool or childcare?
9. What NOT to Bring to Preschool or Childcare

## 6. Program Tuition Rates & Hours.....36

1. Payment Options
2. Financial Agreements
3. Late Tuition Fees
4. Late Pickup Fees
5. Non-Sufficient Funds
6. Additional School Fees
7. Tuition Still Due
8. Year-End Statements
9. Discounts
10. Paid in Full Discount
11. Military & Purple Heart Recipients
12. Registration
13. Re-Registration

## 7. Food and Allergies.....40

1. Health and Nutrition Awareness
2. Organic and Natural Meals Served
3. Meals Parents Provide
4. Mealtime Atmosphere
5. Choking Awareness
6. Allergies
7. Nut Aware & Peanut Aware Zone
8. School/Staff responsibility if child/children enrolled with severe food allergies
9. Parents responsibility if child/children enrolled with severe food allergies
10. Information on peanut/nut allergies and safe food ideas
11. Epinephrine Pens & Inhalers
12. Health Birthday's & Celebrations
13. 5210 Let's Go

## 8. Hygiene, Dress and Personal Belongings.....46

1. Teeth Brushing
2. Hand Washing
3. Shoeless Environment/Slippers
4. Toilet Learning
5. Outdoor Dress
6. Clothing Needs
7. Footwear
8. Jewelry
9. Pins

## 9. Enrollment Policy.....48

1. Sign In & Sign Out Procedures
2. Quiet Time

## 10. Illness Policy.....51

1. Influenza and Infectious Disease Policy
2. Reportable Illnesses
3. Medication Administration

## 11. Admissions Policy.....58

1. Nature Trails
2. Our Waiting List
3. Non-Discrimination Policy
4. Abuse & Neglect Policy
5. Self Reporting
6. Television Viewing
7. Smoking
8. Gun-Free Zone
9. Storm Delays/Closings
10. Confidentiality & Security of Children's Records
11. Custody Agreements
12. Amendments
13. Positive Behavior Guidance
14. Withdrawal
15. Termination



## 12. Emergency Preparedness Policy.....65

1. Communication Plan for Parents
2. Code Green/Evacuation Plan
3. Protecting Vulnerable Children in a Crisis
4. Emergency Management Plan
5. Emergency "Missing Child"
6. Emergency Closure
7. Medical Emergencies/Accidents
8. Fire Drills
9. Code Red/Lockdown/Safe Place Plan
10. Shelter-in-Place Procedure
11. Tornadoes/Hurricanes
12. Emergency Transportation Permission Agreement
13. Emergency Drills & Procedures Checklist
14. After the Emergency
15. Recovery From the Emergency
16. Providing Emotional Support to Children After a Trauma
17. Ways Caregivers Know How to Help After a Traumatic Event
18. Covid-19 Protocols and Procedures

## 13. Operational Policy.....84

## 14. Parent Checklist/Mandatory Forms.....85

### 1.1 Kidz Go Eco Vision

Our Vision is simple—teaching children, connecting them with the external environment, and encompassing their personal growth in areas they're already passionate about, while fostering and delivering the most trusted early childhood education.

### 1.2 Kidz Go Eco Mission

Our Mission is to offer a nature-based, Reggio inspired school. Our eco-educators set examples surrounding conservation literacy, wildlife preservation, environmental sustainability, and we ensure that each child is provided with an outdoor approach to early childhood education.

— Founder, Michelle Goulet

# Welcome families to Kidz Go Eco Nature School

We are delighted that your family has chosen to partner with us on this new journey with your preschooler. Our culture for achievement is to create a school so welcoming, so inviting that every child who walks through our doors has an amazing experience. Our facility is inspired by the "Reggio Emilia Approach" where we create, design, and explore beautiful environments where we provoke each child's interests. As educators, we thrive on helping each child practice good citizenship, conservation literacy, and kindergarten readiness skills.

As educators, we're always there to encourage independent play, participate in play with your children, facilitate a variety of learning experiences, maintain high levels of teacher/child verbal communication, provide a safe, comfortable, and eco-friendly environment where children can grow physically, cognitively, socially, spiritually, and emotionally. We like to see ourselves as awakeners, recorders, role models, observers, facilitators in a Reggio Inspired Environment, which guide children to discover that they are "capable children" in a learning environment.

We encourage you to read this handbook in its entirety. Please initial the bottom of every page indicating that your family has read and understands the contents of this handbook, and be sure to sign the parent handbook recognition form, which is the last page in the handbook. We welcome your questions, comments, ideas, and we look forward to a rich and rewarding partnership with you and your family.

Sustainably Yours,  
Michelle Goulet  
Director/Founder  
Kidz Go Eco Nature School, LLC



## 1.3 Our Identity

Kidz Go Eco is a private progressive preschool that is inspired by the Reggio Emilia Approach. We offer a rich well-balanced preschool curriculum for children ages 2 years-9 months up to 5 years old. We're a state-licensed preschool and child care facility. We provide the perfect balance of warmth and comfort of a loving, nurturing home environment with the professionalism of a school setting. We are licensed as a child care center that can facilitate classes for 12 children in Nature Classroom 1, Nature Classroom 2, and can facilitate classes up to 10 children in Nature Classroom 3.

Our nature school curriculum is child-led and play-based; we allow your child to explore his/her own interests, learn organically and authentically. We encourage the development of self-awareness, mindfulness, compassion, healthy-living habits, and a rich connection with self, others, nature, and the formless essence of which all life emerges. We serve a delicious, plant-based menu that is natural and we try to offer organic as much as possible.

At Kidz Go Eco your child will enjoy a "whole-life" learning experience and will be a well-balanced happy child. We will meet your child in their place of wonder and gently guide and encourage them to awaken to their highest creative potential.

Our program operates as a certified Eco-Healthy child care which is a national program that ensures preschool and childcare settings are as happy, healthy, safe and green as possible by reducing children's exposure to toxins. Our facility received an Eco-Excellence Award in 2014 and in 2021 from EcoMaine, recognizing our preschool for our efforts on promoting sustainability in our community. Not only will your child graduate academically prepared for kindergarten, but he/she will be happy, confident, and possess a passion for learning that will last a lifetime.

## 1.4 Our Inspirations

We're inspired by other countries such as Italy, New Zealand, Germany, Denmark, Switzerland, and Finland for their amazing approaches and concepts on early childhood education, and we integrate them into the United States traditional approaches to early childhood education.

## 1.5 Our Eco-Friendly Pledge

### ECO-FRIENDLY PLEDGE

"Today, I will be kind to the earth, I will eat healthier foods for my body and I will encourage others to make better choices for the environment. By living eco-friendly each day, I will create a safer, healthier, greener life for myself and in the lives of others."

## 1.6 Our Eco-Educators

Our eco-educators establish and maintain supportive relationships with children, parents, and other educators. Our eco-educators communicate amongst the Director, Lead Educators, Educator Assistants, and Floaters to continuously improve the developmental care in which we provide. A collection of ideas can be approached to implement a new curriculum and to support children's natural curiosity. Eco Educators will take the opportunity during our staff meetings to promote eco-friendly tips, strengthen our ecology and nature programs, we're committed to supporting the health and well-being of our children, and to help prepare each child for kindergarten.

## 1.7 Community Involvement

Our facility emphasizes buying local, supporting local agriculture and organic farming, we invite The Ecology School (formerly The Ferry Beach Ecology School) to attend KGE to support their non-profit programs for children, we participate in donating to the Animal Welfare Society by having their educational programs attend KGE to educate children on the importance of pet care or adopting a loving animal in need, we enjoy making contributions to the Scarborough Veteran's Home, our teachers get involved and look forward to the Center for Wildlife attending our school each year as another way of giving back to a wonderful non-profit organization. We acknowledge local community needs such as food bank donations and toy donations around the holidays.

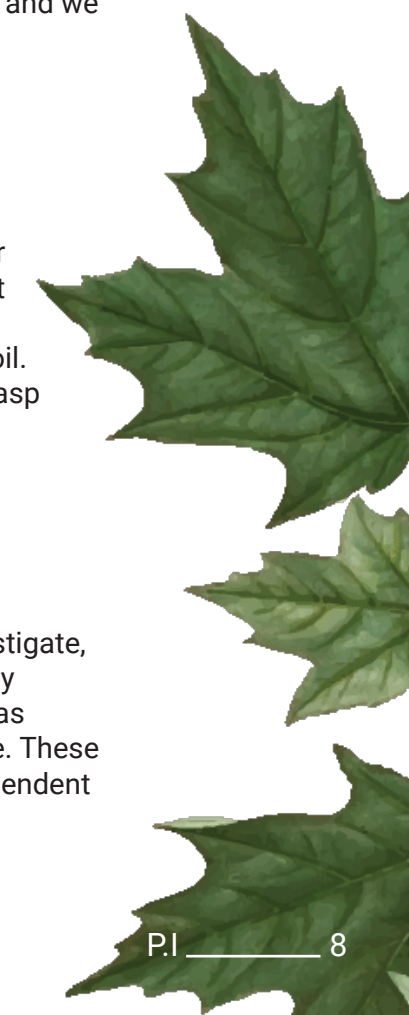
On a global level we interact with organizations such as the National Resources Defense Council, we adopt an Endangered Species Animal through the World Wildlife Fund each year, we value our National State Parks, and we have a Bat Conservation event around Halloween each year. Most importantly, support conservation literacy, environmental stewardship, and we have fun doing our part to have a positive impact on our community.

## 1.8 We Compost It

This was a really simple way to help the planet, create healthier gardens, and to use our compost that can directly go into our gardens for the spring! We have a small compost container in each classroom and the educators enjoy sharing this wonderful hands on experience with children by showing how our food scraps can go right back into our soil. Vermiculture classes make this a hands-on visual opportunity for young students to grasp what composting really is.

## 1.9 Environmental Education For Young Children

Kidz Go Eco nature school is located in Saco of private woodlands where we play, investigate, and work each day. Our setting has an outdoor classroom perspective, a woodland play space, a pollinating garden, and various nature areas for quiet reflection. The school has introductory trails to explore leading to interpretive nature signs for children to observe. These multi-purpose outdoor spaces support our growing nature school with places for independent work, read alouds, performances, scientific research, play, and quiet reflection.



## What is Nature-Based or Environmental Education?

Kidz Go Eco believes that enjoyment and exploration of the natural world is a critical component of a well-rounded childhood. Our academic time spent inside the classroom encourages stewardship, exploration and appreciation of our natural world, and brings ecological literacy and early childhood education together.

Our eco educators and students enjoy being outside and our students spend time exploring and investigating the outdoors. We engage in activities from nature journaling, gardening, to igloo building, tree climbing, trail running, and more. Our passion and vision is to continue to offer new opportunities like our recent work with the pollinator garden, touch smell and feel garden, salamander habitat, backyard/forest bird playground, endangered species trail, and our wetland observatory platform.



### Nature Play

Kidz Go Eco students enjoy the outdoors, particularly the woods and wetlands, in a variety of ways. All children, and particularly our students love Nature Play and opportunities to explore, run, climb, and play in the woods. These times are open-ended. Some children engage in dramatic play, concocting marvelous plots for their woodland adventures. Others seek physical challenges, practicing balancing on logs and climbing trees. Curious children can always be found investigating the crevices of dead trees, observing critters, or inspecting a spider's delicate web. The outdoor classroom is an integral part of a child's experience, and they participate in outdoor atelier projects, nature journaling, longer outdoor investigations, and weekly exploration classes in the woods.

### Nature Journaling

Field notebooks are used for nature journaling as a powerful tool in students' ability to sketch, draw, and create their observations while outdoors. KGE students use weekly journaling to blend their observational drawing with writing. Nature journaling allows students to zoom in on details about plants, animals, and the environment. Through prompts that integrate art, science, and language arts, students develop important skills in gathering information, making careful observations, and documenting their thoughts, while playing in the field.



## 2.0 Our Philosophy: What is the Reggio Emilia Approach?

The Reggio Emilia Approach is an innovative and inspiring approach to early childhood education which values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it.

### 2.1 Background on the Reggio Emilia Approach

The Reggio Emilia Approach originated in the town (and surrounding areas) of Reggio Emilia in Italy out of a movement towards progressive and cooperative early childhood education. It is unique to Reggio Emilia. It is not a method. There are no international training colleges to train to be a Reggio Emilia teacher. Outside of the town of Reggio Emilia, all schools and preschools (and home schools) are Reggio-inspired, using an adaptation of the approach specific to the needs of their community.

This is important, as each student, teacher, parent, community, and town are different. No two Reggio-inspired communities should look the same, as the needs and interests of the children within each community will be different.

Typically the Reggio Approach is applied to preschools and early childhood settings but I think, with an understanding of the general principles, this inspiring child-led approach can be adapted to the home as well.



## 2.2 Principles of the Reggio Emilia Approach to Education

The following principles guide the practice and decisions made at Kidz Go Eco are borrowed from Foundations of the Reggio Emilia Approach:

### Image of the Child

Children are viewed as competent, curious, full of knowledge, potential, and interested in connecting to the world around them. Teachers are deeply aware of children's potential and construct all their work and environment of the children's experience to respond appropriately.

### Collaboration and Interaction

Collaboration and cooperation are intentional in a school inspired by the Reggio Emilia Approach to education. The entire system is designed to be connected and in relationship. Nothing is left to sit in isolation. Everything is alive and connected. Children, teachers and families join together to continually improve the system that supports our school community.

### The Environment

The space within the school or the environment is considered the third teacher. Teachers intentionally organize, support and plan for various spaces for children. The daily schedules are planned to ensure that there is a balance between individual, small and large group activities, child-directed and teacher-initiated activity and inside as well as outside experiences.

### The Three Subjects of Education: Children, Families and Teachers

For children to learn, their well-being has to be guaranteed; such well-being is connected with the well being of parents and teachers. Children, parents and teachers have rights; the right to safety, care and welfare, the right to be involved and the right to grow professionally.

### The Power of Documentation

Documentation is a means to collect information, observations and learning. It can be in the form of observations, photography, video, conversation transcripts and/or visual mediums like paint, wire, clay or drawing materials. Teachers use documentation to identify strengths, ideas, and next steps to support learning.

### Emergent Curriculum

Emergent Curriculum is a way of teaching and learning that requires teachers to observe and listen to the children. Teachers ask questions and listen for the children's ideas, hypotheses and theories. After observing children in action, the teachers compare, discuss, and interpret their observations. Teachers plan activities, studies and long term projects in the classroom based on their observations. Teachers partner with children and the exchange of theories are referred to as the Cycle of Inquiry. Teachers use their interpretations, intentions and goals (social, emotional and academic) to make choices that they share with children. Learning is seen as a linear process but as a spiraling progression.

## 2.3 What is an Atelier Studio?

An Atelier is a French word for a workshop or studio. The Atelier is a setting that enriches each child's creative experiences by using paint, wire, chalk, clay, recycled art, beads, and is a space set aside for personal expression, inventions, and originality.

## 2.4 What is an Atelierista?

An art or studio teacher in the visual arts that traces children's discoveries through the artwork, and reflects on how children learn.

## 2.5 The Hundred Languages of Children

Probably the most well-known aspect of the Reggio Emilia Approach. The belief that children use many different ways to show their understanding and express their thoughts and creativity.

A hundred different ways of thinking, of discovering, of learning. Through drawing and sculpting, through dance and movement, through painting and pretend play, through modeling and music, and that each one of these Hundred Languages must be valued and nurtured.

These languages, or ways of learning, are all a part of the child. Learning and play are not separated.

The Reggio Emilia Approach emphasizes hands-on discovery learning that allows the child to use all their senses and all their hundred languages to learn.



## 2.6 The Role of the Teacher

The image of the child shapes the role of the teacher and involves four major components. Teachers are:

- 1 Co-constructors: partners, guides, nurtures, solves problems, learns, hypothesizes
- 2 Researchers: learns, observes, revisits
- 3 Documenters: listens, records, displays, revisits
- 4 Advocates for children: involved in the community, politics relating to children, speaks for children and presents work to other educators and community members

## 2.7 The Role of Parents

Parents are an essential component of the school. They are an active part of their children's learning experiences and help to ensure the welfare of all the children in the school. All families are members of the Family Team.

## 2.8 The Role of Time and the Importance of Continuity

Time is influenced by the interests and activities that the children bring to life within the school. This in turn impacts schedules, groupings and routines. Teachers get to know children (strengths, needs and personality) because children stay with the same teacher and the same peer group for two years.

## 2.9 Projects

Projects provide the backbone of the children's and teachers' learning experiences. They are based on the strong convictions that learning by doing is of great importance and that to discuss in a group and to revisit ideas and experiences is the premier way of learning. Project ideas come from experiences of the children and teachers, a chance event or problem posed. They can last from a few days to several months.

## 2.10 KGE Values

Incorporating our values show that we believe in the power of nature to awaken a child's senses, curiosity, and desire to learn, and that the best development occurs in groups where children are actively involved in creating their own learning and interests.

## 2.11 Values for Educators

- Child-driven
- Family-centered
- Reggio Emilia Inspired
- Committed to diversity
- Protect-Wildlife
- Eco-Friendly
- Nature-Based Education
- Emergent-learning
- Nutrition-wellness
- Balance mind, body, and spirit
- Strength-based
- Conservation-Literacy
- Made in Maine
- Wonder of Learning
- Citizenship
- Recycling

## 2.12 Values for Children

- Respect
- Honesty
- Trust
- Empathy
- Family
- Health
- Love
- Diversity
- Peace
- Nature
- Passion for Learning
- Creativity

## 2.13 Small Class Size

The Kidz Go Eco ratio is 1 teacher for 6 preschool children ages 3-5. This small class size gives us the ability to focus on your child's individual needs, accommodate your child's unique learning styles, and respect his/her learning pace. We often have a third educator for a portion of the day who works part-time to offer extra support.

## 3.0 Parents and Volunteers

### 3.1 Parent Open Door Policy

Kidz Go Eco has an "open door" policy and parents should feel welcome to make unannounced visits, feel welcome to volunteer, and feel they have the opportunity to contribute in any way. Our open door policy is a great way for parents to observe your child participating in our preschool program, and it also helps parents develop a better understanding of your child at this stage of development, and even learn some helpful tips and strategies that you can use to engage your child at home. Having parents present is a delight, we cherish volunteers, and we hope these moments to be a rewarding opportunity to contribute to your child's early childhood education. Please be aware during pandemics or Covid-19 we will not have visitors or unexpected visits inside the classrooms.



### 3.2 Parent/Staff Relationships

Relationships between parents/guardians and our current teaching staff is to remain professional at all times. There will be no exchanging of phone numbers or social media such as Facebook, Instagram, or any other social media outlets. Employees are not allowed to babysit for a client's child(ren).

### 3.3 Parent and Grandparent HELPERS

We love Parent and Grandparent Helpers! Do you have a special trade or skill? For instance, do you or someone in your family play a musical instrument, speak another language, practice yoga, have special animals, do beekeeping, organic gardening, sewing, pottery, photography, or is a police officer or firefighter, or just loves the outdoors, they we would love to have you visit our little green preschool.

We understand that many jobs and/or life commitments make the freedom of donating time very difficult, but if you have a day here and there, and you're brave enough to work with us, we would LOVE to have parent and grandparent HELPERS! Family has a very important role so we would love to include you, and work with families together to instill a love of learning, building lasting connections among children, families, and teaching staff. Here are other ways families can get involved that would be a huge help in our preschool!

- Reading with students
- Organizing an Atelier (art) project
- Laminating or cutting
- Making copies or preparing packets
- Sharing your skill or trade
- Planning a fun class for parents
- Sharing a healthy recipe
- Bring a loving pet
- We can always use help cleaning and organizing

We currently invite families to join us, and if you're interested please reach out to your child's Lead Educator or Director. Thank you!



### 3.4 Our Volunteers

We encourage volunteers and appreciate the dedication and time donated from individuals that love working with children and families. We have a variety of projects that an individual, group, or company can assist with! We value our volunteers and commend them for their selfless contributions. Volunteers at KGE will need to fill out a Volunteer Application and provide a Finger Printing Background check. Volunteers will need to provide a negative Covid-19 test before volunteering in the classrooms and will need to wear a mask or shield when mandates are in effect.

## 4.0 Educational Ideals

### 4.1 Outdoor Classroom Perspective

Our perspective is that children need more wilderness in their programs, and this is why we have a strong emphasis on outdoor classroom experiences.

#### Physical Benefits

- Increase in Physical Development, capability, and activity
- Setting up patterns for an active healthy lifestyle
- Fewer children suffering from diseases such as obesity and diabetes

#### Cognitive Benefits

- Stronger language, problem-solving, and communication skills through projects and group activity
- Developing an interest in math and science through connection with nature
- Fostering learning through self-initiation, control, and personal responsibility

#### Psychological Benefits

- Happier
- Higher, more self-esteem
- Effective relationship building in cooperative non-competitive environment
- Social-emotional mastery

#### Understanding Benefits

- Familiarity with and appreciation for nature and wildlife
- Wide expansive view of how the world works
- Building stewardship skills for the environment

#### 4.2 Spiritual Perspective

We believe that our nature school goes beyond the learning of letters, numbers, shapes, and colors. The foundation of a spiritual approach in our preschool setting is to nurture the spiritual dimension of each child. The children of Kidz Go Eco Nature School come from a variety of cultural, religious, and spiritual backgrounds. We are a free-thought preschool, and we recognize and acknowledge the spiritual dimension of each child, person and living thing. We encourage each child to experience life through their heart-center to encourage the development of compassion, mindfulness, and awareness of their social responsibility, and a reverence and respect for all forms of life throughout our curriculum.



#### 4.3 Emotional Perspective

The capable child will:

- Be able to separate from parents
- Begin to verbalize his/her feelings
- Begin to develop inner control
- Be able to take turns and wait
- Begin to assume responsibilities for self toward the role of independence
- Be able to try new things without fear of failing
- Be able to feel secure in preschool
- Be able to trust other adults
- Begin to make some choices
- Develop a positive self-image

#### 4.4 Social Perspective

The capable child will:

- Enjoy coming to school and being with other children
- Be able to stay with a group for an activity
- Begin to share and take turns
- Begin to show courtesy
- Begin to appreciate the right of others
- Begin to be able to sit through a story
- Begin to play cooperatively with other children
- Begin to develop a helpful attitude towards the group
- Begin to respect the rights and property of others

#### 4.5 Physical Perspective

The capable child will:

- Improve large muscle coordination
- Improve small muscle coordination
- Develop eye-hand coordination
- Use equipment correctly, safely, and appropriately for his/her age
- Dress him/herself with minimal help
- Use and develop all five senses
- Develop acceptable toilet habits
- Discriminate likenesses and differences in objects
- Respond to listening games
- Develop a sense of directionality – the ability to perceive and orient oneself to the top, bottom, sides, front and back of an object



#### 4.6 Intellectual Perspective

The capable child will:

- Develop greater language skills including their vocabulary
- Enjoy learning new things
- Follow simple directions
- Increase attention span
- Match such things as colors, shapes, etc.
- Develop an inquiring attitude by observing their environment, questioning what he/she has experienced
- Be introduced to numbers and shapes, measurement, sense of time, sets, and ordinal numbers
- Know his/her full name and age and be able to recognize his/her name
- Learn songs and fingerplays to develop memory, sequence, ordinal numbers, etc.
- Begin to develop an imagination and to differentiate reality and make believe
- Begin to use his/her own inner resources instead of relying on adults
- Develop increased listening skills
- Develop increased visual discrimination skills
- Use equipment and materials appropriately
- Become aware of language symbols

#### 4.7 Language & Literacy Perspective

The capable child will:

- Develop knowledge and skills related to communicating and listening
- Develop knowledge and skills related to books, showing and understanding that the books and other forms of printed material have a purpose
- Develop knowledge and skills related to comprehension and understanding that spoken and written words have meaning
- Develop knowledge and skills related to sounds in spoken language, the ability to hear and work with the sounds of spoken language, and an understanding that spoken words are made up of separate small sounds
- Develop knowledge and skills related to print concepts, understanding that words they see in print, and words they speak and hear are related
- Develop the ability to recognize that sounds are associated with letters of the alphabet and that they form words
- Develop the ability to use symbols to represent words and ideas



## 4.8 Creative Fine Arts & Expression

Our Atelier studio which is a setting that enriches each child's creative experiences by using paint, wire, chalk, clay, recycled art, beads, and is a space set aside for personal expression, inventions, and originality. Children will discover different art techniques and famous artists, have the opportunity to try different types of art, and will draw things that interest them.

## 4.9 Music Appreciation & Dance

Children will expand their understanding and appreciation of different types of music, spatial awareness, movement, balance, and coordination.



## 4.10 Children's Yoga

This is a non-religious approach to practicing Yoga. Children that practice the basic "poses" in yoga seem to develop higher levels of confidence, better concentration, promote physical flexibility, and have amazing benefits on teaching calming and breathing techniques.

## 4.11 Science Discovery & Ecology

Children will learn through the observation of living animals, insects, plants; exploring weather; vermiculture bins in the classroom, life-cycles, various habitats and ecosystems; and discovering the solar system. We guide children on the importance of environmental awareness through conservation literacy and wildlife preservation. We "adopt" an animal that is on the "Endangered Species" list every year, and will display our Endangered Species of the Month.

## 4.12 Assessments

At Kidz Go Eco we use a variety of assessment procedures to get to know your child and plan an active vibrant curriculum based on the results. Assessments guide our planning and our conversations with you about your child. An explanation of our procedures follows:

### Purpose of Assessment:

- To support learning and the individual child
- To identify children's interests and needs
- To describe the developmental progress and learning of children
- To improve curriculum and adapt teaching practices and the environment
- To plan program improvements
- To communicate with families
- To identify special needs
- To evaluate our program and monitor trends
- To maintain program and teaching accountability

### Conditions of Assessment:

Children may be assessed in the classroom and outdoors by teaching staff using observations, checklists and anecdotal notation. Children's assigned Lead Educator or Educator Assistant will individually provide tests to acquire a more detailed picture of their skills. We are using a tailored Handwriting Without Tears Assessment Format and a MELD assessment. Children will be assessed in November and March of each year.

## 4.13 Parent Teacher Conferences

Each year we're pleased to join our families in Parent Teacher Conferences in presenting Maine's Early Learning and Development Standards. These standards represent the latest research and practice in the field of early childhood education.

Maine's Early Learning and Development Standards serves as a guide for state and local early childhood educators' efforts to improve practice and programs for young children during their preschool years. More than ever, we know the critical development of skills and knowledge that occurs during a child's preschool-age years and sets the foundation for them to be successful in kindergarten and beyond.

Maine's Early Learning and Development Standards is intended to enhance the collaboration and consistency across systems by aligning practices across all early childhood settings, as well as serve as a resource to parents who are a child's first and most important teacher. Our Early Childhood Educators and Environmental Educators work together on setting the standards and focusing on environmental education and kindergarten readiness serving young children ages 3-5.

On the next page their are areas of Learning and Developmental Standards that our nature school is providing to bridge ecological concepts, environmental education, and kindergarten readiness together. Our Nature-Based program provides rich outdoor explorations, field investigations, digital nature to incorporate technology and nature together, while providing a strong oversight on kindergarten readiness.



### Social and Emotional Development:

Young children's social and emotional development is fostered through positive interactions and in settings where guidance for healthy and safe relationships exists. Children between the ages of three and five years develop a growing awareness of themselves as an individual as well as of others around them. While children each develop social and emotional skills and regulation at their own rate, as they grow socially and emotionally they will begin to express their needs and feelings, communicate and develop a growing awareness of self and others, begin to recognize the feelings of others and to develop sympathy and empathy for their peers. Children at this age display increasing confidence in themselves by their willingness to take on new tasks, by initiating play with their peers, and by demonstrating an understanding of routines and rules for behavior in their daily environment.

### Approaches to Learning:

The young child is by nature, curious and inquisitive. Children will explore their world in the context of the trust and guidance of significant others, and based upon their own temperament and interests. Children's drive to learn develops from their need to make sense of the world as they attempt to understand their own experiences. Children display their approaches to learning by expressing an eagerness to learn through asking questions, making choices, exploring, imagining, inventing, concentrating, and applying prior knowledge to new learning experiences.

### Creative Arts:

Creative expression allows a young child to engage in the world of their own imagination. It offers them an opportunity to express themselves in ways that are unique to them and to form an appreciation for the unique expressions of others. Fostering creativity in young children allows them to explore, examine and reflect upon their own individual form of creative expression. It also provides an opportunity for the Early Educator to gather information and insight into a child's ideas, feelings, interests and individual learning styles and preferences.

Providing experiences such as music, movement, dance, dramatic play, and experimentation with a variety of art media, allows a child to explore the different dimensions of the creative arts. As children interact with sounds, colors, forms and motion they expand upon their communication between their inner and outer world.

### Early Language and Literacy:

Children acquire language and literacy skills through meaningful interactions with people in their lives. Early childhood is the most critical time for language and literacy development, and the foundations built by students during this time are essential to children's later learning. Some language and literacy learning is incidental and arises naturally during play and everyday experiences. Other learning depends on explicit instruction that occurs through formal teaching. Young learners can actively construct their own language and literacy knowledge, but they also need intentional interactions with adults to further their development, provide motivation and strengthen essential skills.

### Physical Development and Health:

Young children love active play. Children aged three to five are developing their physical abilities at an extremely rapid rate. Early childhood educators encourage and promote this physical development by providing safe and appropriate physical activities adapted to the child's abilities, special needs or health concerns, and individual patterns of growth. Children who participate in regular physical activity will have overall better health and confidence in their bodies and what their bodies can do, as well as a more general sense of well-being. Participation in moderate to vigorous physical activity with increased heart rate that is intentionally planned and facilitated increases stamina, endurance and flexibility; daily walking, running, hopping, throwing and catching, turning, twisting and stretching are examples of this kind of activity.

### Math:

Young children are natural mathematicians. Even as infants and young toddlers they engage in matching and sorting activities. Children aged three to five are eager to learn the role of math in everyday life, and benefit from rich learning environments and adults who introduce important concepts and content to them. This approach supports an appreciation for math and gives the young child a foundation in math which builds upon their natural curiosity and desire to learn. Active experiences and hands-on materials (both those found in the natural world and purchased) are especially important in helping young learners focus on the key concepts of early mathematics: numeracy, geometry, measurement and problem-solving skills. These concept areas are linked by teaching practices that emphasize the enjoyment and appreciation of mathematics. All of these elements - a supportive environment, current content knowledge, interactive materials and a love of math - combine to create young mathematicians who will carry their positive approaches to math through their kindergarten years and beyond.

### Science:

Young children are born investigators. Children are curious problem-solvers, seeking to understand the world about them every day. Through early science experiences, these young learners explore, invent, investigate, question, discover and note changes in their environment. In doing so, they learn new words to describe and classify the world they experience, apply math knowledge, and use these tools to deepen their understanding of the world about them.

Science-rich environments (indoors and outdoors) are a critical component of early childhood education. Early childhood educators who value science plan experiences with concepts that are integrated throughout the children's day. These activities help to develop literacy, numeracy, and social studies content as well as strengthen memory, attention, motor skills, and social cooperation. When Early childhood educators use the language of science and co-investigate with children, they generate interest and questions that support the early stages of critical thinking and problem solving that will benefit children throughout their lives.



## Social Studies:

Young children begin to understand their place in the world with their awareness and understanding of family. As their world expands to the classroom and beyond, a child's sense of their place within the world also grows. The ability to participate in family and group settings enables the young child to develop, practice and apply important life skills such as cooperation, sharing and following rules. With increased opportunity and exposure, they take these important life skills and begin to broaden and refine them as they learn more about neighborhoods, communities and the larger world.

Early childhood educators contribute to a young child's understanding of themselves and the world around them. By creating safe and inclusive environments, young children learn about similarities and differences amongst each other. Exposure to various cultures, ages, abilities, languages and family structures build upon the concept that there are differences that can be equally honored and valued within a community.

## Communications with Families Regarding Assessments:

Families will be given their child's progress formally each year. In November an overview of your child's progress will be given to parents, and teachers will meet or have a phone conference with parents to discuss progress and goals for the child if there are any areas of concern.

Each year in April we have parent/teacher conferences and educator's will meet or have a phone conference with every family to review your child's development, progress, and milestones. We offer recommendations and goals for parents to work on with their child over the summer months. A discussion on helping your child transition to kindergarten and some helpful recommendations to support your child before they embark on their new school journey will be given during the conference.

*Please note: As parents, you know your child the very best. We will work in partnership with you to derive the best assessment method for your child; one that is sensitive to your values, culture, identity and home language. If what we are doing is not meeting your needs, please speak to us.*

## Assessment Confidentiality

All records of children's assessment both formal and informal are kept in the individual child's file. Educators and administrators will have access to these records. The results of these assessments are used for individual planning and overall program improvement. Parents need to give Kidz Go Eco Nature School written permission in order for us to share any information about your child with a third party. The confidentiality of your child's screenings, assessments, and health records are very important to us and will be protected at all times.

## 4.14 Supporting Your Child's Needs or Delay

If during the course of our evaluations, we suspect that your child may have a developmental delay or special need, we will alert you in a sensitive, supportive and confidential manner. We will provide you with documentation and an explanation for our concern; we will suggest the next steps you can take in the referral process. We will help you through whatever steps are necessary in accessing early intervention for your child. We support and encourage you to make decisions about services that your child may need. We will help and encourage you to advocate for these services, and teaching staff will discuss with families to be sure that KGE has the capability to meet your child's needs. Families can be assured that this information will be kept confidential.

Our program fully complies with Title III of the Americans with Disabilities Act. The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities an equal opportunity to participate in the childcare center's program and services. We do not exclude children with disabilities from our program unless their presence would pose a direct threat to the health and safety of others or require a fundamental alteration of the program.

## 4.15 Preschool Graduation

Children, parents, and teachers have been working together to reach this incredibly important milestone. This is such an exciting time for children, parents, extended family, and our educators. We will communicate with parents on when, where, what time, and preschool graduation details.

**Current Location:** Preschool Graduation is at the Maine Wildlife Park each year.

**Current Time:** Third Saturday in June at 11:30am

We work collectively with the Maine Wildlife Park so families can receive discounts to enter the park on the day of graduation (avg. ticket price \$4 per person). Kidz Go Eco covers the expense to reserve the preschool graduation at the Large Shelter at the Maine Wildlife Park for families to enjoy for the day. Parents bring a packed lunch for families to enjoy after the ceremony, and if inclement or rainy weather occurs we'll keep parents informed on a rain date.

Children, parents, and extended family get to explore the park and appreciate the emphasis on conservation literacy, Maine wildlife preservation, and the wonderful attributes the Maine Wildlife Park brings to our area. We look forward to this special day every year and it's such a wonderful day to bring educators and families together.

## 4.16 Caps and Gowns

Caps and gowns can be purchased for \$35.00 or your child can reuse one of KGE's for the day and then return to KGE after the ceremony.

# 5.0 Programs

## 5.1 Nature Preschool Programs

### Investigators – Preschoolers, Ages 2 and 9 months-3

Children in this program are being introduced to a preschool classroom setting. Our Investigators follow the same approach as the Explorers, but the program is developmentally appropriate. We like our learning programs to foster a secure, supportive environment in which children will receive the necessary encouragement to develop increasing levels of independence. Our educational principles provide children with age appropriate learning so they have the ability to move onto the Explorer Program.

### Explorers – Preschoolers, Ages 4-5

Goals of the Explorer Program include delivering early childhood education by developing self-esteem, motor skills, creativity, self-mastery, and autonomy; helping the child with gradual separation as their days begin to get longer in a school setting, and developing skills in language and communication, socialization, logical and sequential thinking, literacy, and mathematical concepts.

### Preschool Daily Schedule

This is a sample daily schedule. These events take place during school about the same time daily:

TIME	DAILY RHYTHM
8:00 am - 8:30 am	Meet & Greet & Play, Tidy up, Restroom Breaks
8:45 am - 9:45 am	Organic Breakfast, Morning Circle, Movement, Literacy
9:45 am - 10:45 am	Nature Journals, Atelier Studio, Imaginative Play
11:15 am - 11:30 am	Outdoor Field Investigations, Nature Trails, Parent Pick-up



These are some areas of Kindergarten Readiness we incorporate into our program daily:

- Reggio Emilia Principles
- Nature Based/Outdoor Classroom
- Nature Trails
- Nature Interpretive Trail Signs
- Wetland/Forest Habitats
- Letter Recognition
- Number Recognition
- Pledge of Allegiance
- Eco- Friendly Pledge
- Spatial Awareness
- Geography
- Music Appreciation
- Mathematical Concepts
- Endangered Species
- Earth Sciences, Natural Sciences
- Light Table Concepts (Refraction, Diffraction, Shadows, Reflections.
- Technology with Microscopes, Telescopes, Endoscopes, Borescopes
- Architecture and Building
- Loose Parts Theory
- Weekly Provocations and Invitations to Learning
- Recycling/Sorting
- Culinary Arts
- Creative Arts
- Digital Nature
- Nature Journals
- Writing and Scissor Skills
- Outdoor Field Studies
- Planting and Gardening
- Forest Bird Identification
- Conservation, Sustainability
- Introductory Nature Trails
- Social Emotional Growth
- Physical Wellbeing
- Confidence and Empowerment
- Compassion and Empathy
- Respect for Wildlife/Nature
- Citizenship
- Stewards of the Planet

## 5.2 Nature Inspired ChildCare — Ages 2.9 months-5 years old

Early childhood education is important to parents, and most families are looking for programs that offer full-time care that provides and offers students to participate in a setting that promotes well-developed practices for Kindergarten Readiness. Childcare is designed for children so they feel a sense of belonging, community, and feel nurtured and cared for while parents are working. Childcare students develop a sense of familiarity with a longer school day and children ages 2 years old and 9 months – 5 years may register for this program. Children must be potty-trained and our hours of operation are 7:30am-4:30pm.

Children enrolled in this program will have additional time to gain a sense of self, explore, build friendships with their peers, have spontaneous observations of nature, ask questions about “how the world works”, and take advantage of using our natural materials, eco-compatible furnishings, and learning instruments.

Childcare is an opportunity for children to discover they can do things for themselves when being separated from their parents for longer durations, in addition to strengthening their social skills, learn how to compromise, be respectful to others, and problem-solve. Our nature school provides extended care with approaches to help children build a relationship between the internal and external environment that engages children’s five senses and facilitates exploration.

### IMPORTANT:

- 1.) If a parent decides to reduce your child’s full-time or part-time status over the school year or for the summer months then we reserve the right to fill the days that come available with another child. Our program is small and needs to maintain a healthy operation by staying at full capacity. We can NOT guarantee a full-time status or a part-time status for your child if at any time your family reduces your child’s enrollment during the school year or for summer camp months.
- 2.) If a parent decides to withdraw at any time during the school year this means your child has withdrawn from the program and is no longer guaranteed a placement for summer or for fall enrollment.
- 3.) If your family decides to reduce or withdraw and your family has already submitted a deposit and 2 week registration for summer or for fall programming this is non-refundable.
- 4.) For school closures, please also refer to the section on Tuition Still Due.



## 5.3 Migrators — Afterschool Care, Ages 5-8

This is our Afterschool Program serving children ages 5-8 from 3:00pm – 4:30pm, offering children and parents a unique, nurturing experience that offers more “one-on-one” interaction with children and staff. Children in this program are referred to as Migrator’s. These age groups have developed the independent skills to “migrate” from their school to KGE by the Saco School’s Bus System, and we recognize for most children that this is a special milestone.

When children arrive at our facility, a Lead Educator or Assistant Educator will be waiting for your child’s arrival. The Migrator Program is mindful of the supervision expectations of working parents who want enrichment for their child, or have been recommended by the school system for families who prefer a small, more private, aftercare program. This program is designed to offer mentoring and guidance by our educated facilitators, so students have the opportunity to improve academically, encourage good citizenship, while exposing them to topics surrounding environmental sustainability, earth sciences, ecology, social activities, and other educational opportunities. Our afterschool program is designed to serve the needs of both children and parents who do NOT need a comprehensive aftercare program for snow days, vacations, etc. Most often our aftercare students are children with parents who are teachers in the school system.

## 5.4 Summer Nature Camp — Camp EcoAvocado, Ages 3-8

Welcome “Little Naturalists” and families to Camp EcoAvocado! Summer offers our unique educational summer program, and our days of operation are Monday through Friday from 7:30am–4:30pm.

Our culture for achievement was to create a Day Camp so welcoming, so inviting that every child who walks through the doors has an amazing experience. Camp EcoAvocado is inspired by an outdoor camp experience where our Little Naturalist can develop a deeper connection with nature, love and appreciate wildlife, have a better understanding of how the world works, and how to become future stewards of the planet.

Our Little Naturalists explore a variety of Maine wildlife habitats on the EcoAvocado Trail, Eco Creek Trail, Endangered Species Trail and Lotus Loop Trail. We model and encourage children to develop compassion and sensitivity for all living creatures. Camp EcoAvocado is an outdoor experience that strengthens physical well-being, promotes a happier well-balanced child, increases cognitive development by children having to problem-solve and work in groups, and creates a better understanding of the human-nature connection. As educators, we thrive on helping Little Naturalists practice good citizenship, conservation literacy, and enjoying what summer is all about!

### Little Naturalist:

Children are referred to as Little Naturalists at Camp EcoAvocado, and each Naturalist receives an ecology hat from KGE as a memento.

### Eco Adventure Trails:

- EcoAvocado Trail
- Eco Creek Trail
- Endangered Species Trail
- Lotus Loop Trail



## Camp EcoAvocado's Summer Schedule & Themes

### Tall Pines — Ages 5-8

**Camp EcoAvocado:** Parents can choose any days Monday-Friday half days or full days.

Our Summer Nature Camps offer a variety of options that can be tailored to fit your needs.

Our Tall Pines program is tailored for campers ages 5-8 that investigate their natural surroundings and learn to understand the relationships of wildlife and the ecosystem. Each day lets your child be a real explorer, using science in fun ways to better know the natural world. Outdoor games, animal encounters, nature based crafts, water play, interactive stories, cooperative games, and other nature activities to illustrate and reinforce the ecological concepts covered in our daily adventures.

Our Tall Pines campers will learn how a bee makes honey? Where do monarchs go in the winter? Why does an owl spit up pellets? What is a squirrel's nest called? Animals and plants have developed incredible adaptations to survive in the wild. Campers will explore the ecosystem to uncover these secrets through observation and experiments. Our Tall Pines Program has 11 Themes, and our Summer Nature Camps offer a variety of options that can be tailored to fit your schedule and needs.

#### Tall Pines Weekly Themes:

##### Animal Savers

If your child adores animals, wants to be a zookeeper, park ranger, veterinarian, wildlife rehabber, help less fortunate animals, then they will love our Animal Savers Camp! Little naturalists spend time learning how to care for animals, how to contribute to local organizations to see other ways people are working to make the world a better place for animals and wildlife.

##### Pollinator Habitats

Giving your child botany experiences in the garden is a wonderful way to welcome the Summer Season in Maine, and the ecological concepts used during this week of camp is pollination and cross pollination. This is an opportunity for children to learn about what flowers and shrubs can attract hummingbirds, butterflies, and even the very important insect of Maine, the "Honey Bee." Children will learn the importance of pollination in agriculture, and the difference between annuals and perennials. Pollinator Habitats teaches the importance of composting, healthy soil, how to water flowers, plant unique wildflowers, and how to be pollinator friendly!

##### Atelier Studio (atelier means art studio in French)

Unleash your child's inner Picasso in an art camp where Old World Masters meet High Tech Digital Media! Little naturalists will create masterpieces using various mediums such as chalk, watercolor, acrylic, and clay while learning about artists of the world. Other art projects will involve emergent learning art activities in which the children will teach us which they are most interested in.

##### Wildlife Forensics

From tracks to scats to skulls and bones to antlers and horns! What animal is that?! What happened? Who was involved? A week of wildlife forensics culminates in a group of investigators that are collecting evidence, lifting prints, photographing and sketching a scene, solving mysteries, and gathering specimens! During this unique week of wildlife forensics children will learn the importance of wildlife ecology and conservation in Maine. Teaching children how we can support local conservation and wildlife management is a wonderful way to bring compassion in protecting our very own Maine Wildlife.

##### Tidal Pools

Little Naturalists will learn about the intertidal regions of one of the most diverse ecosystems on the planet. Children explore everything from crabs, sea urchins, sea stars, mussels, snails, varieties of seaweed, barnacles, lobsters, various aquatic themes & oceans, sea mammals, and hands-on fun with seashells and sea rocks. The most important focus during this week is the emphasis on keeping our oceans clean, taking part in marine wildlife conservation, and the significance of endangered coral reefs.

##### Birds of a Feather

Birds of a Feather offers campers and group leaders the opportunity to introduce their students and participants to the fascinating world of raptors. The campers will not only gain an understanding of such ecological concepts as predator/prey relationships; they will see a hawk, an owl, or an eagle up close. We're even going to show students how to wrap an injured talon! Campers will also discover Eastern Backyard Birds in Maine and utilize Maine Audubon Birds to listen for their songs and sounds. Campers will also help place bird feeders, bird houses on the trail, use their nature journals to write what they observe, and we'll introduce instruments to campers to show them how to call certain types of birds. This kind of an experience instills into each camper a greater respect and appreciation for birds. Camp EcoAvocado programs are to foster a more responsible attitude towards all wildlife.

#### Some of the concepts the birds help to teach:

- predator/prey relationships
- raptor identification
- endangered species
- how deforestation affects backyard birds
- bird calls, sounds, and songs
- the "evil" predator myth
- survival adaptations
- raptor conservation
- behavior
- the hawk migration phenomenon
- rehabilitation

##### Maine Geology

The ecological concept used this week of camp is "Let's Explore Minerals and Rocks in Maine!" Each year rock collectors come to Maine to explore and search for crystals, gems, gold, and other minerals. Wow! What rock is that? Where did that rock come from? How do humans use rocks? What is a fossil? Is that tourmaline, topaz, mica, or feldspar? Rock painting, rock collecting, discovering the beauty of different rocks and some of the unique ways rocks can be utilized. From jewelry, to landscaping, to painting, and to collecting, Tall Pines get to explore minerals, igneous rocks, sedimentary and luster stones as part of the Mineral collecting in Maine!

##### Change Agents

A change agent is how one person can change the world and how we can do it together for human beings and the planet. Change agents are innovators, scientists, explorers, leaders, pioneers, and individuals who have a deep appreciation for natural resources, wildlife habitats, and digging deeper to see the importance of our human existence to the nature world. This week of camp is to cultivate a positive drive for children to care, fall in love with our magnificent world and our pristine seas, and guide them through a process of discovery in what they truly care about what's important to them. We want to show children that they can sow seeds, however small, to be a Change Agent. The Ecology School will be visiting our nature camp this week to perform a small skit for all our "Change Agents."





### Teepees, Tribes, and Totem Poles

Take a journey with Native Americans as we explore and learn about their lives and culture. Campers will become “tribe” members, exploring the traditions, homes, village life, food gathering strategies, and the importance of sports and games in Native American life. They will replicate Native American art, design and construct totem poles, spend time in a real teepee and focus on life as it was – good times with friends.

### Treeology

Let’s Branch Out! What do healthy trees need to succeed? Do trees get diseases? What is a tree burl? The ecological concepts used this week of camp is Conifer vs. Deciduous Trees, types of forest, how humans and animals utilize trees, tree rings and tree age discovery, what’s under the bark, the leaf life cycle, needles vs. leaves, root structure, various types of trees, and the importance of how insects even live in dead trees!

### Extinction Detectives

Let’s take a trip around the world with our Extinction Detectives to discover the fascinating endangered species of the planet. What’s your child’s favorite endangered species? This is a positive approach to see the goodness in the amazing work of famous environmentalists from people all over the globe working together to preserve the majestic and remarkable creatures of the planet! The ecological concept being used during this week of camp is to help children understand the importance of nature and how everything is interconnected and how their actions help shape the future of nature. This week our campers work together and decide on what endangered species to adopt through the World Wildlife Fund.

## Little Timbers — Ages 3-4

**Camp EcoAvocado:** Parents can choose any days Monday-Friday Half Days or Full Days

\*Our Summer Nature Camps offer a variety of options and can be tailored to fit your needs.

Our Little Timbers program is an enriching First Nature Camp experience for 3-4 year olds as they explore hands-on nature experiences, engage in small group nature games, and nature-based art activities. Little Timbers learn about the natural world, which improves a child’s imagination, concentration, and observation skills. Children enjoy nature walks, investigating our nature trails signs, story walks, Maine wildlife encounters, camp songs, and lots of outdoor art projects. Little Timbers must be potty trained. Camp EcoAvocado has 11 weekly themes, and our Summer Nature Camps offer a variety of options, and can be tailored to fit your schedule and needs.

### Little Timbers Weekly Themes:

#### Woodland Animals

Squirrels! Racoons! Owls! Deer! Which forest animals sleep at night and during the day? Our Little Timbers experience science learning outside, with a full week of exploration and discovery. We’ll have outdoor cooperative games, animal crafts, and challenge each child’s observational skills on which woodland animals inhabit our area.

#### Little Master Gardeners

Little Timbers get to utilize our current landscaping to plant seeds, flowers, and vegetables in our garden. Gardens are living laboratories where lessons are drawn from real life experiences, encouraging children to become active participants in the learning process. Having children engage in gardens improves their enthusiasm to choose food preferences of fruits and vegetables. A great week for using garden tools, and playing in organic soil!

### Art In Nature

Children love to play outside and explore nature! From twigs! Leaves! Flowers! Bark! Stones! Painting outside! We’ve created art projects that make art with nature! Environmental art is a growing movement and it’s evolving all the time, and the activities focus on exploration and expression, so we help children express themselves creatively by using materials they find. We have projects that can guide our Little Timbers, so they know how to use their materials. Letter stones, Fairy Gardens, Weaving nature, Flower Petals and Leaf pigments, acorn collage, and decorating pinecones are fun examples to involve nature and turn it into Art!



### Beaks and Talons

Backyard birds, shorebirds, raptors and more! Maine is home to 292 species of birds. Whether they stay here for the winter or migrate when the temperatures drop Maine is an amazing state to observe and learn about birds! What do birds use their beaks and talons for? During this week Little Timbers will discover the science behind these adaptations and explore how birds use their beaks and talons differently.

### All About Maine

The way life should be! This week we’ll be taking our campers on the beautiful discoveries and amazing facts of Maine. All the way from Kennebunk to Katahdin we’ll be learning the history and symbols of our remarkable state. Did you know these unique Maine State Facts?

- Motto: Dirigo ( I lead)
- Capital: Augusta
- Statehood: 23rd State
- Bird: Chick-A-Dee
- Fish: Land- Locked Salmon
- Flower: White Pine Cone
- Animal: Moose
- Insect: Honeybee
- Mineral: Tourmaline
- Berry: Wild Blueberry
- Highest Point: Mt. Katahdin ( 5267 ft. above sea level)
- Nicknames: Pine Tree State or Vacationland
- Maine is the only State with one-syllable name



### Ocean Caretakers

Do you know how big a LoggerHead Turtle is? Let's make a beach in a jar! This is an enriching marine biology experience that opens the doors to what is "Marine Life" and the majestic species that utilize the ocean as their home. This week is to cultivate a love and respect for our pristine oceans by building confidence, while inspiring future generations about coastal conservation through safety and fun. We introduce sea life, seashells, crustaceans, how to keep our oceans clean, and which endangered marine species need our help. This week incorporates sprinkler and water table fun!

### Insectology

We love insects! Little Timbers investigate insects with their very own natural curiosity! What do insects like, spiders, beetles, snails, centipedes, bees, and butterflies have in common? They have no spine and it takes a strong outer shell and some wild adaptations to be a spineless creature in the natural world. During this week of camp children will discover which bugs utilize our current landscaping for survival and this is such a child friendly way to learn about insects through life cycles, beautiful insect art activities from grasshoppers, lightning bugs, dragonflies, butterflies, ladybugs, the praying mantis, honey bees, and even hard-working ant colonies!

### National Park Rangers

This week our campers will learn that the United States has 61 protected pristine and breathtaking National Parks that are operated by the National Park Service! We'll be creating a little national park atmosphere with some pretend campfires with marshmallows, trail mix, Smokey the Bear coloring pages, and will have some beautiful pictures of our national parks.

These national park rangers will learn how our National Parks truly make our country special with parks like Acadia which is right here in Maine, Yellowstone, Zion, Yosemite, and many many more. During this week of camp, these National Park Rangers will learn what national parks are and how they preserve significant natural and historical places, will instill the appreciation for nature and the outdoors, the importance of preventing wildfires, and will teach the importance of conservation and preserving public lands.

### Little Gems

Let's Explore Minerals and Rocks in Maine! Each year rock collectors come to Maine to explore and search for crystals, gems, gold, and other minerals. Wow! What rock is that? Where did that rock come from? Is that tourmaline, topaz, mica, or feldspar? Rock painting, rock collecting, discovering the beauty of different rocks and some of the unique ways of rocks can be utilized. From jewelry, to landscaping, to painting, and to collecting Little Timbers get to explore minerals, igneous rocks, sedimentary and luster stones as part of Mineral collecting in Maine!

### Enchanted Forest

This is a magical and whimsical week! Little Naturalists use their imagination and use "little gnomes" and "little fairies" with wings to add to their fairy gardens. Children use their magic by turning bubbles into potions, sticks and ribbons into magic wands, turn silk scarves and flowers into fair soup, and children will design enchanted castles out of our beautiful gnome and fairy "felt" sets! Little Naturalists have fun creating gnomes and fairy houses out of leaves, sticks and painted rocks and transform the nature trail into a magical Enchanted Forest!

### Little Timbers Think Preschool

What a summer! Now that summer is coming to an end our Little Timbers are preparing to embark on a new journey... Preschool here they come! This week helps children feel excited about their new chapter. We read back to school stories, we go over meeting new friends, new teachers, and all the fun learning experiences preschool brings. This is a great precursor for children to help them make the transition into going back to preschool! We had such a wonderful summer in Maine!

*IMPORTANT: If your child is enrolled for the school year full-time or part-time and you withdraw or reduce your child's attendance during the summer months we reserve the right to fill the space. We are unable to reserve your child's space for the Fall if you reduce or withdraw your child for any extended period of time or during the summer months.*

## 5.5 Weekend Enrichment Services

With a shortage of available quality weekend childcare and enrichment services, we wanted to be one of the first facilities in our community to expand these options and to give dual working families the opportunity to have their child join us for weekend activities and enrichment classes. Parents can now register for weekend enrichment classes, and our parent's night out events. Families can customize a timeframe that works best by reaching out to the Director.

### Summer Hotel Visitors and Weekend Childcare:

Local tourists have expressed they would enjoy having their child participate in a safe and fun environment in a licensed facility to supervise and care for their child(ren) while they are vacationing in Maine. We provide weekend support and care for tourist families, and we can customize a timeframe that works best by reaching out to our Director. ( This program is not available at this time due to Covid-19 and to ensure the safety of our kge community.)

### Weekend Hours & Classes:

SATURDAY		SUNDAY	
<i>KGE Open Studio</i>	10:00 am - 12:30 pm (\$30.00)	<i>Birthday Parties!</i>	12:00 pm - 3:00 pm
<i>Kidz Craft Green</i>	1:00 pm - 3:30 pm (\$30.00)	We help educate on how to have an eco-friendly birthday and one that's fun & healthy! Please contact Miss Michelle at 571-9444 to schedule your birthday party and to discuss party details.	
<i>Parents Night Out</i>	4:00 pm - 7:00 pm (\$35.00)		

## 5.6 Parents Night Out

We feature a special Saturday night a couple times of year and school opens from 4:00pm-7:00pm. This helps parents to have some social fun with friends and colleagues. You can drop your child off for a healthy meal, arts-n-crafts, story-time, games and activities—then pick-up!

Activity fee: \$35.00



### 5.7 Santa's Night Out

A Christmas Shopping Extravaganza for Parents! Parents have the opportunity to drop their child (ren) off to enjoy the holiday spirit and to catch up on any last minute holiday shopping! Children get the opportunity to be Kindness Elves, enjoy a little winter crafting, make eco-friendly reindeer food, join in holiday caroling, taste holiday baked goods, and it's an event to believe in the magic of Christmas. We absolutely love opening for this event and all weekend enrichment activities support our future programming. We hope to see families take advantage of our Santa's Night Out Event in December each year!

### 5.8 How can I get my child prepared for preschool or childcare?

As educators, we like to introduce ourselves beforehand and have your child visit Kidz Go Eco while in session. This is an excellent way for your child to meet all the children and to get a feel for what Kidz Go Eco is all about! We understand that the first week or two can be difficult, so therefore, our compassionate and sensitive educators can assist in making the transition process as nurturing as possible for children and families.

Bringing in a 4x6 photo of your family that your child can leave at school can help bring a sense of security and familiarity to children that are just beginning. We recommend families discussing all the fun experiences and new friends children will get to meet when they start preschool. Picking out a special backpack, lunch box, and getting school supplies together can bring a sense of excitement, enthusiasm, and foster a positive orientation towards beginning preschool. Attending a preschool might be a new experience for both the child and the parents, and we want this to be an exciting milestone for families. If your child is experiencing separation or attachment anxiety, we will help guide children and families until they feel comfortable and safe in a new environment.

### 5.9 What NOT to Bring to Preschool or Childcare

- No chewing gum
- No cough drops (choking hazards)
- No toys (except for days we have Show-n-Tell)
- No electronics (tablets, gaming devices, phones)
- No change or money your child has from home
- No candy
- No scary costumes
- No play guns of any kind
- No sippy cups or bottles
- No pacifiers
- No peanuts/nuts in lunches (we are a peanut/nut aware school)



## 5.0 Program Tuition Rates & Hours

### Nature Preschool Programs

Please ask about flexibility and hours. We like to offer children and families a variety of options to make the right program work for you and your child.

Please visit our website <http://www.kidzgoeco.com/> to learn more about our additional programs.

NATURE PRESCHOOL TUITION:			
Investigators (Age 3)		Explorers (Ages 4-5)	
<i>Choose Two Days: Monday-Friday</i>		<i>Choose Four Days: Monday-Friday</i>	
<i>Annual Registration fee \$150</i>			
7:30am - 12:00pm	\$107 wk	7:30am - 12:00pm	\$167 wk
7:30am - 4:30pm	\$147 wk	7:30am - 4:30pm	\$247 wk
8:00am - 11:30am	\$97 wk	8:00am - 11:30am	\$127 wk
9:00am - 3:00pm	\$127 wk	9:00am - 3:00pm	\$227 wk
<i>Choose Three Days: Monday-Friday</i>		<i>Five Days: Monday-Friday</i>	
7:30am - 12:00pm	\$137 wk	7:30am - 12:00pm	\$187 wk
7:30am - 4:30pm	\$207 wk	7:30am - 4:30pm	\$307 wk
8:00am - 11:30am	\$117wk	8:00am - 11:30am	\$157 wk
9:00am - 3:00pm	\$177 wk	9:00am - 3:00pm	\$267 wk

**NEW!!** Customize your own days and times! For both Investigators and Explorers. Choose days and times from Mon-Fri 7:30 am - 4:30 pm.

Preschool annual registration for current families is November 15th through January 31st, and for new families it begins February 1st of each year. Tuition is still received for all 4 vacation periods and major holidays.



**AFTER SCHOOL NATURE DAYS:**

**Monday - Friday • 3:00pm - 4:30pm • (Ages 4-5)**

1 day	\$35 wk
2 days	\$45 wk
3 days	\$55 wk
4 days	\$65 wk
5 days	\$75 wk

**SUMMER NATURE CAMP TUITION:**

**Little Timbers (Ages 3-4)  
Tall Pines (Ages 5-8)**

Annual Registration All Families \$75			
Half Day • 7:30am - 12:00pm		Full Day • 7:30am - 4:30pm	
1 day	\$67 wk	1 day	\$77 wk
2 days	\$107 wk	2 days	\$147 wk
3 days	\$127 wk	3 days	\$207 wk
4 days	\$167 wk	4 days	\$247 wk
5 days	\$187 wk	5 days	\$287 wk

Tuition is to be paid on the first day of each month. No make up day policy.

**WEEKEND ENRICHMENT TUITION:  
Saturdays**

10:00am-12:30PM	\$30/child
1:00pm - 3:30pm	\$30/child
3:30pm - 7:00pm	\$35/child

By appointment only

**6.1 Payment Options**

Cash, Check, or Credit Card

**6.2 Financial Agreements**

We ask families to sign the registration form with a Financial Agreement. Parents need to give a two week notice if withdrawing. All 2-week deposits and annual registration fees are non-refundable. If your family decides to hold your child's space during a closure (whether an Emergency or Planned Closure), tuition is still due, or families can withdraw and give a 2 week notice. The two week notice begins on the day of notifying the Director that your family has decided to withdraw your child. Please also refer to the section on Tuition Still Due.

**Deposit**

At the time of enrollment, a 2-week deposit and an annual registration fee of \$150.00 needs to be submitted to reserve your child's space. All 2-week deposits and annual registration fees are non-refundable.

**6.3 Late Tuition Fees**

Tuition for preschool and afterschool programs are due on the 1st of every month, and child care tuition is due every Monday. A late fee of \$5.00 per day will be assessed to your families account for every day tuition is received late. We will attempt to contact parents regarding late payments.

**6.4 Late Pickup Fees**

Parents that arrive late for any program or past 4:30pm will be charged \$2.00 per minute.

**6.5 Non-Sufficient Funds**

Non-sufficient funds will result in a \$25.00 service charge fee. Parents are responsible for all additional fees accrued by a non-sufficient check.

**6.6 Additional School Fees**

We occasionally have extra curricular fees that may apply to cover costs of additional or specialized activities. For instance, we have organizations that support wild and exotic animals that are endangered or threatened in their habitats, farms that take pride in rescuing animals from neglect, cruelty, factory farming, and nonprofits that have a mission on sustainability and environmental stewardship. This is a wonderful part of our environmental education program that allows children to see the importance of coexisting with other species and developing empathy towards vulnerable creatures. We promise to give families ample notice to when we'll be coordinating these supplemental programs.



## 6.7 Tuition Still Due

Notwithstanding anything to the contrary contained herein, there are no reductions or deductions in tuition for child absences, family vacations, school vacations, or Closures (whether Emergency or Planned).

Emergency Closures are described in the section entitled Emergency Closures.

Planned Closures are described in the *Operational Policy* part of this Handbook.

If there is a Closure, Kidz Go Eco families can continue to pay for your child's space to reserve your child's space, or families can withdraw from the program at any time. We are not able to reserve your child's space for any future programs if your family withdraws in the middle of a preschool/childcare year. If your family withdraws this means a complete withdrawal from all programs and future programs. All registration fees and deposits for future programs are non-refundable if your family decides to withdraw your child(ren) from the program at any time.

As explained in the *Withdrawal* section of this Handbook, it is Kidz Go Eco policy that a family must provide a 2 week notice if a family decides to withdraw a child(ren) from Kidz Go Eco. The 2 week notice begins on the date the Director is notified that your child is withdrawing from the program via the submission of an Intent to Withdraw Form. A 2 week notice is still required even if the withdrawal is related to a classroom or program that is or was subject to an Emergency Closure.

### Tuition Paid in Advance

Tuition is received on a month to month basis. We're not accepting tuition paid in full for the year at this time.

## 6.8 Year-End Statements

At the end of each fiscal year, KGE will begin their end of year preparation process to prepare for the actual following year, therefore parents will receive "end of year" tuition statements for their child by January 31st of the new year. For tax deduction purposes, our Quality Rating Number is 1277 and our EIN# is 46-4851943.

## 6.9 Discounts

We offer our families a 5% sibling discount and will work with the state subsidy programs. We can only offer one discount so discounts cannot be combined. For instance, sibling and military discounts cannot be combined.

## 6.10 Paid in Full Discount

We're not accepting full tuition at this time. However, in the future if parents submit preschool or child care tuition in full for the year, we offer a \$150.00 discount off your child's annual tuition.



## 6.11 Military & Purple Heart Recipients

We offer our families a 5% discount.

## 6.12 Registration

Kidz Go Eco has an annual re-registration fee of \$150. Registration and two week deposit is due in advance for Preschool and childcare students every year. This registration and two week deposit is non-refundable.

### Re-Registration

All children must be re-registered each year from November 15 – January 31, which gives families time to re-register and reserve their child's space for the following year. If parents are re-enrolling all we need updated is a new registration form with your selected days and times you're re-enrolling your child, and families do NOT need to complete a new enrollment packet.

If a family is NOT re-registering their child by January 31, the family is forfeiting their child's space for the following calendar year. Each year we will need an updated registration form, updated immunizations, all current custody documents are needed if applicable, and the annual re-registration of \$150.00 and 2 week deposit which is non-refundable.

# 7.0 Food & Allergies

## 7.1 Health & Nutrition Awareness

Kidz Go Eco program provides healthy and safe meals and snacks that meet the nutrition requirements established by the federal and state law and regulations. Agreements with the food 5210 Let's Go Program and the CACFP offers menu and nutritious food choices that emphasize nutrient-rich foods, including fruits, vegetables, whole grains, low-fat or non-fat dairy, lean meats, eggs, and legumes. We encourage organic or locally grown "snacks", so we ask parents to bring one nutritious snack weekly (for instance: bag of apples, bananas, yogurt). This is so parents can bring one snack weekly and not have to worry about providing a snack daily.

## Very Important - Please Read

Promoting a healthy lifestyle is important to our educating staff at KGE. Supporting children with food allergies, recognizing cultural and religious beliefs, and trying to prevent childhood diabetes and obesity is a requirement from our staff and facility. Therefore keeping a healthy guideline for meals and snacks is an obligation we have to our children, families, and as child care professionals. Sending children consistent healthy messages and optimal nutrition around food is strongly promoted, and we do not reward children with food for good behavior. We have guidelines for foods served around holidays and celebrations, so we ask parents to not bring in cake, candy, pastries, cupcakes, and we celebrate with healthy non-food treats. Staff members do not consume unhealthy foods or drinks in front of children during meal time, and we are a Nut Aware and Peanut Aware Zone.

## 7.2 Organic Meals Served

- Organic or Natural Breakfast
- Organic or Natural PM Snack
- Organic or Natural Beverages (Milk, Soy, Coconut Milk, and Water), we do not serve juice.
- We provide mostly fresh fruit, vegetables, yogurt, cheese, hummus, and dried fruit for snacks.

Breakfast and afternoon snacks are organic and natural as possible and provided daily to children which is included in the tuition. If the organic version of a certain food item is unavailable, we do our best to find the most natural alternative possible. Our menu was created with the right nutritional balance in accordance with dietary guidelines and recommendations for a young developing child. Our meals reflect an emphasis on vegetables, fruits, and whole grains. We do not serve meat or pork.

## 7.3 Meals Parents Provide

Parents provide a cold healthy lunch from home for your child. Providing good nutrition for your child is a partnership. We ask parents to be mindful when packing your child's lunch that we would prefer that parents only send health foods. We highly and strongly recommend packing fruit, vegetables, dried fruit, yogurt, cheese sticks, pastas, soups, etc. We will provide families with a healthy food list option at the time of enrollment. If your child has ongoing beverage needs, we ask parents to bring in what your child needs with their name indicated on the beverage (rice milk, oat milk, flaxseed milk, coconut milk). Please label your child's lunch boxes and water bottles.

## 7.4 Mealtime Atmosphere

The atmosphere at mealtimes is made comforting and relaxing for children. We sometimes play soft music in the background. Mealtimes create a sense of community but most of all it creates a sense of togetherness—a sense of family. It sparks within each child a willingness to serve for the great good of the whole, which helps foster the development of social awareness and social responsibility. At the end of mealtimes, everyone is usually willing to help clean up. Also, teachers will not indicate in what order your child should eat his/her food. We routinely send home un-eaten portions of sandwiches and food in your child's lunchbox. We believe this enables parents to see what their child has eaten during lunch.

## 7.5 Choking Awareness

- hot dogs (recommend cutting small)
- raw carrots (recommend cutting small)
- whole grapes (recommend cutting small)
- seeds
- raw peas
- hard pretzels
- chips
- sun butter or wow butter in spoonfuls (nut free and peanut free)
- marshmallows
- popcorn
- chunks of meat larger than can be swallowed whole
- Any foods that are round, hard, small, thick, sticky, smooth and slippery.
- No gum, candy, hard candy, soda, and fruit boxes allowed at school.

## 7.6 Allergies

All children with life threatening allergies or special needs will need a plan of care written and signed by their pediatrician or immunologist. We will provide you with the necessary forms. Please let us know immediately if your child requires special needs or has a life threatening allergy. In the event that a child with a severe food allergy (peanuts, nuts, milk) is enrolled, we reserve the right to ask ALL families to respect the health and well-being of that child and refrain from sending the indicated foods to school. The Asthma & Allergy Form needed for your child's pediatrician or immunologist can be found here.



## 7.7 Nut Aware & Peanut Aware Zone

In this handbook we wanted to inform parents that there could be children in our school with life threatening allergies to peanuts/tree nuts. Some children have such a high sensitivity to the peanut/tree nut protein that even a trace amount from a known peanut/nut product or a food product/item that has come in contact with a peanut/nut source (cross contamination) and is ingested can result in a life threatening anaphylactic reaction.

The most serious reaction being respiratory difficulties, blockage of the airways, which if not medicated immediately, can lead to death. To provide the minimized allergen environment, we need the support and cooperation of you, the parents/guardians and our family community.

**In the event we have a child/children enrolled in our program that has a nut/peanut allergy, we ask parents to bring lunches and snacks free of peanuts and tree nuts and products that may contain peanuts/tree nuts such as donuts, granola bars, etc.**

We ask you to read food labels, checking for peanut/nut ingredients prior to sending food to school. Truly, this is a life saving measure. If you have other caregivers who provide your child(ren) with lunches or snacks, we encourage you to share this information with them.

We realize this request may require added planning and effort on your part when packing your child's lunch and snacks, however, we wish to express our sincere appreciation for your support and cooperation. We recommend cold lunches, sun butter or wow butter, veggies, fruits, and as little as possible, processed foods.

## 7.8 School/Staff responsibility if child/children enrolled with severe food allergies

- KGE will do its very best to maintain Nut-Aware/Peanut Aware school when a child(ren) is enrolled that has a nut/peanut allergy.
- Information pertaining to a child's allergies will be shared with teaching staff who have contact with the child, but otherwise will be kept as confidential as possible.
- KGE will keep epinephrine/Epi-Pens on hand for children it's prescribed to and first-aid kits for treatment of an anaphylactic response.
- KGE will strive to instruct educators to recognize symptoms of an allergic reaction and to respond appropriately as necessary.
- KGE will email or send a letter home letting families know we have a child(ren) enrolled with a nut/peanut allergy.
- KGE has designated an eating area to separate children who have life threatening allergies as an added precaution.
- KGE under no circumstance can use an epi-pen prescribed to a child be used on another child.
- The Asthma & Allergy Form needed for your child's pediatrician can be found here.

## 7.9 Parents responsibility if child/children enrolled with severe food allergies

If child(ren) is enrolled with severe allergies we ask ALL parents to NOT send your child with nuts/peanuts to school, including the following:

- Parents with children that have prescribed epi-pens or inhalers are responsible at all times to replace expired epi-pens and inhalers. Parents need to replace expired medication every year
- Peanut butter or any other nut butter including Nutella
- Crackers with peanut butter or other nut butter filling
- Any muesli bar, biscuit or other product that list nuts as an ingredient
- Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
- Cereal with nuts (EG: Honey Nut Cheerios)
- Nuts in salad
- Candy or cookies containing nuts
- Anything cooked in peanut oil or other nut oil that has been cold pressed, expelled or extruded
- Please make sure that you always check the labels on the food you are sending in to school. The FDA requires all manufacturers to list on their label if peanuts and/or tree nuts are in their product. If it says peanuts/tree nuts are contained in the food, consider it a banned item. Remember, manufacturing processes change, so a food that was safe, may not continue to be. It's still important to read the ingredients label each time you purchase a food.
- Food labels that say: "May contain peanuts or tree nuts" are NOT OK to bring to school.
- Food labels that say: "Made on equipment that also processes peanuts or tree nuts" are NOT OK to bring to school.
- Parents of children with allergies must submit this form to your child's pediatrician or immunologist located here.
- Parents of children with life-threatening allergies must provide KGE with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events. KGE will maintain the medication, inhalers, and Epi-Pens, and other information in a medical bag that is accessible to teachers and staff in the event of a life threatening allergic reaction.
- Parents are responsible to educate their child about their life threatening allergies to foods or any other life threatening allergy (bee stings, etc).
- Parents need to let educators know if separating your child at meal times from other children is preferred for an added safety measure.

**Kidz Go Eco can NOT guarantee that a child will never experience an allergy-related event while at school, nor can we guarantee all foods are free of nuts and peanuts. KGE is emergency medications and a written medical treatment protocol for their student for addressing allergy-related events. KGE will maintain the medication, inhalers, and Epi-Pens, and other information in a medical bag that is accessible to teachers and staff in the event of a life threatening allergic reaction. committed to children's safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event. Our goal is to promote a Nut Aware and Peanut Aware school in the event a child enrolled in our program has a life threatening allergy. We appreciate your cooperation with this policy and your help in keeping our children healthy and safe.**

## 7.10 Information on peanut/nut allergies and safe food ideas:

<https://www.foodallergy.org/allergens/peanut-allergy>

<http://www.kidswithfoodallergies.org/page/choosing-safe-foods.aspx>

<https://www.foodallergy.org/allergens/tree-nut-allergy>

<http://www.foodallergy.org/teal-pumpkin-project#.Vjqnpulz-bl>

<http://sunbutter.com/google/>

## 7.11 Epinephrine Pens & Inhalers

All parents are responsible to provide necessary life saving medication if your child has been prescribed any medication in the event of an allergic reaction or in case of an emergency. Parents and guardians need to make sure all medication is labeled and that medication is NOT expired. Parents and guardians are responsible to replace all expired epi-pens and inhalers every year. Parents need to have a pediatrician fill out the asthma and allergy form and return to the facility to put in your child's record.

## 7.12 Health Birthday's & Celebrations

These celebrations are encouraged to be recognized with homemade playdough, birthday hats children can color, a special toy to bring in to show the class, or healthy dishes such as veggie pizza or fruit cups with whip cream are all examples of how to make substitutions for cake and candy. Holidays like Halloween, Thanksgiving, Christmas, New Years, Valentines, St. Patrick's, Easter, Fourth of July, can be celebrated with stickers, erasers, cards, art activities, a book to read to the class, or any other creative, healthy idea parents have are encouraged! Thank you for helping us keep children healthy!

## 7.13 5210 Let's Go

Our program is committed to helping raise a healthier generation of children. The staff at Kidz Go Eco has made it our policy to follow the five Let's Go! priority strategies for healthy eating and physical activity.

1. We have eliminated unhealthy choices\* for snacks and celebrations.
2. We have eliminated sugary drinks.\*\*
3. We prohibit the use of food as a reward.
4. We provide the opportunities for physical activity every day.
5. We limit recreational screen time.

\* Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake and chips.

\*\* Sugary drinks include juices (including 100% fruit juice) and sugar-sweetened drinks such as Sunny Delight, soda, sport drinks such as Gatorade, energy drinks such as Red Bull, lemonade and sweetened coffee, tea drinks such as Snapple.

# Hygiene, Dress & Personal Belongings

## 8.1 Teeth Brushing

Teeth brushing is a requirement for children that have been served a meal or are in care for at least four hours or more. The children will brush their teeth just after lunchtime. Toothbrushes, toothpaste, and containers to hold these items will be provided by parents. Please note that the parent has the option to opt their child out of teeth brushing in writing. (Due to COVID-19 we are not allowing teeth brushing at this time, for the health and safety of our students are are taking extra precautions)

## 8.2 Hand Washing

We kindly ask visitors, parents, children, and staff to wash hands or use handsanitizer when entering the building. Frequent hand-washing is encouraged at Kidz Go Eco as a conscious effort to minimize the spread of germs.  
Shoeless Environment/Slippers

As the children arrive and are signed in, the children are required to first remove their shoes. Outdoor shoes and all outdoor wear will be stored in their assigned space. We ask parents to provide non-skid slippers for their children, since most of our classrooms are carpet free for sustaining better indoor air quality for children. We continue to educate and encourage children to keep slippers on at all times especially during winter months in case of an emergency evacuation, and we ask parents to have children put slippers on when they arrive daily.

## 8.3 Toilet Learning

Given that Kidz Go Eco is a preschool and not equipped with changing tables, we do require children to be toilet-trained prior to enrolling. We are happy and willing to support children in the process with infrequent accidents, so please make sure your child has extra change of clothes just in case! We do recommend that if your child is still new to toilet-training to be dressed in "user-friendly" clothing such as pants/dresses with elastic waists so this avoids added difficulty for children trying to remove clothing with snaps, zippers, overalls and buttons. Soiled clothing will not be washed at KGE, but will be tightly bagged and sent home with the child for laundering.





## 8.5 Outdoor Dress

We at KGE understand that active play is important for healthy growth and development of young children. Since we know that children stay healthier if they play outside every day, we play outside at least 60-90 minutes each day as a minimum, and if much nicer weather permits, we may even take our classroom outside for outdoor discoveries and investigations. We have a trail called the "EcoAvocado Trail" and we utilize outdoor play and outdoor learning as much as possible. It is especially important to send your child well-bundled for winter months, which include hats, mittens, boots, snow pants, scarves, and jackets. We ask parents to please label all clothing during winter months with your child's initials or name. During the summer, a bathing suit, towel, water bottle, eco-healthy bug spray, eco-healthy sunscreen, and water shoes with toes enclosed (no flip-flops for safety).

For your child's safety we monitor the outdoor temperature, wind chill factor, and air quality daily. We will take children outside as long as it's 19 degrees, and as long as the air quality and wind chill factor is safe. Please have appropriate outdoor clothing available for your child at all times.

## 8.6 Clothing Needs

Many of the activities we provide can be messy, so please be sure to send your children in comfortable play clothes. Play clothes are clothes that can get dirty! Children should not feel required to avoid certain activities because they are concerned about spoiling their clothing. A change of clothes should be replenished daily in children's backpacks if used (socks, underwear, pants, shirt, shorts).

## 8.7 Footwear

Play shoes, sneakers, or athletic sandals that fully cover your child's feet and toes are recommended in our program. No flip-flops are allowed. We play outside everyday so footwear that is rugged enough to protect your child's feet and little toes is extremely helpful. Footwear should be appropriate for weather conditions.

## Jewelry

If your child wears jewelry, we request your child to wear pieces that are secured to your child and not easily pulled, tangled, or hooked on to the child's clothing or to other children. If your child wears earrings, as a safety precaution, please make sure that the earrings are properly secured to the child's earlobe and the design will not hook onto clothing of another child. It should not easily be pulled out or fall out. We will not be held responsible for the loss or damage of jewelry or any valuable items that a child wears or brings to preschool.

## Pins

Due to the sharp nature of pins, we kindly ask parents to not have children wear pins on hats, clothes, school bags, etc.

## Eyewear

We understand that we are responsible for the safety and well-being of children, but we are not responsible if children's eyewear or glasses are accidentally broken. We ask parents to make sure they are discussing eyewear care with their children at home, and our staff will help guide children on the importance of eyeglasses and safety. If another child breaks another child's glasses we are unable to disclose the other child's name due to confidentiality. If your child shares with you who broke your child's glasses, then your family can decide if you would like to approach and discuss with the other family on replacing your child's eyewear.



## Toy Policy

Although we understand that children want to share their toys and new possessions with their friends, we ask that toys from home not be brought into school. Our classroom materials and supplies are selected for their developmental merit. Also, staff will not accept responsibility for any personal toys that are broken, lost, or damaged in any way. It is our strongest recommendation that items remain at home. Teachers and parents can work together on deciding if the child is having separation or attachment difficulties, and in these circumstances we can have a child use a toy to help with the new transition to school. If the child is not experiencing separation or attachment difficulties, then we do have a "No Toy" policy. We do allow children to bring a special toy for "Show-n Tell", which are indicated on children's curriculum calendars. We make this day extra fun and extra special!

## 9.0 Enrollment Policy

**Current Family Members:**  
re-enrollment begins November 15 – January 31 of each year.

**New Family Members:** enrollment begins February 1 of each year.

### 9.1 Sign In & Sign Out Procedures

All teaching staff sign-in and sign-out children at the beginning and end of each day. The staff member that greets the family and child upon arrival will sign-in the child, and the staff member that greets the family picking up the child will sign-out the child each day.

### 9.2 Quiet Time

KGE provides all sheets, all fleece blankets, and all sleeping mats for children. Soft music is played in the background to help the energy of the room to become still, quiet, and relaxing and overall comforting for the children. This gives children the opportunity to slow down and unwind. Naps are not required; any child is free to read books, do puzzles, coloring, or any quiet activity. The state of Maine requires, by law, to provide children a minimum of one hour for quiet time for any child in a program over four hours. We ask parents to bring in one pillowcase with your child's name on it if they will be staying at KGE for quiet time. We wash children's sheets and blankets weekly, and we wash all mats on a weekly basis as well. We ask families to keep personal bedding, pillows, and stuffed animals at home to help aid in the prevention of head lice and bed bugs.



## Parent Communication

At Kidz Go Eco the close relationships we maintain with parents contributes greatly to the success of our preschool program and we make it a priority to communicate with parents on a regular basis. Communication is done mainly through social media and email. We also post important updates and upcoming events by entrance areas or children's lockers.

- Monthly Newsletter: Every month KGE sends a newsletter out to our families.
- Social Media: Another avenue we use to communicate greatly with our families and the public. You might find video clips of children playing, pictures of children's adventures, inspirational sayings, blog posts, parenting tips.
- School closings are also posted on our Facebook Page and on Channel 13 News.

## Our Newsletters:

We encourage and highly recommend both parents to sign-up for the monthly newsletter on our website. This helps keep parents informed and families can have a good sense of the culture and communication at KGE. The monthly newsletters have a lot of important information to help families feel connected and parents can sign-up for our newsletters by going to our website and clicking at the "top" of the page where it says "Sign Up For Our Email Newsletter."  
<https://www.kidzgoeco.com>

## Our Social Media:

KGE social media pages and profiles are below. Please make sure to visit, like, and follow to stay connected!

- Facebook: [www.facebook.com/kidzgoeco](http://www.facebook.com/kidzgoeco)
- Twitter: [www.twitter.com/kidzgoeco](http://www.twitter.com/kidzgoeco)
- Pinterest: [www.pinterest.com/kidzgoeco/](http://www.pinterest.com/kidzgoeco/)
- Website: [www.kidzgoeco.com](http://www.kidzgoeco.com)

## Holidays and Vacation Weeks

Kidz Go Eco has a yearly listing of all paid holiday/vacation dates, so please refer to the list provided and our operational policy that is on our website at [www.kidzgoeco.com](http://www.kidzgoeco.com). We update the new holiday closing list in August every year. If a holiday falls on a weekend, it will be observed on the day before or the day after the actual holiday. If a holiday falls on a Tuesday or Thursday, we will create a long weekend by substituting the preceding Monday or the following Friday for a holiday not taken. (For instance, Thanksgiving is on a Thursday, we will be closed Friday as well.)

- New Years' Day Observance
- Martin Luther King's Birthday
- Presidents Day
- Patriots Day
- Memorial Day ( and the Friday before)
- Independence Day
- Labor Day
- Indigenous Day (Formerly Columbus Day)
- Veteran's Day
- Thanksgiving Day (the day "before" and the day "after" Thanksgiving)
- 4 weeks of Vacation Annually ( 3rd week in February, 3rd week in April, 3rd week in July, and the week of Christmas)



## Workshop Days

With State and Federal laws requiring employees to be more educated and ongoing training hours which have increased. Kidz Go Eco will use these holidays as educational workshops for teachers. These holidays give us the opportunity to review CPR and First Aid, sanitize the building, or review updated information regarding preschool standards.

## Drop Off Policy

Children and parents are not permitted to enter the program before the facility opens at 7:30am or before your child is to begin his/her program. A parent or guardian can NOT leave their child under any circumstance in a classroom or outside playground without making contact with an educator. For your child's safety, parents are asked to park, then walk your child into the preschool entrance. If someone is dropping off your child that KGE is unfamiliar with, if possible, we kindly ask parents to give KGE a courtesy update to the educators prior to drop off.

## Pickup Policy

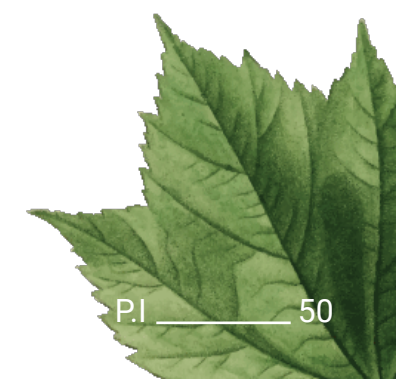
Parents and guardians need to pick up 10 minutes prior to their child's program ending. KGE is required by law and for the safety of our children that all students that leave our facility are to be with the parents that have custody rights to their child and individuals that have been listed on your child's "allowed" pickup list. KGE will ask for personal identification on individuals picking up your child to confirm that is the correct individual. KGE reserves the right to not allow a child to leave our facility with an individual that is not properly listed as a safe pick-up person for your child. Your child's safety is extremely important to us, so we ask parents to cooperate with this policy.

## Absences/Dismissals/Late Arrivals

We appreciate a courtesy phone call into your child's classroom for any reason your child will be unusually late or absent. If your child is being dismissed and is picked up by someone other than a parent, a courtesy update preferably in the morning, so an educator can verify the individual is listed under your child's pick-up list and to prepare your child as well. Parents and guardians are still responsible for tuition even when a child is dismissed early, absent for any reason, or is on a personal family vacation.

## Illness Backup Person

Parents will need to ensure a safe backup person in case your child unfortunately becomes ill with a fever, vomiting, diarrhea, or needs one-on-one care. Kidz Go Eco ensures a healthy and safe environment so please keep your child safe at home until symptoms have subsided. Please refer to Kidz Go Eco Illness policy for further information. We want to keep our children healthy!



## 10.0 Illness Policy

Illness is always a concern in any child care environment. Since children are susceptible to disease, we as teaching staff are always looking out for the best interest of all the children at Kidz Go Eco, therefore, for the protection of all children and staff, your child should be kept home and will be sent home if he/she displays any of the following signs or symptoms.

### Chickenpox:

Chickenpox is a very highly contagious disease caused by varicella zoster virus. A vaccine against chickenpox is now available for those who might consider the vaccine. Some signs and symptoms of chickenpox are little red bumps on the scalp that spreads to the stomach or back before spreading to the face. Patterns can vary depending on the individual. Chickenpox is usually spread person to person when a susceptible person is exposed to respiratory tract secretions or directly to fluid from the open sores of an infected person. Pregnant women can also have more severe health problems and complications. Children are excluded until blisters have formed scabs, child is fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

### Conjunctivitis (pink-eye):

Conjunctivitis can be caused by bacterial or viral infections or by allergic reactions to dust, pollen and other materials. A child will be considered to have conjunctivitis when there is white or yellowish pus that accumulates in or around the eye. If the physician has determined the cause of the conjunctivitis to be infectious and requires treatment, the child is excluded until medication has been administered for 24 hours.

## Coronavirus (Covid-19)

A child or family member who has a fever of 100.4° F (38.0° C) or above or other signs of illness should not be admitted to the facility. Parents should be on the alert for signs of illness in their child(ren) and to keep them home when they are sick. Children will be screened upon arrival, temperature checks will be taken, and families will need to complete a health questionnaire each day when Covid-19 protocols are in place. The most protective method is to incorporate social distancing (maintaining a distance of 6 feet from others.) To Minimize the risk of disease introduction or transmission, we require every person (including staff) entering the facility to be screened for any signs or symptoms of viral infection for as long as this pandemic is active.

These signs and symptoms according to the US CDC include:

- Cough
- Shortness of breath or difficulty breathing
- Fever (body temperature above 100.4 °F)
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Runny nose (in conjunction with other symptoms)
- Headache
- Sore throat
- New loss of taste or smell
- Congestion
- Nausea or vomiting
- Diarrhea

Symptoms may appear 2-14 days after exposure. Most patients experience relatively mild symptoms and can recuperate at home, but others, particularly those with underlying medical conditions, may experience more severe respiratory illness. If your child has Asthma or any other underlying medical condition we will require a note from your child's pediatrician indicating it's safe for them to be in a childcare setting. Establish routine daily health checks including taking your child's temperature before your child and family arrives each day. If your child is having any symptoms listed above, they are excluded until a doctor's note is provided for your child to safely return, a negative PCR Covid-19 test has been provided (we do not accept rapid Covid-19 tests), or your child and family quarantine for 14 days. If we have a positive Covid-19 case where someone tested positive and entered any classroom at our facility we will automatically close for 3-5 days for disinfecting and sanitizing purposes. A closure could be longer based on the proper guidance kge receives from our healthcare consultant and the CDC.

Stay home if you, your child, or anyone in your household feels sick or has come in close contact with anyone who has tested positive for Covid-19. If your child or anyone in your family household has come in close contact with someone who has tested positive for Covid-19 then your family will automatically need to quarantine for 14 days from the last day of exposure before returning to kge. For someone awaiting PCR test results, if negative, then you can leave quarantine 24 hours after symptoms resolve. If positive, then you will need to go into isolation. WE NOW ACCEPT RAPID COVID-19 TESTS.

THIS IS SUBJECT TO CHANGE BASED ON UPDATED GUIDANCE FROM THE CDC AND DHHS.

## Coxsackie Virus (Hand Foot & Mouth Disease):

Hand, Foot and Mouth Disease is a common childhood illness caused by coxsackievirus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus and symptoms may last for 7 to 10 days. The virus can be passed through saliva from blisters in the mouth and through the fluid from blisters on the hands and feet. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

## Diarrhea:

Unfortunately, diarrhea can be triggered by a variety of different causes such as germs, bacteria, viruses, and parasites. Children can also have diarrhea without having an infection, for instance food allergies and antibiotics can result in diarrhea as well. As teachers at KGE we will monitor a child's bowel movements and if they are more frequent (twice per hour) and looser/watery than usual, children will be excluded until symptoms have disappeared. Fever accompanied by behavioral changes or other symptoms:  
Any child with an elevated temperature of greater than 100.4 by any route is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in all program activities.

## Fifth Disease:

Fifth Disease, also called "slapped cheek disease," is an infection caused by parvovirus B19. Symptoms begin with a mild fever and complaints of tiredness. Within a few days, the cheeks take on a flushed appearance that looks like the face has been slapped. There could also be a lacy rash on the trunk, arms and legs. Fifth disease is believed to spread through direct contact or by breathing in respiratory secretions from an infected person. Children with sickle cell anemia, chronic anemia, or an impaired immune system may become seriously ill when infected and require medical care. If a pregnant woman becomes infected, the fetus may suffer damage, including possibility of stillbirth. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

## Head Lice:

Head Lice are tiny insects that live primarily on the head and scalp. Lice is primarily spread through direct head to head contact. Sharing personal items such as hats, brushes, combs and linens may also play a role in the spread. Although small, adult head lice may be seen with the naked eye, head lice suck blood and the rash caused by their feeding may be more noticeable than the insects themselves. Lice attach their eggs at the base of a hair shaft. These eggs, or nits, appear as tiny white or dark ovals and are especially noticeable on the back of the neck and around the ears. Adult head lice cannot survive for more than 48 hours apart from the human host. Children with head lice will notify KGE immediately. Child is excluded until he/she has been treated with lice-specific medicated shampoo, rinse, or lotion as directed. Child will be checked daily for up to 2 weeks for evidence of new infection.

## Impetigo:

Impetigo is a skin infection that is usually caused by one of two types of bacteria. Impetigo appears as a blistering rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts and adheres to the skin. Impetigo is spread among children in close contact. Child is excluded until blisters are gone, rash is dry, and he/she has been on medication for at least 24 hours. Both oral antibiotics and antibiotic cream may be prescribed.

## Ringworm:

Ringworm is a fungal infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave flaky patches of baldness on other areas of the skin. Ringworm causes a reddish ring-like rash that may itch or burn. The area could be dry and scaly or moist or crusted. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can be spread indirectly through contact with articles (such as combs or clothing) or surfaces which have been contaminated with the fungus. A child is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion begins to shrink. Child is excluded until treatment from the pediatrician has begun and the infected area begins to shrink.

## RSV (Respiratory Syncytial Virus):

RSV causes infections of the upper respiratory tract (like a cold) and the lower respiratory tract (like pneumonia). It is the most frequent cause of lower respiratory infections, including pneumonia, in infants and children less than two years of age. RSV is highly contagious and is spread through direct contact with infectious secretions. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours, is free of any breathing difficulties, and can comfortably participate in the program.

## Strep Throat/Scarlet Fever:

Strep Throat is easily spread and is caused by A Streptococcus bacteria. It is spread when an infected person coughs or sneezes contaminated droplets into the air and another person inhales them. A person can also get infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat may include severe sore throat, fever, headache and swollen glands. If not treated, strep infections can lead to scarlet fever, ear infections and pneumonia. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever. Child is excluded until he/she has received at least 24 hours of antibiotics, has been fever-free without acetaminophen or ibuprofen for 24 hours, and can comfortably participate in the program.

## Thrush:

Thrush is an oral infection that appears as creamy white, curd-like patches on the tongue and inside of the mouth. Outbreaks may be the result of increased antibiotic use. The infection can be passed through nasal and oral secretions. If a physician has determined that treatment is required, the child will be excluded until treatment begins.

## Vomiting:

Children who experience any episode of vomiting will not be able to attend KGE until there is no sign of vomiting for 24 hours. If your child exhibits any unexplained rashes, complaints or ailments, parents will be notified and the child sent home accordingly.

## Documentation:

In the event of an accident, injury, or emergency, Kidz Go Eco will have documentation available to parents and legal guardians. As guides/providers, we are trained in CPR and basic first aid. Please notify us if your child has pre-existing medical conditions so we can achieve the training and guidance needed for your child.

## Illness Reminders:

Parents should exercise every caution to keep their child home should other unusual symptoms occur. If your child has been knowingly exposed to a contagious disease, such as chickenpox or fifth disease, please contact the center two hours before bringing your child. We will need this time to contact all pregnant mothers.

For the safety of all children, if your child is put on medication of any kind, please allow 24 hours for symptoms to subside and medications to take effect. Kidz Go Eco will not administer any medication to children whether over the counter or prescribed by a pediatrician.

Please keep in mind that there are only guidelines. If the teaching staff feel your child cannot fully participate in the child care, you will be notified to pick up your child. We ask that you do so within one hour of our request.

The Illness Policy will be provided along with the enrollment packet at the time of enrollment. *Kidz Go Eco requires an Illness Policy to be signed and returned when enrolling your child.* Thank you for helping make our environment healthier and safer!

## 10.1 Influenza & Infectious Disease Policy

### Purpose:

**To prevent the spread of infection when the flu vaccine is not available or the present strain of the flu is not covered in the current vaccine.**

### Policy Statement:

**This facility will institute a plan to help protect the preschool children and staff from contracting the flu.**

### Signs or Symptoms of the flu in the building:

- This facility will isolate the children as needed if signs and symptoms arise, and send children home until signs and symptoms have ceased for 48 hours.
- Staff that have signs or symptoms are required to stay home until signs and symptoms have ceased for 48 hours.
- Group activities will be suspended as needed to prevent the spread of the virus.
- The Health Consultant for KGE will be notified for further direction if needed.

### Positive Case in the Building:

- This facility will restrict all visitations, activity visits, volunteers, from coming into the building.

### Infection Control Policies and Actions:

- Hand-washing is promoted when children enter the facility, after playing with pets or animals, before and after sensory play, before eating and after toileting.
- Toys and dress-up clothing are washed/sanitized weekly or when visibly soiled.
- We encourage parents of sick children to keep the children home and away from the child care setting until the children have been without fever for 24 hours, to prevent spreading illness to others. Similarly, we encourage sick care providers to stay home.
- We encourage children and staff to use soap and water to wash hands when hands are visibly soiled, or an alcohol-based hand rub when soap and water are not available, and hands are not visibly soiled.
- We encourage children and staff to wash their hands to the extent possible between contacts with infants and children, such as before meals or feedings, after wiping the child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after diaper changes, and after assisting a child with toileting.
- We keep a good supply of things we need to help control the spread of infection (for example, keep on hand plenty of soap, gloves, and tissues).
- Experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares for children in that age range.
- We encourage our staff to get flu shots each year.



- We ask parents to let us know if their child is sick. We keep accurate records of when children or staff are absent. We include a record of the kind of illness that caused the absence (e.g., diarrhea/vomiting, coughing/breathing problems, rash or other).
- Staff are asked to check children and adults each day as they arrive to see if they are sick.
- We emphasize that any child or adult who is ill will not be admitted into the program.
- We observe children for symptoms of respiratory illness and have a plan for keeping children who become sick at the program away from other children until the family arrives.
- We require staff members to stay home if they think they might be sick. If they become sick while at the program, we require them to go home and stay home.
- Tables washed after each activity, before and after breakfast, lunch, and snack.
- Silverware, plates, cups, all washed in the dishwasher
- Water bottles washed daily
- Opened or uneaten food is not stored in the fridge and is placed in sealed containers
- Each child has his/her own individual resting mat. Individual sheets and blankets washed weekly, and mats sanitized monthly.
- Classroom surfaces are cleaned and sanitized daily.



## 10.2 Reportable Illnesses

The Maine Center for Disease Control maintains a list of diseases that must be reported to them when they occur. The list includes such diseases as Chickenpox (Varicella), Diphtheria, Hepatitis, Influenza-associated pediatric death, Lyme Disease, Measles, Meningitis (bacterial), Mumps, Pertussis, Smallpox, Streptococcus pneumonia, and Tetanus. The number for reporting diseases is 1-800-821-5821.

## 10.3 Medication Administration

Kidz Go Eco will not administer any medication whether over the counter or prescribed by a pediatrician. Medications need to be given at home. We will not pass out medication to children.

# 11.0 ADMISSIONS POLICY

The admission process at Kidz Go Eco is as follows:

- Visit our website to review preschool programs.
- Children must be at least 2 years and 9 months at the time of enrollment.
- Children must be toilet-trained (no pull-ups or diapers).
- Call and schedule a tour to meet and greet your child's teachers.
- Submit enrollment forms and annual non-refundable registration fee of \$150.00.
- Deposit of first and second week tuition.
- Please supply verification of updated immunization records, custody documents or asthma and allergy form if needed.
- Introduce your child to the preschool with scheduled visits if needed.

## 11.1 Eco Adventure Trails

I understand that my child is enrolled in a nature-based Reggio inspired facility, and will be introduced to nature trails, nature signs, and a nature trail camera to monitor wildlife in our area. Our facility can NOT guarantee that a child will not have contact or exposure to ticks in our area. Parents need to spray their child upon arriving to any program. Educators will reapply bug and tick spray throughout the day, and will perform random tick checks to aid in prevention and safety. Parents who do not want their child on our nature trails or in the forest must consider if this program is the best suited for your child and family.

### Our Nature Trails

- EcoAvocado Trail
- Eco Creek Trail
- Endangered Species Trail
- Lotus Loop Trail

## 11.2 Our Waiting List

Join our waitlist! It's worth the wait! Our preschool spaces are very limited in our program, and families can be placed on our waiting list by filling out our "Waiting List Form" on our website, and submitting a processing fee of \$75.00 (non-refundable). The waiting list doesn't guarantee placement into the program, but we work diligently on placing families who are eager to enter our program. If a space comes available we will contact your family right away by phone or email, and we give your family five business days to accept a position for your child from the day we contact you. If a decision has not been made within five business days then your child's space will be forfeited and the space will be offered to the next family on the waitlist.

## 11.3 Non-Discrimination Policy

Kidz Go Eco preschool welcomes children of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities of the child care. We like to think we make everyone feel good about being part of one global community.

## 11.4 Abuse & Neglect Policy

Kidz Go Eco Preschool is "required" by the State of Maine Law, if we as teachers have a strong reason to suspect child abuse or neglect, the situation will be reported to the Department of Health and Human Services as well as Child Protective Services without giving parental notification.

## 11.5 Self Reporting

Kidz Go Eco is mandated to report to currently enrolled families of any serious state violations, serious injuries, or any serious safety concerns with structure.

## 11.6 Television Viewing

Kidz Go Eco Preschool meets the state mandated policy of educational, age appropriate television. However, we do not offer television viewing as part of our program, but will have a special "Movie Day" for occasional seasonal holidays, for a classroom reward, or we'll utilize technology to show how something works. Our program focuses on keeping our learning environment interactive, hands-on, and nature based.

## 11.7 Smoking

Kidz Go Eco is a smoke-free environment.



## 11.8 Gun-Free Zone

Kidz Go Eco is a gun-free zone.

## 11.9 Storm Delays/Closings

Kidz Go Eco understands that parents do not like to travel with their children in severe inclement weather, so in case of severe weather conditions, or possible closings we will alert families by posting our closing on Channel 13 News website. [www.wgme.com](http://www.wgme.com)

Kidz Go Eco has two specific listings for closures that could be listed on [www.wgme.com](http://www.wgme.com), so please look for the program your child is enrolled in to know if your program has been cancelled due to inclement weather.

- Kidz Go Eco Preschool Classes Only
- Kidz Go Eco All Programs

## 11.10 Confidentiality & Security of Children's Records

Kidz Go Eco educators are the only personnel that have access to children's files. We keep our records in a locked file cabinet for extra security. Teachers and administrators of KGE will have access to these records. KGE will not release a child's record to anyone or to any organization without written permission from the parent or guardian. The only exception would be a court order by the Department of Human Services for the State of Maine or when Licensing and Regulatory Services for the State of Maine reviews our program to make sure our program is meeting standards, record keeping, state policies, and is in good compliance. Parents have the right to request a copy of their child's record for a \$15.00 fee.

## 11.11 Custody Agreements

Any restraining orders or custody agreements must be on file. Without legal documentation, Kidz Go Eco has no legal way to prevent a child's natural parents from removing their child from the preschool grounds.

## 11.12 Amendments

Kidz Go Eco reserves the right to amend its policies and procedures under special circumstances with written notice to parents.

## 13.1 Positive Behavior Guidance

A Kidz Go Eco every child is recognized and respected as an individual. We acknowledge the feelings of each child, and strongly believe that it is important that a child's development is nurtured through love, attention, compassion, patience and understanding.

- We feel understanding is more important than disciplining, providing the child guidance as educators, redirection, clear limits, quiet and safe spots, discussion of inappropriate behavior and alternatives, and positive role modeling. We are firm, fair and consistent.
- The basic goal of positive behavior guidance is to help children develop self-discipline, self-control, and self-direction through positive guidance.
- Praising and rewarding a child for appropriate behavior through words, redirection, and leading by example will only reinforce desirable behavior.
- We as teachers have age appropriate expectations. We do not expect children to always understand and follow the rules. Our expectations will be tailored to the developmental level of the child.
- If conflict arises between children, we will encourage children to reach their own potential as problem-solvers by challenging them to come up with their own positive solutions. If conflict continues, they will be redirected away from the problem toward a more constructive activity in order to reduce or cease the conflict.
- We will guide children to resolve conflicts, and if a child exhibits unacceptable behavior we will direct the child towards a more constructive activity.
- If a behavior persists and we have taken all the steps to direct, discuss, reason, and reflect with a child on their behavior then a meeting with parents will be required to discuss the child's behavior and develop a plan to help encourage the child onto a more positive behavioral path.
- If at any time the child is having a difficult day, a child's behavior becomes excessive, and if the child's behavior were to create an unsafe environment for themselves or others we will document the incident, and call to have your child picked up within one hour.
- If excessive, unacceptable behavior continues and a child is sent home on numerous occasions for disruptive/aggressive behavior, further action may result in possible termination in preschool or child care.



- If the child is posing a danger to other children, staff, or causing damage to preschool grounds or contents, an immediate termination may be the only solution and Kidz Go Eco reserves the right to exercise this right to our discretion.
- Our teaching staff use a term called a "safe spot" where a child is guided and redirected to when a child creates an unsafe environment for themselves or other children. Examples of unsafe behavior: kicking, pushing, throwing toys, hitting repeatedly, etc. If teachers are unsuccessful in helping the child to move to a safe spot, we prompt the child saying, "I'm going to gently pick you up and move your body to a safe spot." We guide children to a safe area until parents are notified.
- Under no circumstances will Kidz Go Eco use corporal punishment as a means to control a child's behavior. This includes and not limited to: rough handling, shoving, spanking, slapping, kicking, etc. We will never subject a child to punishment that could cause distress such as yelling, name-calling, shaming, punishing for toileting accidents, withholding food or water, etc.

Our educators believe in positive behavior guidance and collaboratively work with parents/children to develop consistent appropriate behavior. We work as a team and use incentives to achieve the best direction for each child. Parents are encouraged to discuss any matters or concerns about their children's behavior with us, and we will plan together how to respond to certain behavioral concerns. We will always continuously communicate with parents so we can attempt to help each child have a positive experience at Kidz Go Eco.



### Reducing Enrollment

- 1.) If a parent decides to reduce your child's full-time or part-time status over the school year or for the summer months then we reserve the right to fill the days that come available with another child. Our program is small and we need to maintain a healthy operation by staying at full capacity. We can NOT guarantee a full-time status or a part-time status for your child if at any time your family reduces your child's enrollment during the school year or the summer months. If you reduce or withdraw your child for the summer then we reserve the right to fill the space. Our program is too small to have families withdraw for 11 weeks of camp or for extended periods of time. This leaves our school having to fill large gaps of time and our school does rely on consistent enrollment.
- 2.) If a parent decides to withdraw at any time during the school year this means your child has withdrawn from the program and is no longer guaranteed a placement for summer camp or for fall enrollment.
- 3.) If your family decides to reduce or withdraw and your family has already submitted a deposit and 2 week registration for summer or for fall programming this is non-refundable.
- 4.) For school closures, please also refer to the section on **Tuition Still Due**.





## 11.14 Withdrawal

Parent(s) must submit an Intent to Withdraw Form to the Director when withdrawing their child(ren) from Kidz Go Eco, no matter the reason for the withdrawal. The Intent to Withdraw Form must be submitted at least two weeks prior to the withdrawal date specified on the Intent to Withdraw Form. The two week notice period begins on the date the Director receives the Intent to Withdraw Form.

Tuition is due up to the withdrawal date. If a child(ren) is withdrawn without submission of an Intent to Withdraw Form providing Kidz Go Eco with the required two weeks notice, tuition is due for the two weeks subsequent to the child(ren)'s last day of attendance. Furthermore, deposits and registration fees are non-refundable.

Please also refer to the section on Tuition Still Due.

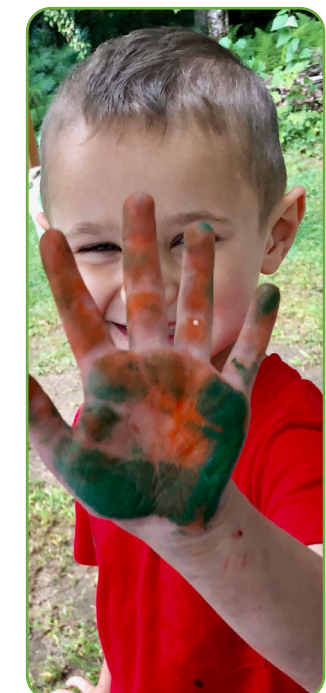
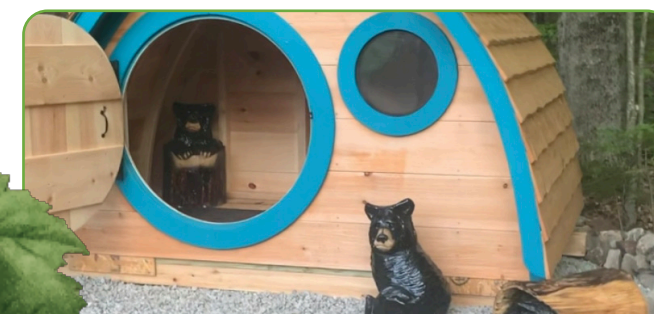
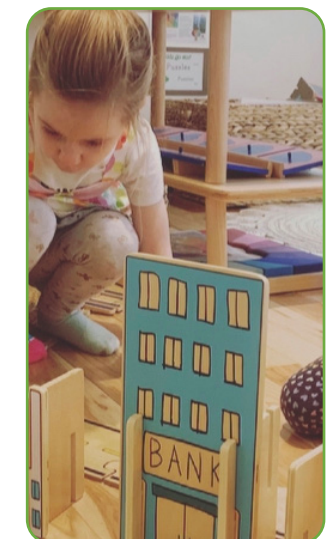
## 11.15 Termination

Kidz Go Eco is committed to providing a warm, inviting, nurturing, and supportive environment for children and families. We are committed to working with children and families so that each child's experience is positive and rewarding. If we have any concerns about a child's needs or concerns about the actions of the parents, we will meet with the parents to discuss our concerns and establish a plan that will benefit the child, the family, and Kidz Go Eco. Although we will make every effort within our means to support our families in difficult and challenging situations, some circumstances may call for an immediate termination of the agreement and we reserve the right to exercise this option in our sole discretion as determined by the Director. If an immediate termination occurs, tuition will be prorated for that month, and unused amounts will be refunded (deposits and registration fees are non-refundable).

Some circumstances that could call for an immediate termination, but not limited to these reasons are listed below:

- Tuition payments are overdue and parents are unable to mutually agree upon suitable arrangements.
- If the chemistry and relationship between a teacher, director, and/or family is proposing hardship, tension, ongoing difficulties, or strain.
- Parents exhibit a pattern of consistently paying tuition late causing hardship to the operation of KGE.
- If a child is having an extremely difficult time adjusting for an extensive period of time and making it a challenge for the teaching staff to attend to other children.
- If a child exhibits a pattern of severe emotional or social behaviors that are detrimental to the other children in the classroom.

- If a child exhibits a pattern of destructive behavior that results in the harming of the other children, harming of teaching staff or damage to the preschool space or contents.
- If the child's needs are beyond the scope of Kidz Go Eco's scope of care and our teaching professionals.
- If a parent abuses the policies and procedures in the parent handbook.
- If a parent abuses the closing policy and repeatedly arrives late to pick up their child.
- If a parent exhibits disrespectful, threatening or intimidating behavior towards staff, children or other families.
- If a child is absent for more than five consecutive days and the parent has not contacted KGE to communicate on whether the child is returning.



## 12.0 EMERGENCY PREPARDNESS POLICY

### *Reason this policy is important:*

Child care settings must safeguard each child in care. All staff should be prepared to deal with any emergency that may happen during child care in order to minimize the effects of such events. Regular practice of emergency drills is essential to that responsibility and promotes calm, competent use of plans in an emergency such turnover of both staff and children, in addition to the changes in developmental abilities of children who participate in frequent practice drills.

### **Procedure and Practices, including responsible person(s):**

At least monthly, Kidz Go Eco, LLC, shall initiate an Emergency Evacuation Drill which will include all children in care, all staff and any other person who may be on the premises at the time. All drills will be conducted as if there were a real emergency taking place. At least once a year Kidz Go Eco shall have a representative of local Emergency or Disaster Planning Services observe a drill and seek their input for possible improvements to the facility's procedures, including the education of all children in care on what to do in different crisis situations. Such input shall be taken into account during the annual review of this policy.

Following every Emergency Evacuation Drill, Kidz Go Eco shall complete an entry regarding the drill on the Emergency Evacuation Drills Log. Any problems or errors occurring during each drill will be noted, addressed and corrected immediately.

### *What this Emergency Preparedness Policy Includes:*

- Communication with Parents
- Emergency Closures
- Emergency Management Plan
- Code Green/Evacuation
- Evacuation Procedures
- Relocation
- Parent Reunification
- Protecting Vulnerable Children in a Crisis
- Emergency "Missing Child"
- Medical Emergencies/Accidents
- Fire Drills
- Code Red /Lock Down / Safe Place Plan
- Shelter-In-Place
- Tornado/Hurricane
- Emergency Transport Permission Agreement ( Form is Signed in Enrollment Packet)
- Emergency Drills/ Procedure Checklist
- Providing Support After a Crisis
- Recovery From the Emergency
- Providing Emotional Support To Children After Trauma
- Ways Caregivers Know How To Help After A Traumatic Event
- Covid-19 Protocols and Procedures

### *When this policy applies:*

At varied times and places, using all building exits, and during all types of activities (meals and nap times included) and weather conditions, throughout the year while child care is being provided.



### Communication plan for staff and parents:

Staff have a written copy of this policy in each classroom in a red binder. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates.

## 12.1 Communication Plan for Parents

### 12.1 A Emergency Closures

Emergency closures result when Kidz Go Eco's programming is interrupted by or Kidz Go Eco closes a classroom or program due to acts beyond Kidz Go Eco's reasonable control including, but not limited to

- weather;
- acts of God;
- fire, flood, or explosion;
- power outages;
- terrorist threats or acts, or civil unrest;
- states of emergency, such as those related to public health emergencies, epidemics, or pandemics;
- staff shortages
- compliance with any law or governmental order, rule, regulation, direction or any action taken by a governmental or public authority; or
- any other circumstance or event that is beyond the reasonable control of Kidz Go Eco.

There will be times when it is not safe for the children to come to the child care program, such as severe weather or power outages that occur before Kidz Go Eco opens for the day, or the children may begin the day at the child care program and then it becomes unsafe to stay due to an emergency situation. In order to reduce confusion when closing, it is important to have an emergency closing plan with which everyone is familiar. The Director will make the decision, then the Director and teaching staff will create a telephone tree to start reaching out to families as soon as possible using our emergency contact list that families provide us. We will take into consideration when it's most wise to close, such as listening to road reports, listening for severe weather updates, watching for local school closings, and monitoring for any other local emergency situations.

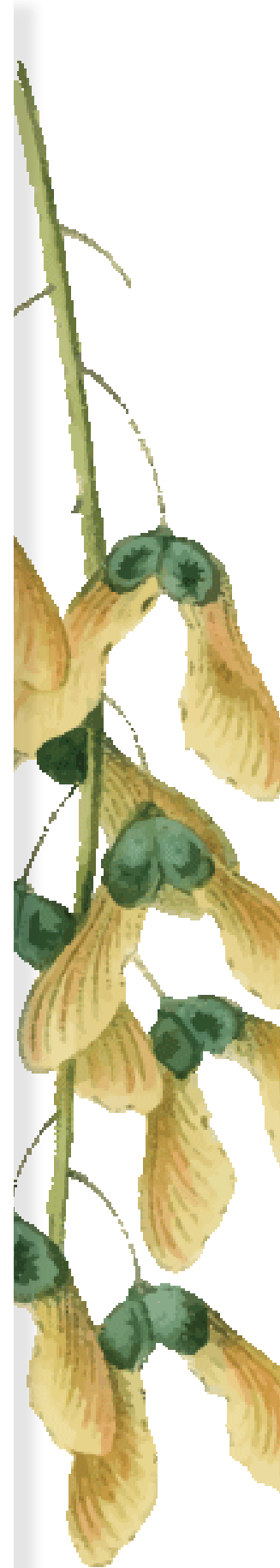
**Note: Storm Delays or Cancellations are posted on [www.wgme.com](http://www.wgme.com) Channel 13 News.**

### 12.1 B Emergency Management Plan

If a state of emergency were to occur teachers will work together to alert parents and guardians via phone. Kidz Go Eco will rely on the public safety departments to aid us and supply transportation to a secure site if needed. Each staff member has a cell phone available as another form of contact in case the landline is interrupted.

Parent Communication with Kidz Go Eco in Case of School Emergency When Students are on Campus:

- We will make sure that parents know children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.
- Parents that have children with special needs or infants will be called first.
- Although your first reaction would be to call or rush to your child, please follow the tips listed below:
  - Do not call or rush to your child's child care or preschool. Phone lines and staff are needed for emergency response efforts.
  - Tune in to the local TV/radio stations for official news alerts.
  - Check KGE's website, social media sites for updates.
  - Rely only on official communication from child care/ preschool or public safety officials.
  - Listen for official communication regarding reunification with your child.
- All parents will receive a copy of this policy in this Parent Handbook upon their child's enrollment. Written notification will be given of any updates.
- A copy of the Emergency Evacuation Drills Log will be posted where parents and staff can see Evacuation Drill Log.
- Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.



## 12.2 Code Green/Evacuation Plan

### Notification:

As soon as any staff member becomes aware of any situation with the potential for significant violence (bomb threat), or any unsafe situation that would result in an evacuation, the staff member shall immediately notify the Director and Lead Educators by the fastest means possible (phone, radio, direct contact) and isolate the incident.

### Staff Members:

- Signal and announce evacuation: Code GREEN
- Emergency Kits/Emergency Information will be taken when the safety of children is not compromised.
- All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on ground.
- Call 911, identify yourself, identify crisis P.D. 284-4535 or F.D. 282-3244
- Take attendance to make sure all children are accounted for.
- Contact evacuation sites (Neighborhood, Out-of-Neighborhood, Out-of-Town)
- Parents will be notified of the evacuation
- Announcements will be made when possible on radio/tv/phone
- Transportation to evacuation locations, children will walk/be pushed in portable play yards, strollers, or children will be driven by all staff members in a crisis. All transportation safety measures will be taken to the best of our ability, but getting children to safety is our priority.

### Evacuation Procedure:

Walk all children to Kidz Go Eco playground by the EcoAvocado Trail (nature path). Teachers lead all children to evacuation destinations.



### Evacuation Sites:

1. **Neighborhood Site:**  
Jonni Peace  
40 Flag Pond Rd.  
Saco, ME 04072  
207-494-8085
2. **Out-of-Neighborhood:**  
Young School  
36 Tasker St.  
Saco, ME 04072  
207-284-7053
3. **Out-of-Town:**  
YMCA of Southern Maine-Biddeford 3 Pomerleau St.  
Biddeford, ME 04005  
207-283-0100

### Saco Bus Transportation: 284-5959

SBT has offered to relocate our children to these evacuation sites in the event of an emergency; if their buses are available.

### Evacuation Response Assignments:

- Red Emergency Crisis Binder & Emergency Number Binder: Lead Educators
- Medical Bag & Epi Pen Bag: Teacher Assistants
- Activity Bag: Located in shed, a teacher can grab last after everyone is evacuated

### Parent Reunification:

Reunification is the process of reuniting children with their parent, guardian, or other person listed on the emergency pick-up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal procedures cannot be followed.

Parents/guardians will be directed by KGE or public officials by phone, tv, radio, website, or other social media as soon as it's SAFE.

- Parents/guardians will be provided information to the evacuation site.
- Contact information for Director Miss Michelle 229-6440 (cell phone)
- Parent/guardian phone numbers are stored in the Director's cell phone, located in an outside emergency bag and Emergency Contact Binder.



### Release:

Children will only be released to parents/guardians and to emergency contacts on the pick-up list (proper identification will be needed).

## 12.3 Protecting Vulnerable Children in a Crisis

If KGE had a child or children enrolled with special considerations, and depending on the needs of the children, additional items we would consider if we had to evacuate might include: (no children enrolled with special needs at this time)

1. Planning for transportation needs if you need to evacuate off-site.
2. Copies of medical prescriptions, doctors' orders, and the style and serial numbers of the assistive devices they use with at least a week's supply of any medication or medical supplies they use regularly, or as much as you can keep on hand.
3. Written descriptions of the child's disability and support needs, in case you are unable to describe the situation in an emergency.
4. Medical insurance cards, Medicare/Medicaid cards, physician contact information, list of the child's allergies and health history.
5. A list of the local non-profit or community-based organizations that know you or assist people with access and functional needs similar to the children you serve.
6. Extra eyeglasses; backup supplies for any visual aids.
7. Extra batteries for hearing aids; extra hearing aids if the child has them.
8. Battery chargers for motorized wheelchairs, or other battery-operated medical/assistive technology devices.
9. Supplies for service animals.
10. If a child uses a motorized wheelchair, have a lightweight manual chair available for emergencies. Know the size and weight of the wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
11. If children have allergies or chemical sensitivities, be sure to include items that they are able to use for personal hygiene and for cleanup.
12. Additional diapers and formula/breast milk for infants and baby food for toddlers.
13. Activities for children with behavioral support needs.

## 12.4 Emergency "Missing Child"

- Teaching staff immediately conduct a thorough search of the immediate surroundings.
- Call 911 or Emergency Number
- Notify parents
- The Department of Human Services/Licensing Regulations will also be notified.



## 12.5 Medical Emergencies/Accidents

All educators and staff at KGE are trained in infant/child CPR and first aid. All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign, and return form to your child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will be referred to our child care Health Consultant or Rescue 911 will be called to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up-to-date. You MUST have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour. If your child is transported by rescue and 911 is called, we ask parents to fill out an Emergency Consent Form, which is in the enrollment packet. To help prevent medical emergencies teaching staff:

- Make sure the play area is free of hazards.
- Supervise children closely at all times.
- Keep toxins and hazardous materials where children cannot see or reach them.
- Have a cell phone or landline when outside or on a field trip.
- Make sure that the first aid kit is well-equipped at all times.
- Employees are first aid and CPR certified.
- Have emergency numbers posted at all times in outdoor emergency kit and inside classrooms.
- Know how to respond to allergic reactions, including food allergies and bee stings.

## 12.6 Fire Drills

We hold fire drills once a month in order to prepare for emergency evacuations. Children are escorted out either the main entrance or by alternative exit needed to evacuate safely. In case of a split group we meet in the far corner of the property by the EcoAvocado Trail or Eco Creek Trail. Children are evacuated to the trail that is furthest from the emergency. For example a fire in Nature Classroom 1 children would be evacuated to the EcoAvocado Trail, and if a fire occurred in Nature Classroom 2 children would be evacuated to Eco Creek Trail, Nature Classroom 3 would be evacuated to the Eco Creek Trail. If any fire was present in any building all children would evacuate all buildings for safety. The educator takes the red emergency binder, epi-pen bag, first aid kit, the land-line phone or cellphone, and makes sure everyone is accounted for by taking attendance. We use the emergency red binder that is by the door for evacuation, since this also holds our emergency numbers. In the event of a real fire or disaster, children will be taken to an off-site location or wherever instructed by Public Safety Personnel. Parents will be notified immediately or as soon as it is safe to do so.



## 12.7 CODE RED/Lockdown/Safe Place Plan

Our mission is to provide a safe child care and preschool for our children, employees, and volunteers. Code Red outlines a procedure that is employed in the event that an intruder attempts to invoke harm to children, staff and volunteers at Kidz Go Eco.

### How to Respond:

The first person that is aware of the situation, immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, radio, cell phone, etc.

The Director or designated staff member announces "Code Red". This will signal the activation of a LOCKDOWN. Director or designated staff member notifies police by calling 911 or the direct line 284-4535 for the police department.

### Indoor Crisis:

1. If doors are open, bring all children inside, lock all doors, and quickly move to SAFE PLACE ROOM.
2. LOCK all doors to the safe place room, close all windows, draw all shades, close all lights.
3. Children, staff and visitors should remain in a safe area away from windows and doors without talking until lockdown has concluded.
4. Staff can use shelving, bookcase or any other heavy furniture to put in front of locked door to add additional barrier.
5. Staff should take attendance to account for all students.
6. Keep children calm.
7. If any children or staff member is unaccounted for, notify the Director or other designated staff member upon completion of lockdown.
8. If a staff member was helping a child in the bathroom, we ask that the staff member tries to help the child and themselves and move quickly to the safe place room or to remain quietly in the bathroom with the door shut until it is safe for them to exit.
9. If children and staff members are on the playground and hear "Code Red", we ask that staff gather children and assemble them behind the playground apparatus. Staff will stay with children until the "all clear signal" directive is given.



\* In the event of a CODE RED/Lockdown/Safe Place Plan we will use the nationally accepted "RED BIRD PLAN" for our children. This plan has been used successfully for many years as a way of preparing children for dangerous situations in a developmentally appropriate way.

The classroom has a place designated as the RED BIRD NEST. The phrase "RED BIRDS FLY TO YOUR NEST" is the signal for children and teachers to go to the designated area. We will remain there until an "all clear" signal is given. We will have a cellphone or landline, red emergency binder, lockdown kit is stored in a room for water/snacks, porta-potty, doors will be locked in the room, shades will be drawn, attendance will be taken, and everyone will be crowded and a bit uncomfortable, but safe. All emergency numbers are located in the lockdown kit as well. The plan is used as a preventative and proactive response to anticipated emergencies. Due to the unpredictable nature of these types of situations, no guarantee of safety shall be implied through the use of the RED BIRD PLAN. However, the regular practice and training of staff will be a step in response to dangerous or threatening situations. We hope, as you do, to never have to use this plan in a real situation.

### Emergency Supplies/Lockdown Kit:

For an emergency lasting 72 hours or less, we have supplies in eight basic categories that are stored in a large sturdy container called our "Lockdown Kit":

1. Important papers, emergency contact list
2. Water (information on how to safely store water can be found in Appendix C)
3. Food
4. Clothing
5. First Aid
6. Sanitation
7. Comfort and Safety
8. Communication



## 12.8 Shelter-in-Place Procedure

In the event we had to create a "Shelter-in-Place Plan" we would seal the room with duct tape, close and lock all doors and windows to the outside. Turn off all heating systems by heating the control panel, turn off all air conditioners, and switch intakes to the closed position. We would turn off exhaust fans in the bathroom, seal gaps around window-type air conditioners with duct tape, close as many internal doors as possible, and supplies for sealing out air such as duct tape is located in the tape drawer in Atelier Room/Tape Drawer.

We would use tape and plastic food wrapping, wax paper or aluminum wrap to cover bathroom exhausts, grilles, range vents, dryer vents, and other openings to the extent possible. We would seal any obvious gaps around external windows and doors. Close shades for additional protection. Water and clothes located in red emergency lockdown kits. If vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth of children and staff. We will access emergency supplies for snacks and activities if needed.



## 12.9 Tornadoes/Hurricanes

If children are on the premises in the event of severe weather, we will proceed to the Safe Place Room inside KGE facility. A teacher will take the red emergency binder with emergency numbers, a landline or cellphone, epi-pen bag, the first aid kit, and move all children to the Safe Place Room that has our lockdown kit and snacks and water. Attendance will be taken and parents will be notified immediately or as soon as it is safe to do so.

## 12.10 Emergency Transportation Permission Agreement

Parents will have an Emergency Transportation Permission Agreement Form inside their child's enrollment packet giving KGE permission to have staff and teachers transport your child to an emergency relocation site if children were unsafe and couldn't remain at the child care facility. Parents will need to understand that normal safety rules will be followed as much as possible, but the highest priority is to relocate to a safe location.

## 12.11 Emergency Drills & Procedures Checklist

- Plan the drill
- Talk the drill
- Walk the drill
- Run the drill
- Evaluate the drill



## 12.12 After the Emergency

After the emergency is the time to REAP the benefits: Recover, Evaluate, and Plan.

## 12.13 Recovery From the Emergency

Recovery means to return to normal operations. This may be a long-term process depending on the damages incurred. However, it is important to get back up and running as quickly as possible. We would need to be aware of the physical and mental health and safety of children and staff.

### Evaluate:

We put a lot of time and thought into preparing for an emergency. Now that we would have survived one, we would evaluate how our plan actually worked, and what would work better next time.

We would meet with our original planning partners and assess how each step in the plan worked for children, parents, staff, and local emergency officials.

### Plan:

Now is the time to plan for the next emergency.

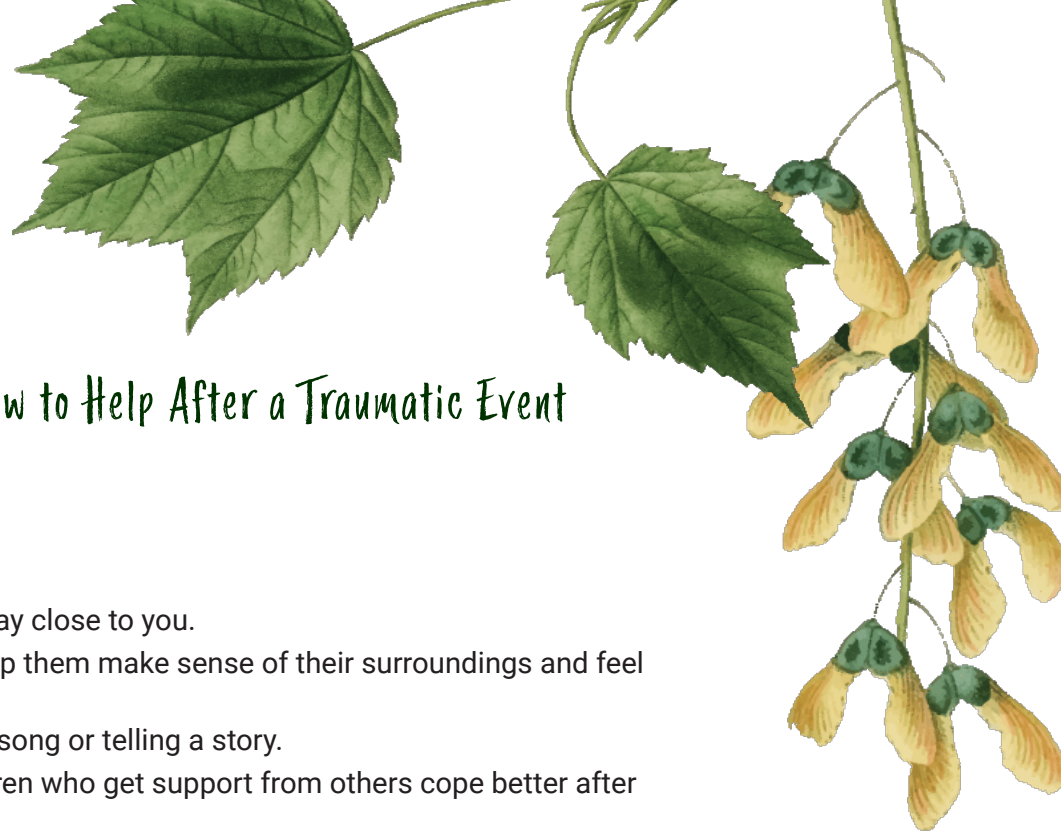
- We would update and revise our emergency plan if our evaluation shows the need.
- We would restock the emergency supplies you used.
- We would involve parents in the planning process to update communications, reunification, and contact information.
- We would continue to stress that family preparedness is the best way to plan for the next emergency!

## 12.14 Providing Emotional Support to Children After a Trauma

Young children, toddlers, and preschoolers know when bad things happen, and respond to emergency events with limited understanding or are unable to talk about their needs. As the people, places and routines they depend on for safety and care are affected, children need help. The better prepared that caregivers are, the more helpful they can be to others around them, especially children. Children depend physically and emotionally on their caregivers. Children's reactions depend on their age and how close they were to an upsetting event; their exposure to watching TV or hearing radio reports, and how they see their caregivers reacting. During an emergency, young children need their caregivers to know how to respond, including where to go, what to do, things to take and how to reunite them with their family. Children need help as they don't fully understand how to keep themselves safe. Young children may freeze, cry or scream. Mental stress from a crisis event can be harder on children as they feel less in control, and have less experience in bouncing back from hard situations.

After a scary event, we often see changes in children's behavior. Preschool children may feel helpless, upset or frightened about being separated from their parents or caregiver. They may develop aches and pains, such as stomach or headaches. It is common for preschool children to become clingy with a caregiver or need to stay in a place they feel is safe. They may fear strangers, darkness or monsters. They may cry more, have temper tantrums, withdraw from people and not play with their toys, hit others, have problems sleeping or bed wetting, become afraid of the dark or things that did not bother them before, or lose skills they previously had. These changes are a sign that they need extra help.

In most children, these common changes will be temporary. Children who were directly exposed to a disaster or have special needs can become upset again and these changes may resurface if they see or hear reminders about what happened. If they continue to be very upset, if their behaviors hurt their activities or important relationships after six weeks, then a referral to a professional provider who specializes in children's needs may be appropriate.



## 12.15 Ways Caregivers Know How to Help After a Traumatic Event

The young child feels safe when:

### Focus on safety first:

1. Hold them more and let them stay close to you.
2. Return to a regular routine to help them make sense of their surroundings and feel comforted.
3. Do familiar things like singing a song or telling a story.
4. Increase time with others. Children who get support from others cope better after emergencies.

### Follow the child's lead:

1. Listen and observe. Having a story helps a child make sense of what happened and cope.
2. Different children need different things. Some children need to run around and need extra breaks while others may need to be held more during cuddle times.
3. It can be hard to watch or listen to their stories. Caregivers need to seek support for themselves so they can listen without becoming upset.

### Allow children to express their feelings and worries:

1. Young children can "behave badly" or "act out" when they are scared as a way of asking for help.
2. Help them name how they feel about their worry over their safety or the safety of others, including pets.
3. Help them express anger in ways that won't hurt by using words, pictures, play-time or drawings.
4. Children use play or particular activities to tell their story so allow them to stop when it becomes difficult or distressing.

### Help them reconnect with supportive people, community, culture and rituals:

1. Simple things like a familiar story, a song, a prayer or tradition helps a child return to a "new normal".
2. Provide handouts to families about expected and predictable behaviors in young children.
3. Allow parents to be with their children in your home or child care center.
4. Tell children about community recovery. Reassure them that many people are working hard to restore electricity, phones, water or heat.

### Offer them support and acceptance:

1. Reassure them that they are safe. You may need to repeat this frequently.
2. If a child feels really bad, it is a good time to seek out parents or particular teachers to help them feel better and calmer.
3. Don't punish them for "regressive" behaviors (nightmares, bedwetting, physical complaints); set limits but reassure them they are safe.
4. Replace lost or damaged toys, and offer items they can touch or hold such as blankets, books or stuffed animals.
5. Ask parents to provide something familiar such as a family photo while they are separated. Just being with children even when we can't fix things, helps!

## 12.16 Covid-19 Protocols and Procedures

Subject to change as pandemic resolves or changes  
Unquestionably, this will be an unusual situation that will look and feel very different because this is an ever changing circumstance. Since, Covid-19 KGE has not been the same, but we are making efforts to create fun, safe, and positive experiences for children. There is no guarantee that anyplace, especially a childcare environment, is perfectly safe from COVID-19. The risks of contracting and spreading COVID-19 are well documented and we trust all of our matriculated families to make the best choice for their child in terms of attending our program. We are endeavoring to do what we can to mitigate the risks as much as possible, acknowledging that we cannot eliminate all risk. In order to succeed we will commit to efforts that minimize exposure and spread of the virus and will need your cooperation, commitment, and partnership now more than ever.

### Kidz Go Eco will:

- Stay current with and follow the guidelines and recommendations issued by the CDC and Governor Mills regarding early childhood centers wherever practical and appropriate.
- Aim to inform families of changes to expect at childcare with as much notice as possible.
- Train all employees on updated health, cleaning, and safety protocols.
- Redesign our schedule, program, procedures, and center to isolate groups of students in order to reduce exposure to others. We are redesigning programs to include drop off and pick ups outside whenever possible, social distancing between classes to mitigate risks.
- MASK use at childcare is MANDATED for children 5 years and older and if recommended for all children 2 years and older. If your child has a medical condition, or is unable to tolerate a face shield or a mask, a note provided by your child's pediatrician is required explaining the condition and circumstance. There may be some limited circumstances when wearing a mask or shield is not feasible and it is for the best interest of the child to not wear a face covering. Parents must be aware of the increased risk of exposure to Covid-19 when a child is not wearing a mask or shield.
- It is acceptable for a child with a documented or known special need or health condition to try to wear a face shield instead of a mask. If that is still problematic due a special need or health condition then it is ultimately acceptable for that child to not wear a face covering. There may be some limited circumstances when this is not feasible or in the best interest of the child.





- Sanitize facilities on a scheduled basis using methods recommended by appropriate authorities.
- Maintain hand washing, sanitizing, and routinely practice hand washing with children. We will educate children on maintaining their individual health in age appropriate ways.
- Creatively use interior and outdoor spaces to maximize health as well as foster a positive learning environment.

**Parents will:**

- Monitor your child’s health and all family member’s health that are in your household. Stay home if you, your child, or anyone in your household feels sick or has come in close contact with anyone who has tested positive for Covid-19. If your child or anyone in your family household has come in close contact with someone who has tested positive for Covid 19, then your family will automatically need to quarantine for 14 days from the last day of exposure before returning to kge. If anyone in your household is having any active symptoms for Covid-19 then we ask your family to quarantine until a negative PCR test or a Negative Rapid Test have been provided.
- Take your child’s temperature daily and observe for symptoms of COVID-19. Communicate with us if your child has symptoms or has been exposed to someone who has symptoms or has been diagnosed.
- Reduce your child’s exposure by maintaining social distancing when not at kidz go eco. If we can all make a commitment to minimize exposure to others we can collectively keep children attending our programs safer.
- Stay on top of new procedures and policies issued by Kidz Go Eco. We fully expect that conditions will change as we go and we will all need to remain flexible and responsive. Please read all communications and make changes as necessary.
- Follow the current Executive Order to quarantine for 14 days after traveling out of state.
- Reinforce at home proper self care and health measures with your child(ren).
- Check with your child’s pediatrician if you have any concerns about their ability to participate in childcare safely regarding other personal health conditions. Parents will also communicate pertinent health concerns to the Education Director of Programming as applicable.

**IMPORTANT:**

We cannot eliminate all risk, but we are taking reasonable steps to mitigate it. With your help, we can enable a rewarding, fun, and educational summer experience for young people through the adoption of sensible measures. If we must make any adjustments or additional changes to our programs we will notify you with as much notice as possible. As this is a fluid situation, we appreciate your patience and understanding as we implement new policies and procedures.

**General Comments**

- All of these policies and procedures are subject to change.
- Staff discretion responding to conditions in the moment may take precedence over any of the policies and procedures.
- Staff may implement more restrictive measures but not less restrictive conditions than those outlined below.
- These increased safety measures and program changes serve to mitigate risk and to increase the safety of our children and staff. No guarantee of safety is being made or implied with the following procedures and policies. We can only endeavor to mitigate risks when and where practicable.

**Advisory for Children and Parents with Health Concerns**

Children and Parents at high risk for COVID-19 should consult with their medical provider to determine if having your child attend is a reasonably safe option. Some high risks include but are not limited to:

- People with lung disease or asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

**Parent Expectations**

At the beginning of each day parents will be asked to sign a Child Health Questionnaire Form which outlines health questions, expectations, and guidelines.

- Take their child’s temperature before arriving to kge each day and closely monitor for symptoms of COVID-19- if your child has a temperature prior to starting childcare, please keep your child home and contact the Education Director. Screen for symptoms of COVID-19
- Adhere to the 14 day Quarantine if you travel out of state to areas or states that the CDC has listed to self-quarantine.
- Be prepared to pick your child up promptly from childcare if your child develops symptoms.
- Be prepared with a back-up plan for care should our childcare need to close at any time.
- Determine if your child or anyone in your household has had close contact with a person who has been diagnosed with Covid 19, is being tested for Covid 19, or is under quarantine as a result of COVID-19.



- If your child or anyone has come in close contact with a person who has tested positive for covid-19 then your entire family needs to quarantine for 14 days from the last of exposure before returning to kge.
- If your child has ANY symptom on the CDC list for Covid-19 your family needs to be prepared that every time your child exhibits ANY symptom a pediatrician's note will need to be provided stating it's safe for your child to return, a negative PCR covid-19 test or a Negative Rapid Test has been provided, or your child will need to quarantine for 14 days.

### Once Childcare/Preschool/Summer Program Begins

If you drop off your child at childcare, it means you are agreeing to our policies and procedures and have confirmed to the best of your ability that:

- You or anyone in your household have not traveled outside the country in the past month.
- You or your child have not come into contact with anyone who has tested positive with COVID-19.
- No one in your household is experiencing signs of illness.
- Your child does not have the following symptoms (based on CDC) at drop off:
  - Fever (above 100.4 by any route) or chills
  - Shortness of breath or a cough
  - Excessive fatigue or difficulty breathing (without recent physical activity)
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### Masks ("masks" could also include a face shield or other protective covering)

Children are required to wear a mask based on the guidelines for childcares at this time, but this is subject to change. Again, children 5 years and older are required to wear a face mask or shield unless providing a doctor's note explaining why your child is unable to wear one. This could be a health condition like asthma, anxiety, or an intolerance of any kind. Parents of children 2 years -4 years are recommended to have your child wear a mask or face shield. If you would like your child (2 years old-4 years old) to wear a mask at childcare, please let your child's educators know and they will honor that request unless they observe signs that your child cannot safely wear a mask. We encourage all families to practice wearing masks with their children at home in advance of attending childcare. Here are some resources to help guide parents:

<https://www.healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/Child-Face-Coverings-for-Children-During-COVID-19.aspx>

[https://www.brodythelion.com/teaching-how-to-wear-a-mask?fbclid=IwAR0XvcRNZtbl8xDshPRsfeQnB0wBcv\\_BLzSbp\\_24rAlaTNMCwZ20KSgTc7l](https://www.brodythelion.com/teaching-how-to-wear-a-mask?fbclid=IwAR0XvcRNZtbl8xDshPRsfeQnB0wBcv_BLzSbp_24rAlaTNMCwZ20KSgTc7l)

### Social Distancing

Whenever practicable we will endeavor to maintain social distancing. That said due to the nature of preschool, childcare settings, and children's behavior this will be impossible to maintain 100% of the time.

Our classrooms will consist of 10-12 children and will not mix between classrooms unless we have an emergency or have a shortage of educators. We do have children from the same family in each age group so maintaining a complete separation between classrooms is not always possible. Within our classrooms social distancing will be impractical. We will be spending as much time outdoors as possible and in consideration of inclement weather days when we may be inside utilizing designated classrooms for your child. We will limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use as needed.

Our program will restrict all nonessential visitors, volunteers, and activities involving other individuals or groups. We will minimize any use of floating teachers between classrooms whenever possible but will utilize them when the need is emergent.

### Drop Off and Pick Up

To make drop off and pick up times as efficient and safe as possible, we ask that parents to say goodbye to their child at the entrance if drop off is inside or on the playground with an educator if drop off is outside. To maintain social distance from other parents and children we ask that parents look inside your child's classroom to make sure only 2 individuals are in the locker area at one time. Please maintain 6ft social distance from other family members. Parents may walk their child to the appropriate classroom (wearing a mask) to check your child in. Defined areas at kge will be designated as specific drop off and pick up locations depending on what classroom you are in.

### Visitors

Kidz Go Eco will endeavor to restrict all non essential visitors and others from accessing the buildings. We have moved mail and package delivery outside of the building and will work with all vendors and service contracts to ensure safe practices. Parents should refrain from entering buildings as much as possible and are required to wear a mask if needing to enter any classroom.

### Hand Washing

Self care practices will be heavily emphasized and enforced throughout the day. Children will be instructed in the way the CDC recommends hand washing and that is age appropriate for the children attending. The importance of hand washing before and after eating, after touching frequently touched surfaces and items, after using the restroom, and after sneezing/coughing/blowing nose will be reinforced.



### Cleaning

Communal spaces will be cleaned and disinfected at least daily. Measures will be taken to clean some areas multiple times of day if needed. Spaces shared by other groups of children will be cleaned between use when practical. Equipment will also be cleaned between groups of children. Emphasis will be on sanitizing frequently touched surfaces such as door handles, railings, and light switches, children's lockers, and fridge where lunch boxes are stored.

### Water Play

Water play is an important way children can keep cool and have fun during the summer. It appears that COVID-19 is not waterborne and that water play activities pose little risk for children. Parents should expect that their children will play with sprinklers, and have opportunities for some sensory table play in the younger groups. Children are not required to wear masks while playing in the sprinklers.

Children will not utilize small wade pools, but will provide fun water play activities such as sprinkler play, use of the water hose, stream and wetland play, and soapy bubble water tables. We will provide these opportunities in smaller groups to allow for more organic space and distance during this play and will limit the amount of children at a water table at any one time along with proper supervision.

### Playground Policy

Times on the playground will be staggered between classrooms and the playground apparatus will be washed regularly.

### Monitoring Health Conditions

As outlined in the parent expectations section, parents will need to monitor their own child's temperature and symptoms of COVID-19 and immediately report concerns to Kidz Go Eco.

Many symptoms consistent with COVID-19, such as fever, are normal illnesses children would suffer in a normal preschool year. This year our threshold for letting kids stay for the day will not be allowed. Out of an abundance of caution, children will be sent home if they have the following:

- Fever (above 100.4 by any route) or chills
- Shortness of breath or a cough
- Excessive fatigue or difficulty breathing (without recent physical activity)
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Children exhibiting any of these symptoms will wait in a designated isolated area until they can be picked up. Children may return to childcare/preschool if:**

- Your child's symptoms have subsided for at least 24 hours from when they began and have provided a physician's note stating your child is safe to return.
- Your child has received a negative PCR Covid-19 test or a negative COVID-19 rapid test.
- Your child has quarantined for 14 days.

Many people, children especially, do not show obvious signs of COVID-19. While we will diligently monitor the health of our children, we will not be able to detect all cases of COVID-19.

**If there is a confirmed case of COVID-19 in a classroom, a plan is in place to:**

- Close off and disinfect the areas where that student or staff member frequented
- Notify local and state health officials and work with them regarding appropriate communications and procedures while maintaining confidentiality
- A child, parent, or staff member diagnosed with COVID-19 will need to stay home, self-monitor for symptoms and follow CDC guidance if symptoms develop.

## 13.0 OPERATIONAL POLICY 2021-2022 CLOSURES

The Explorers & Investigators are our preschool programs, and these programs adhere to the Saco School System's Closings & Holidays.

September 6	Labor Day (No School)
October 11	Indigenous Day (No School) Former Columbus Day
November 11	Veteran's Day (No School)
November 24, 25, 26	Thanksgiving Recess (No School)
December 20-24	Winter Vacation Week
January 17	Martin Luther King Jr. Day (No School)
February 14th - 18th	February Vacation Week
April 19th-23rd	April Vacation Week
May 27, 30	Memorial Day (Friday Before also Closed)
June 17	Explorers (Ages 4-5) Last Day! Normal Day of Operation
June 18	Preschool Graduation at 11:30am (Saturday)
July 1-4	Independence day weekend
July 18-22	July Vacation

Note: There may be school closings related to staff training days. Parents will be notified of these closings.

Reminder: Storm Delays or Cancellations are posted on [www.wgme.com](http://www.wgme.com) Channel 13 News.

## 14.0 Parent Checklist/Mandatory Forms

Below is a checklist parents will need to complete before your child begins preschool and items your child will need to bring for their first day of preschool:

- Please print (this) Parent Handbook and INITIAL EACH PAGE at the bottom left as indicated and return to Director
- Please sign and date Handbook Recognition and return to Director
- Complete Registration Form/Financial Agreement
- Annual Re-Registration Fee \$150.00 and 2 week deposit (non-refundable)
- Annual Summer Registration Fee \$40.00 for Tick Prevention and Activities
- Sign Social Media Form
- Complete Health History Form
- Emergency Transportation Form
- Tick Removal Form
- Non-Medication Topical Form
- Sign Illness Policy Form
- Emergency Consent Form
- Allergy & Asthma Form if child has severe allergy, Epi-Pen Prescribed.
- Updated Immunizations for your child.
- Custody Documents if applicable
- Toothbrush and toothpaste if your child is staying over 4 hours (not during covid)
- Pillowcase with your child's name on it if your child will be resting at KGE
- Parents please review our "Operational Policy" online so you're aware of our school holidays and school closings
- Extra change of clothes in a small backpack (shirt, pants, underwear, non-skid socks)
- Appropriate footwear sneakers or sandals with enclosed toes for toe safety.
- Preschool and Afterschool students only tuition is due on the 1st of each month
- Childcare/Full-day students tuition is due on the 1st of each month or every Monday with one week payment in advance.
- Parents need to arrive 10 minutes early prior to their child's session ending or KGE closing
- Childcare/Full-day bring cold, nutritious lunches (we are a peanut/nut aware school, no nuts, no pastries, no cookies, no candy, no chocolate, no juice)
- Please label your child's lunch box and Water bottle
- Enrollment Packet is located here for all programs

## WE THANK YOU

**for choosing and supporting our Reggio inspired, Nature Based school in Saco, Maine. Every educator is a contributor to early childhood education and we feel it's an absolute privilege and an opportunity to be part of your child's journey as they begin to prepare for Kindergarten. We look forward to watching your child immerse themselves in outdoor play, daily investigations, while learning through a lens of their very own capabilities, interests, and curiosities. Kidz Go Eco will always be a place of exploration and where children can remain children.**

## Welcome!

**From All Of Us,  
Kidz Go Eco Nature School**



# HANDBOOK RECOGNITION

I, \_\_\_\_\_, have read and understood Kidz Go Eco's Parent Handbook and Policies. I am aware of what is expected of me as a parent and understand the importance of my cooperation and understand. I acknowledge that Kidz Go Eco is a certified eco-healthy facility and will respect the eco-healthy guidelines to ensure my responsibility of providing a healthy and safe environment for all children.

Child's Name: \_\_\_\_\_

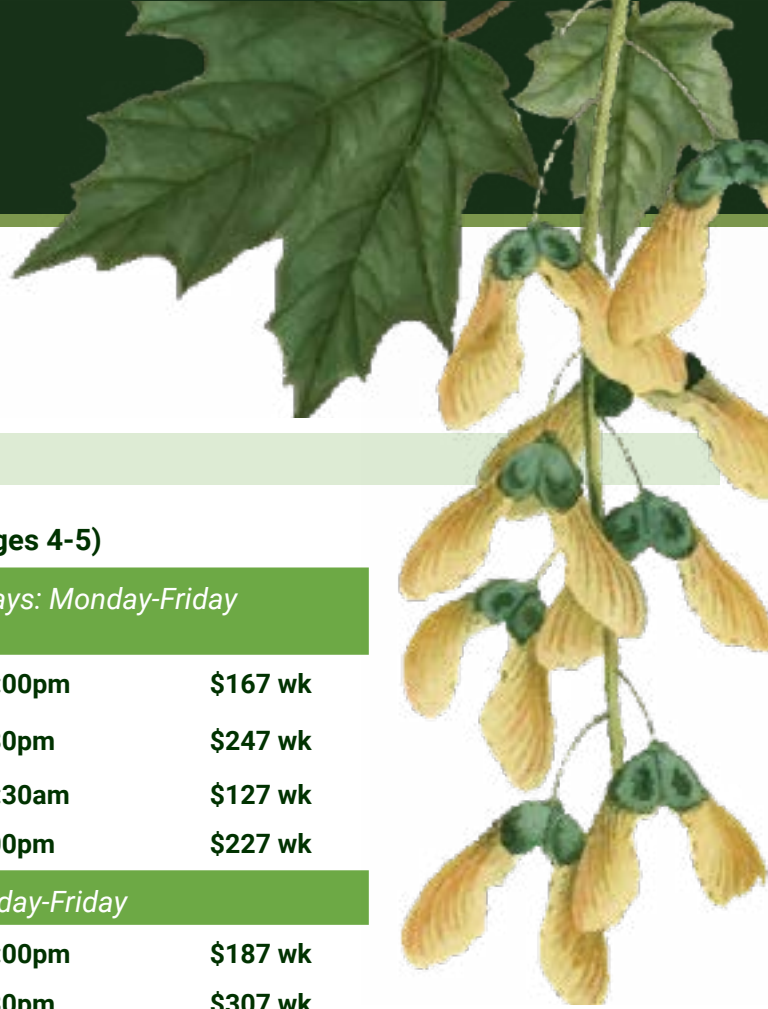
Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# REGISTRATION FORM

NATURE PRESCHOOL Check an option or choose your own



## Investigators (Age 3)

*Choose Two Days: Monday-Friday*  
Annual Registration fee \$150

- 7:30am - 12:00pm \$107 wk
- 7:30am - 4:30pm \$147 wk
- 8:00am - 11:30am \$97 wk
- 9:00am - 3:00pm \$127 wk

*Choose Three Days: Monday-Friday*

- 7:30am - 12:00pm \$137 wk
- 7:30am - 4:30pm \$207 wk
- 8:00am - 11:30am \$117 wk
- 9:00am - 3:00pm \$177 wk

## Explorers (Ages 4-5)

*Choose Four Days: Monday-Friday*

- 7:30am - 12:00pm \$167 wk
- 7:30am - 4:30pm \$247 wk
- 8:00am - 11:30am \$127 wk
- 9:00am - 3:00pm \$227 wk

*Five Days: Monday-Friday*

- 7:30am - 12:00pm \$187 wk
- 7:30am - 4:30pm \$307 wk
- 8:00am - 11:30am \$157 wk
- 9:00am - 3:00pm \$267 wk

## SUMMER NATURE CAMP

- Little Timbers (Ages 3-4)
- Tall Pines (Ages 5-8)

Annual Registration All Families \$75

### Half Day • 7:30am - 12:00pm

- 1 day \$67 wk
- 2 days \$107 wk
- 3 days \$127 wk
- 4 days \$167 wk
- 5 days \$187 wk

### Full Day • 7:30am - 4:30pm

- 1 day \$77 wk
- 2 days \$147 wk
- 3 days \$207 wk
- 4 days \$247 wk
- 5 days \$287 wk

## AFTER SCHOOL NATURE DAYS

**Monday - Friday • 3:00pm - 4:30pm**  
(Ages 4-5)

- 1 day \$35 wk
- 2 days \$45 wk
- 3 days \$55 wk
- 4 days \$65 wk
- 5 days \$75 wk

Tuition is to be paid on the first day of each month.  
No make up day policy.



ATTACH CHILD'S  
PHOTO HERE

## ECO-FRIENDLY PLEDGE

"Today, I will be kind to the earth, I will eat healthier foods for my body and I will encourage others to make better choices for the environment. By living eco-friendly each day, I will create a safer, healthier, greener life for myself and in the lives of others."

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Enrollment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

### REGISTRATION POLICIES

#### Preschool

Annual \$150.00 admissions fee. AM Snack or Breakfast served only. Lunches served from home.

#### Childcare & Extended Day

Annual \$150.00 admissions fee. Breakfast served. Cold lunches provided from home.

#### Summer

Current Families \$40.00 Non-families \$75.00

#### Afterschool

\$75.00  
Snacks provided from home.

Please fill out all required forms. Payment by cash, check or accepted card is required at the time of registration; including 1st and 2nd week deposits. All registration fees are non refundable.

Preschool annual registration for current families is November 15th through January 31st., and for new families it begins February 1st of each year. Summer registration begins February 15th each year. Tuition is to be paid on the first day of each month. No make-up day policy. If terminating enrollment we require a 2 week written notice to be given to KGE Management. Thank you for choosing Kidz Go Eco!

**Questions? Contact us.** If your a parent/guardian looking to enroll your child at Kidz Go Eco and have additional questions please contact us at 571-9444 or visit our website at [www.kidzgoeco.com](http://www.kidzgoeco.com).



PARENT / GUARDIAN INFORMATION *(please provide custody documents if applicable)*

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Employed By: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Employed By: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



EMERGENCY CONTACTS (OTHER THAN PARENTS)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CHILD PICK UP LIST

Person(s) designated to pick up child other than parent(s):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person(s) specifically not permitted to pick up your child:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_





## FAMILY INFORMATION

Language(s) spoken in the home: \_\_\_\_\_

List of other children in the family: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

List of other adults living in the home and their relationship to your child:

\_\_\_\_\_

List of pets in your child's home and their names:

\_\_\_\_\_

List previous experience in child care including name of facility, dates attended, and type of care (such as family child care, child care center, nursery school, nanny):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PHYSICIAN'S INFORMATION

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

## PEDIATRIC DENTIST'S INFORMATION

Pediatric Dentist's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

## FINANCIAL AGREEMENT

I hereby agree to pay tuition in the amount of \_\_\_\_\_ each week, and understand I'm responsible to pay tuition on the 1st of each month, or 2 weeks in advance. I understand I'm responsible to give a two week hand written notice to Kidz Go Eco management, and understand I'm responsible to pay tuition in the event I do not give a two week notice. I do understand that KGE has registration fees for each program and will submit payment for any programs my child is enrolled. I have read all registration fees on page two of this Registration Form and understand the annual \$150.00 re-registration fee.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_



# TERMINATION AGREEMENT

I hereby agree to not terminate my agreement & financial agreement. I understand a two week written notice needs to be given to Kidz Go Eco management, and I understand I'm still responsible to pay for my child's tuition in the event a two week notice is not given. Kidz Go Eco reserves the right to dismiss a child from the preschool if we feel at any time it would be in the best interest for the child and the safety of others. Reasons for dismissal could include physical harm and emotional harm to self and to others and any aggressive behavior would be not allowed.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Provider's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

For Provider's Use

Date of Withdrawal \_\_\_\_/\_\_\_\_/\_\_\_\_\_





# HEALTH HISTORY

*Must provide a copy of current doctor's immunization records.*

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

## MEDICAL SUMMARY

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_\_/\_\_\_\_

List of any diagnosis or health concerns (asthma, allergies, diabetes, chronic illness, seizures, ect.)

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Has the child ever has a severe reaction to anything (peanuts, bee stings, ect)?

---

If yes, please explain including whether hte child needs an Epi-pen at school.

---

List any current or prescribed medications and dosages:

---

List any past hospitalizations, surgeries or injuries (ear infections, placement of tubes, tonsillectomies, ect.)

---

Please outline any family medical history that might be important for the school to know.

---

List any speech/language or motor development concerns that you or the parents have.

---



Must provide a copy of current doctor's immunization records.

MEDICAL SUMMARY CONTINUED

Hearing Screening: L-Ear 500 - 1000 - 2000 - 4000 R-Ear 500 - 1000 - 2000 - 4000

History of: Ear Infections \_\_\_\_\_ Hearing Loss \_\_\_\_\_ Fluid in Ears \_\_\_\_\_

Vision Screen: L 20/\_\_\_\_ R 20/\_\_\_\_ Both 20/\_\_\_\_ Glasses\_\_\_\_ Contacts\_\_\_\_ Color Vision\_\_\_\_\_

Please check if abnormal and comment:

- Skin:\_\_\_\_\_
- Mouth & Dental:\_\_\_\_\_
- Eyes:\_\_\_\_\_
- Ears:\_\_\_\_\_
- Lymphatic:\_\_\_\_\_
- Abdomen:\_\_\_\_\_
- Genitalia Hernia:\_\_\_\_\_
- Orthopedic:\_\_\_\_\_
- Chest:\_\_\_\_\_
- Heart:\_\_\_\_\_

Significant findings and physician's recommendations to parents and teachers:

Significant findings and physician's recommendations to parents and teachers:

\_\_\_\_\_  
\_\_\_\_\_

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations for Physical Education:\_\_\_\_\_ Full Program:\_\_\_\_\_ Restricted:\_\_\_\_\_

If marked Restricted, please explain:\_\_\_\_\_

Date:\_\_\_\_/\_\_\_\_/\_\_\_\_ Doctor's Signature:\_\_\_\_\_





# LEAD EVIDENCE

## BLOOD TESTING

Child's Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

### RECEIPT OF TEST

Received a venous/capillary blood lead test on: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Test was administered by: *(signature of medical provider)* \_\_\_\_\_

Medical Provider address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### REFUSAL OF TEST

I verify that I have been made aware of the serious long-term health effects of lead poisoning on children under the age of six years. I object to my child being blood tested in order to determine if he/she is lead poisoned.

Reason for refusal: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_





# ASTHMA & ALLERGY ACTION PLAN

Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Allergy to: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No

## FOR ANY OF THE FOLLOWING SEVERE SYMPTOMS

If checked, give epinephrine immediately if the allergen was definitely eaten, even if there are no symptoms.



### LUNG

Short of breath, wheezing, repetitive cough



### HEART

Pale, blue, faint, weak pulse, dizzy



### THROAT

Tight, hoarse, trouble breathing/swallowing



### MOUTH

Significant swelling of the tongue and/or lips



### SKIN

Many hives over body, widespread redness



### GUT

Repetitive vomiting or severe diarrhea

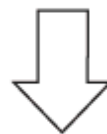
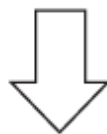
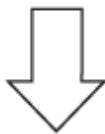


### OTHER

Feeling something bad is about to happen, anxiety, confusion

OR A  
COMBINATION  
of mild or severe  
symptoms from  
different body  
areas.

**NOTE:** Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. **Use Epinephrine.**



### 1. INJECT EPINEPHRINE IMMEDIATELY.

### 2. Call 911. Request ambulance with epinephrine.

- Consider giving additional medications (following or with the epinephrine):
  - Antihistamine
  - Inhaler (bronchodilator) if asthma
- Lay the student flat and raise legs. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport student to ER even if symptoms resolve. Student should remain in ER for 4+ hours because symptoms may return.



NOTE: WHEN IN DOUBT, GIVE EPINEPHRINE.

If checked, give epinephrine immediately for ANY symptoms if the allergen was likely eaten.

# MILD SYMPTOMS



**NOSE**

Itchy/runny nose, sneezing



**MOUTH**

Itchy mouth



**SKIN**

A few hives, mild itch



**GUT**

Mild nausea/discomfort



1. **GIVE ANTIHISTAMINES, IF ORDERED BY PHYSICIAN**
2. Say with student; alert emergency contacts
3. Watch student closely for changes. If symptoms worsen, **GIVE EPINEPHRINE.**

## MEDICATIONS / DOSES

Epinephrine Brand: \_\_\_\_\_ Epinephrine Dose: \_\_\_\_\_

Antihistamine Brand or Generic: \_\_\_\_\_ Antihistamine Brand \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if asthmatic): \_\_\_\_\_

## OTHER DIRECTIONS / INFORMATION *(may self-carry epinephrine, may self-administered, ect.)*

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Treat student before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can get worse quickly.

\_\_\_\_\_  
Parent/Guardian Signature

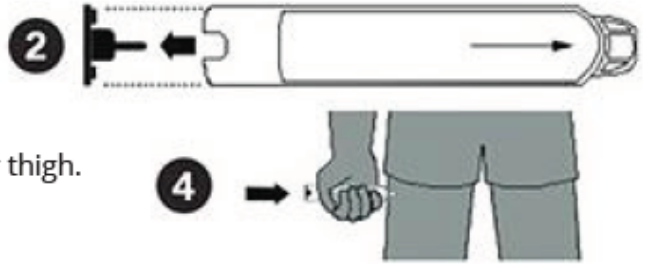
\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician/HCP Signature

\_\_\_\_\_  
Date

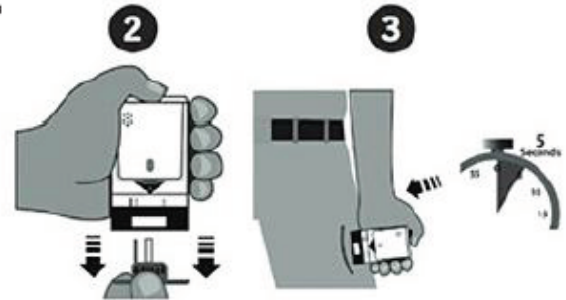
### EPIPEN® (EPINEPHRINE) AUTO INJECTOR DIRECTIONS

1. Remove the EpiPen Auto-Injector from the plastic carrying case.
2. Pull off the blue safety release cap.
3. Swing and firmly push orange tip against mid-outer thigh.
4. Press firmly and hold for 5 seconds.
5. Remove from thigh.



### AUVI-Q™ (EPINEPHRINE INJECTION, USP) DIRECTIONS

1. Remove the outer case of Auvi-Q. This will automatically activate the voice instructions.
2. Pull off red safety guard.
3. Place black end against mid-outer thigh.
4. Press firmly and hold for 5 seconds.
5. Remove from thigh.



### ADRENACLICK® GENERIC DIRECTIONS

1. Remove the outer case.
2. Remove grey caps labeled "1" and "2".
3. Place red rounded tip against mid-outer thigh.
4. Press down hard until needle penetrates.
5. Hold for 10 seconds. Remove from thigh.





# ILLNESS POLICY

## COVID-19

A child or family member who has a fever of 100.4° F (38.0° C) or above or other signs of illness should not be admitted to the facility. Parents should be on the alert for signs of illness in their child(ren) and to keep them home when they are sick. Children will be screened upon arrival, temperature checks will be taken, and families will need to complete a health questionnaire each day when Covid-19 protocols are in place. The most protective method is to incorporate social distancing (maintaining a distance of 6 feet from others.) To Minimize the risk of disease introduction or transmission, we require every person (including staff) entering the facility to be screened for any signs or symptoms of viral infection for as long as this pandemic is active.

*These signs and symptoms according to the US CDC include:*

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fever (body temperature above 100.4°F)**
- **Chills**
- **Repeated shaking with chills**
- **Muscle or body aches**
- **Runny nose (in conjunction with other symptoms)**
- **Headache**
- **Sore throat**
- **New loss of taste or smell**
- **Congestion**
- **Nausea or vomiting**
- **Diarrhea**

Symptoms may appear 2-14 days after exposure. Most patients experience relatively mild symptoms and can recuperate at home, but others, particularly those with underlying medical conditions, may experience more severe respiratory illness. If your child has Asthma or any other underlying medical condition we will require a note from your child's pediatrician indicating it's safe for them to be in a childcare setting. Establish routine daily health checks including taking your child's temperature before your child and family arrives each day.

If your child has any active symptoms listed above, they are excluded until a doctor's note is provided for your child to safely return, or a negative PCR Covid-19 test or rapid COVID test has been provided, or your child and family quarantine for 14 days. If we have a positive Covid-19 case where someone tested positive and entered any classroom at our facility we will automatically close for 3-5 days for disinfecting and sanitizing purposes.

Stay home if you, your child, or anyone in your household feels sick or has come in close contact with anyone who has tested positive for Covid-19. If your child or anyone in your family household has come in close contact with someone who has tested positive for Covid-19 then your family will automatically need to quarantine for 14 days from the last day of exposure before re-turning to kge. For someone awaiting PCR test results or rapid test results, if negative, then you can leave quarantine 24 hours after symptoms resolve. If positive, then you will need to go into isolation.

**\*\*\* THIS IS SUBJECT TO CHANGE BASED ON UPDATED GUIDANCE FROM THE CDC AND DHHS.**

It is recommended that a child be kept home or should be sent home if he/she displays any of the following symptoms:

**Fever accompanied by behavioral changes or other symptoms:** Any child with an elevated temperature of 100.4°F (by any route) is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in all program activities.

**Vomiting:** Child is excluded until there is no vomiting for 24 hours.

**Diarrhea:** Child is excluded until symptoms have disappeared.

**Conjunctivitis (pinkeye):** If the physician has determined the cause of the conjunctivitis to be infectious and requires treatment, child is excluded until medication has been administered for 24 hours.

**Coxsackie virus (hand, foot, & mouth disease):** Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

**Fifth disease:** Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

**Impetigo:** Child is excluded until blisters are gone, rash is dry, and he/she has been on medication for at least 24 hours.

**Chickenpox:** Child is excluded until blisters have formed scabs, child is fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

**RSV (respiratory syncytial virus):** Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours, is free of any breathing difficulties, and can comfortably participate in the program.

**Strep throat/scarlet fever:** Child is excluded until he/she has received at least 24 hours of antibiotics, has been fever-free without acetaminophen or ibuprofen for 24 hours, and can comfortably

**Head lice:** Child is excluded until he/she has been treated with lice-specific medicated shampoo, rinse, or lotion as directed. Child will be checked daily for up to 2 weeks for evidence of new infection. participate in the program.





Please keep in mind that this is only a guideline. If we feel that your child cannot fully participate in the program and requires a level of care that could jeopardize the health and safety of others in the classroom, you will be notified to pick up your child. We ask that you do so within one hour of our request. Also, if your child is not vaccinated, your child may be excluded for up to three weeks or longer in the event of the presence of any communicable disease.

Parents will be notified for any unexplained rashes, complaints, or ailments. Parents are asked to report any known exposure to a contagious disease for the protection of others, especially pregnant mothers. Please see management for detailed descriptions of the above-named illnesses. These guidelines have been reviewed by our Health Consultant.

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





# EMERGENCY CONSENT

I, parent/guardian, \_\_\_\_\_, agree to the administration of emergency medical treatment to my child, \_\_\_\_\_, by a duly qualified health practitioner in my absence.

I authorize (name of provider), \_\_\_\_\_ to arrange for such emergency medical treatment until such time as I can be present.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

What (if any) serious illness has your child had in the past month?

\_\_\_\_\_

Is your child now taking any medication? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Is your child allergic to food, medicine, animals or anything else? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

List any chronic or handicapping problem your child has, such as seizures, asthma, Diabetes, heart disease, and respiratory illness:

\_\_\_\_\_

\_\_\_\_\_

Health Insurance: \_\_\_\_\_

Group Number: \_\_\_\_\_ ID Number: \_\_\_\_\_





# EMERGENCY TRANSPORTATION

I hereby give permission for \_\_\_\_\_ child care program to transport my child, \_\_\_\_\_ to an emergency relocation site for staff, teachers and children when it is unsafe to remain at the child care facility. I understand that normal safety rules will be followed as much as possible but that the highest priority is to relocate to a safe location.

This agreement shall remain in effect until \_\_\_\_\_ (date). The agreement may be terminated before this date by either party but only with written notification.

Special considerations for Emergency transportation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_



# TICK REMOVAL PERMISSION

## PERMISSION

Using a pair of fine pointed tweezers, grasp the tick as close to the skin as possible, and pull straight up with a steady motion. It may take several minutes for the tick to release. Do not use vasoline or a lit match, and avoid twisting or squeezing the tick with your fingers as this may inject the content of the tick's gut into your bloodstream.

After removal... clean and disinfect the area. Mark the date on a calendar. Prepare the tick for submission. Contact your physician if symptoms develop. Education & Awareness are key!

I hereby allow Kidz Go Eco staff to remove a tick from my child, \_\_\_\_\_ at the discretion of the staff to ensure the safety of my child. The tick will be removed with a pair of tweezers and kept in a secure container to be taken to a physician or testing facility in the event the child begins to form a rash or show signs of other symptoms.

I acknowledge as my child's parent that it is my responsibility to pay, and submit tick for testing for Lyme Disease or any other diseases. I do understand Kidz Go Eco is not responsible financial-ly to pay for tick testing, any other medical treatment, and or if my child contracts Lyme Disease or any other diseases.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## RECORD OF REMOVAL

Place the tick to be indentified in a small crush proof container. Insert the container inside a small zip-loc bag.

Date \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ tick was removed

Age of child \_\_\_\_\_ Male \_\_\_\_\_ Female

Body Part attached to \_\_\_\_\_

Visible rash? \_\_\_\_\_ Yes \_\_\_\_\_ No Symptoms? \_\_\_\_\_



# NON-PRESCRIPTION TOPICAL MEDICATION

To child care center nurse, director, or teacher. I hereby request that the following non-prescription medication be administered to my child by a staff member of the child care facility. I understand that I must supply the program with the medications in the original labeled container with directions for medication administration and child's name on medications.

**This authorization is LIMITED to the following topical non-prescription medications:**

1. Non-prescription diaper changing ointments that are free of antibiotics, antifungal or steroid components.
2. Non-prescription medicated powders.
3. Non-prescription topical teething medications.
4. Non-prescription insect repellents. \*
5. Non-prescription sunscreen products that is free of PABA. \*
6. Lip gloss for preventative care (not to be used if has mouth sores).
7. Non-prescription skin lotions for preventative care. \*  
(Lotions can not be used for rashes or on skin lesions without physician authorization form).
8. Normal saline nose drops. \*

\*Permission not mandated by regulations, but required by this child care program.

ALL other medications require medical authorization.

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

## PARENT TO COMPLETE

MEDICATION *(Name, method of administration, area of application, schedule & reason for application)*

\_\_\_\_\_  
\_\_\_\_\_

Medication authorization from (Date)\_\_\_\_\_ to (Date)\_\_\_\_\_ *(One year duration allowed)*

I have administered at least one dose of the above medication to my child without adverse effects.

Print Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

## STAFF TO COMPLETE

Parent authorization form and medication received by (Signature) \_\_\_\_\_

Medication Started *(Date & Time)*\_\_\_\_\_ Medication Ended *(Date & Time)*\_\_\_\_\_



# FOOD PROFILE

Child's Name: \_\_\_\_\_

## LIST OF FOOD ALLERGIES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## CHECK FOOD PREFERENCE

- Vegetarian
- Vegan
- Pescatarian
- Gluten Free
- Other \_\_\_\_\_

## LIST OF FAVORITE FOODS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please share foods that are religiously significant in your child's life, and the times of the year when you eat them.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please list types of foods you hope your child will get to experience eating at school.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_







# MEDIA & PHOTO CONSENT

We sometimes take photographs, audio or video footage for publicity and/or advertising purposes. Also, any letters, emails, or written materials made from you and addressed to us may appear in our printed publications, on our website, etc. We may also send them to the news media. Before taking any pictures, audio or video footage or using written correspondence for these purposes, we need your permission. Please read and sign the form below where shown.

I, being the parent/guardian of \_\_\_\_\_, do hereby consent to the use of photos, video or audio recordings of myself or of my child for Kidz Go Eco promotion, including (but not limited to) print, audio, video and web promotion. I also agree that any writing or other material in connection with Kidz Go Eco (including any correspondence from our family) may be used in promotional materials.

I agree that all such portraits, pictures, photographs, video and audio recordings shall remain the property of Kidz Go Eco, unless otherwise noted. In addition, I waive all claims to compensation or damages based on the use of my or my child's image, correspondence or voice, by Kidz Go Eco. I also waive the right to inspect or approve the finished product.

I understand that this consent is perceptual, that I may not revoke it, and that it is binding. I warrant that I am at least 18 years of age and that I am competent in my own name insofar as this consent is concerned. I further attest that I read this consent form and fully understand its contents.

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Conditions of use:

- (1) Kidz Go Eco will not include full names ( which means first AND last name) of any child or adult in an image or video, on our websites or printed publications
- (2) We will not only use the images of children who are suitably dressed
- (3) We will not include personal information of the children or adults such as email, postal address, and telephone or fax numbers on our video, websites, or printed publications.

Provider (please print): \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



# PET & FUR

POLICY LIABILITY WAIVER

At Kidz Go Eco, our main objective is to provide a safe, secure, and mindful stimulating environment for your child/ children that attend our eco-friendly facility. Part of our program is to have children experience unique animal species, rehabilitated animals, and to provide an enriching, stimulating live animal experience for each child to remember. Most of the animals are human imprinted, and we always take precaution and invite organizations to KGE that have animals that have been socialized, exposed, and are being used for educational purposes for children and adults. We also invite dogs, cats, and other forms of animals from the animal welfare society to educate children on pet care. To ensure the health and safety of your child as well as our staff and guests, we require all of our families to read and understand the following policy on our Pet and Fur Policy & Liability Waiver.

All children attending KGE must have an up-to-date and approved Registration Form on file prior to attending any wildlife or animal viewing at KGE. All parents must read and sign KGE's Pet and Fur Policy & Liability Waiver form. This form can be accessed by asking a teacher or on our website at [www.kidzgoeco.com](http://www.kidzgoeco.com) via "Registration Docs". Completed forms must be printed and brought along with you and your child or filled out at KGE prior to any live animal activity.

I acknowledge that having live animals is an educational experience, and I am giving my child permission to interact with live animals at KGE and my child has no known allergies or fears of animals. I hereby voluntarily assume the risks associated with my child participating in activities with animals as well as the risks related to its presence on Kidz Go Eco (henceforth occassion-ally referred to as KGE) property, including but not limited to the possibility of scratches, allergic reactions, or possible bites.

I agree that Kidz Go Eco shall not be responsible monetarily, legally or otherwise for injuries to my child that may arise in the course of interacting with live animals. I shall make no claim against and or indemnify KGE against any costs, damages, claims, or expenses that may result from an injury to my child. While KGE takes every reasonable precaution to ensure that all children in our care are safe, I recognize that incidents may happen whenever animals and humans socialize together and KGE will take no responsibility regarding these incidents.

Child's Name \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# PARENT CHECKLIST

Welcome parents to Kidz Go Eco! All registration documents for your child are located on our website at [kidzgoeco.com](http://kidzgoeco.com) under Registration Documents. The checklist below will guide parents so we can ensure we have all the necessary forms for your child's safety and enrollment.

- Please fill out the registration form for the program your child will be participating.
- Photo ID of child
- Sign Media Consent Form
- Sign Health History & Lead Testing Form
- Sign Tick Removal Form
- Sign Non-Prescription Topical Medication Form
- Sign Emergency Transportation Form
- Sign Transportation Waiver (for Afterschool students)
- Please print out the Parent Handbook and initial each page
- Sign the Handbook Recognition Form
- Sign Pet and Fur Policy Form
- Preschool Supply List (for preschool students only)
- Updated Immunizations (Starting September 2021 all children need to be vaccinated per State of Maine Guidelines)
- Registration fee of \$150 and 2 week deposit is required. The registration fee and 2 week deposit are non-refundable. Tuition payments are due on the 1st day of the month.
- Parents please review our Operational Policy for school holidays and closings
- Extra change of clothes and appropriate dress Please arrive 10-15 minutes prior to your child's program ending to discuss their day and avoid having to charge late fees
- After your child has been with us for the year, we kindly ask parents to fill out our "Annual Parent Survey" to help better serve you and your families needs

We want to welcome your child and your family, so please ask as many questions as you need, feel good about your child's milestone and we are here if you need suggestions, and help guide you through your child's admissions process.

# PRESCHOOL SUPPLY LIST

- 1 Box of Crayons
- 1 Box of Dry Erase Multi-Colored Markers
- 1 Box of Washable Crayola Markers
- 1 Package of large size Glue Sticks
- 1 Box of Thin Colored Pencils
- 1 Package of Extra Long Multi-Colored Construction Paper
- 1 Container of Crayola Washable Watercolor Paints
- 1 Package of Cardstock
- 1 Package of Vanilla Cardstock or Oak Tag Paper
- 1 Package of Highlighters
- 1 Package of Laminating Sheets (Thermal for Machine)
- 1 Box of Tissues
- 1 Box of Ziploc Bags
- 3 Rolls of Scotch Brand Tape
- 3 4x6 Pictures of Your Child's Face

We encourage eco-friendly products and packaging.

