



We are Pettengill Academy, we are amazing!

Family Guide and Handbook

Attendance at Pettengill Academy implies consent to all policies, procedures and all information contained within this document. Information contained within this document is subject to change.



Dear Pettengill Academy family,

Welcome to Pettengill Academy!

We are so excited to have you here and we hope that you have already started to experience the Pettengill Academy Difference and what that means. It is all about the experience for our families and students along with our commitment to excellence in everything we do. Pettengill Academy is Lewiston's smart choice for child care because we go beyond the standard concept of "daycare".

We know that enrolling in a new school is a big change for your student and for you. We know that adjustment periods will vary depending on the age of your student and any prior experiences in a classroom setting, and we also understand the pace of the modern family. Our teachers and school administrators are very experienced in welcoming new families and will work with you to make the process as seamless as possible.

Pettengill Academy is an active community that fosters family relationships, a supportive network and a sense of belonging for all who attend.

We specialize in Infant, Toddler, Preschool care along with a Before and After School program. We integrate the philosophies of Montessori and Reggio Emilia in our own curriculum, LEARN. LEARN is student-led play incorporating Music, Art, Creative Movement and Outdoor play on a Natural Playground. We believe that play is an essential part of education.

As we begin this journey together, please feel free to share new ideas or suggestions. We value opinions and close communication with our parents, families and teachers. We look forward to providing your family with an experience unlike anything else; while delivering high quality, curriculum driven care in a safe and nurturing environment.

- Chantel and Zack Pettengill
Owners of Pettengill Academy



School Contact Information

Hours of Operation :

6:45am - 5:30pm Monday through Friday

Phone :

207-241-0046

Web :

www.pettengillacademy.com

Conflict Resolution

In any community, and in the routine and regular process of daily living, there are inevitably situations and conflicts that arise and are potentially negative for individuals or for the community. It is critical that long before conflict arises, an environment that fosters mutual respect, tolerance, clear and honest communication already exists. The emotional health of a school is determined not by the absence of conflict, but by its quick and intelligent resolution.

Pettengill Academy is committed to responding to all family grievances within 24 hours and resolving these as quickly as possible.

Concerns and grievances are most effectively addressed within the school. If a concern arises, you should discuss the issue with Chantel or Zack. You can reach us at :

207-241-0046

zack@pettengillacademy.com

Pettengill Academy Mission Statement

Our mission is to be the premier choice for child care by providing quality child care with curriculum based learning with a focus on the importance of play in which students :

- Learn independence and self-reliance.
- Have a sense of community.
- Gain the building blocks of skills necessary to succeed in their future lives.
- Gain a caring and respectful attitude towards themselves and each other.

Pettengill Academy Culture

Pettengill Academy prides itself in the quality of care it offers to families in the community. We work hard to make sure the students in our care are nurtured and for the school to be a safe place for associates, students and the families we serve. We :

- Offer dependable and reliable care.
- Are committed.
- Are innovative and creative.
- Are loving, nurturing and fun.

Pettengill Academy Values

- A reputation for quality, integrity and responsibility.
- Treat our associates, students and families as we would like to be treated.
- Development of an outstanding leadership team.
- Planned financial growth.

“Decisions are easy, when values are clear.”

Important Reminders

9 am Drop Off

All students must be dropped off before 9 am, otherwise may not be able to attend for the day.

**includes Summer*

Tuition Payments

All payments are due on Fridays and are for the following week.

Group Care

Pettengill Academy is a group care facility. Our teachers care for groups of students in our classrooms and must attend to the needs of all students in the classroom.

Well Care

Pettengill Academy is a well care facility. Students who are sick will be sent home.

Table Of Contents

Policies and Procedures

Pages 10 - 17

Program Standards

Pages 20 - 25

Health and Safety

Pages 28 - 34

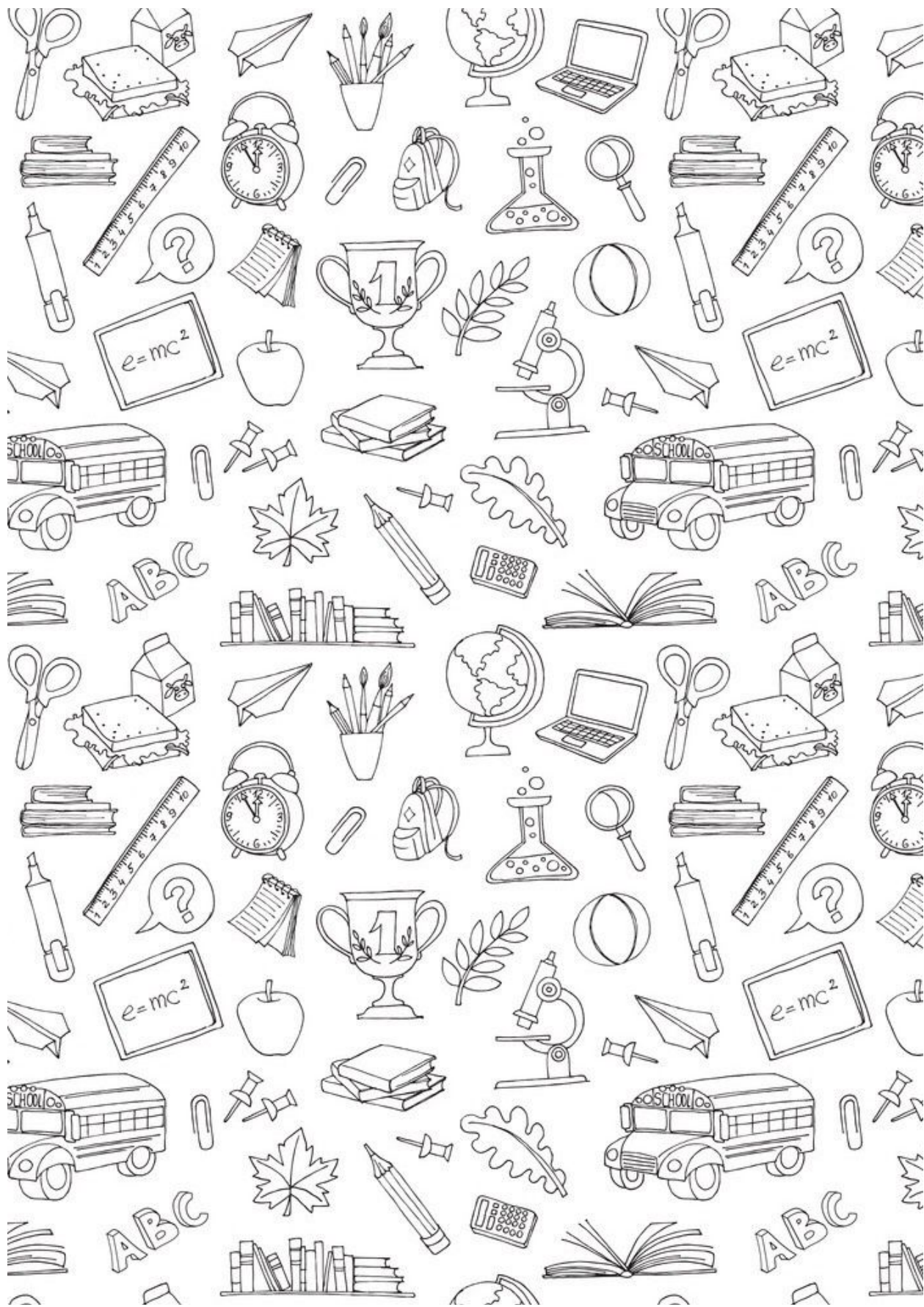
Family Involvement

Pages 38 - 40

Attendance at Pettengill Academy implies consent to all policies, procedures and all information contained within this document. Information contained within this document is subject to change.



—
POLICY
AND
PROCEDURES
—



Enrollment Procedure

Your family's journey with Pettengill Academy will most likely start with an email or a phone call. Someone from our Administrative Team will reach out to try and schedule a tour as quickly as possible. Once you have toured our school and campus you will receive an email containing the next steps.

**We do recommend to call or email as soon as you know you want to enroll, spots don't stay available for long.*

That email will contain the forms listed below, we do require for you to fill them out and return to Pettengill Academy along with the Yearly Registration Fee. Once you have paid the Registration Fee and turned in the Enrollment Forms. We cannot guarantee that a spot will be available for your student on the day you desire as enrollment is based on availability and may be subject to the Priority Enrollment rules of the school. The school will invite you to visit with your student to have a playdate in your students classroom. During the visit you will have an opportunity to schedule a start date and ask any questions you may have about the first day and classroom. Pettengill Academy does have an annual, per student registration fee.

Pettengill Academy is proud in our efforts to reduce paper waste and as such we email all enrollment forms to families after tours. If you need assistance with getting any of these forms please ask and we can help you with that.

We do ask for seven days from the date enrollment papers are turned in to ensure we are properly prepared for your student.

During the enrollment process, you must complete additional forms. These forms include :

- Registration form with registration fee *(Please fill out all lines completely)*
- Contract and Financial Agreement *(Please fill out all lines completely)*
- Medical Authorization and Consent form
- USDA Eligibility form (regardless of eligibility)
- A family picture for your students classroom
- Most recent immunization record
- Photo/Video release
- *If required*, Allergy Health Care Plan or Asthma Plan as prepared by the students physician

Allergy Health Care Plans are required to be prepared by the students physician otherwise they will not be accepted.

You will also be expected to read the Family Guide and Handbook. Parents and families are responsible to update information with the school as it changes (ie - phone numbers, work information, change of authorized pick ups or change of medical information including allergies).

In order to secure appropriate staffing we do ask you to provide the specific days of care needed for your student recognizing that you may need to change these periodically. In the event such a change is requested, it will need to be put in writing and approved by the School Director.

Tuition, Fees and Payments

Tuition is due every Friday in advance for the following week with no deductions for any absences, holidays, illnesses or closures due to inclement weather, power outages or other situations beyond our control. If tuition is not up to date by the start of business on Monday you will be charged a late fee of \$15 per payment until tuition is paid in full.

Ways to make a payment :

- In Person : Check In Station
- Online : pettengillacademy.com and click on the MyProcure Online Parent Portal link
- Auto : Debit/Credit card or ACH

For cash or check payments there is a \$5 fee for handling

Any returned checks will be charged an NSF fee of \$30. Services may be halted until tuition and fees are paid. If another check bounces in the next 6 months then Pettengill Academy reserves the right to refuse further checks.

When a payment is delinquent for one week or more, enrollment may be suspended until the balance is current and we cannot reserve your student's spot. Tuition is due regardless of a student's absence from school for any reason, and is required to hold a student's spot.

There may be additional fees associated with special summer activities or field trips for the students.

In the event your student runs out of any consumable item that we have to provide to the student (ie : Diapers, creams, ect ...) A supply fee of \$5 will be charged per item used which will be assessed to your account.

Assistance Programs

In the event of any questions or issues with the use of a payment assistance program, please contact :

Chantel Pettengill

207-241-0046 or chantel@pettengillacademy.com

Payment assistance program such as, but not limited : Subsidy, FEDCAP, Transitional.

Evening Rates and Late Pick Up

Student's should be picked up at their scheduled time. Because it can be distressing for a student to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the school, pick up your student, and leave the school before closing time, repeated instances of late pickups may result in termination of services.

After 5:30pm, Pettengill Academy charges an evening rate of \$11 per minute. After 6pm the evening rate increases to \$17 per minute. The evening rate will be assessed to your account. It is important that student's be picked up before closing time. If a student is left at the school after closing time, we may call to try and reach you and if unable to do so we may call the numbers listed on the registration form. If no one has come to pick up a student 1 hour after closing, we may need to contact the local police department.

Schedule Change

In order to provide sufficient supervision and to appropriately schedule our associates, families are asked to carefully adhere to the schedule for their students. We ask that any schedule change requests be made in writing to school administration at least one month in advance. If you have an emergency and need to alter your student's schedule, please do not hesitate to contact the school.

Arrivals and Absences

Please call the school if your student is going to be absent or arrive after 9:00 am. If we do not hear from you by 9am, your student will not be able to attend that day.

Late arrivals should be infrequent. At 9am most of our classrooms are beginning their days with Circle Time and Learning Centers and they will miss out on educational opportunities. We also verify attendance during this time and that attendance is used for student counts during Fire Drills.

If your student has a contagious illness, please let the school know so that other families can be notified to look for symptoms in their students as well.

*** In the event a student is coming after 11 am they will need to be served lunch prior to being brought in as lunch is already being prepared and their classroom may have already eaten.*

Tuition is based on enrollment (a spot), not attendance. To maintain enrollment, tuition must be paid during the absence of a student due to illness, holiday, vacation or any other reason.

School Calendar

Every December, Pettengill Academy will release our calendar for the upcoming year.

Drop-Off and Pick-Up

Parents and Authorized pickups are responsible for checking student's in and out of the school using the Check In Station. Parents and authorized pickups must accompany each student into the classroom and confirm that their student is under adult supervision before leaving the premises.

For the safety and trust of the students in our care, we will not release students to a person they do not know. Students will only be released to parents, legal guardians or persons whose names are listed as Authorized pickups, Authorized pickups will be required to show photo ID. If students are outside we do require the person picking up to enter the building and be ID'd.

**Please note : Student's must be under direct adult supervision at all times while on the premises and parents/authorized pickups are responsible for students once they are in the building.*

Pettengill Academy strives to remain neutral in all custody disputes so that all parents/guardians feel equally welcome at school. Legally, the school cannot deny access to a student unless there is an active restraining order or court order on file at the school. We require all families to resolve their differences or unsettled court orders through legal channels. Pettengill Academy's primary concern is the safety of all associates and students at the school, as such the school cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits. In the event of a scheduled visit, only authorized persons are eligible to be present on campus for the best interest and safety for all present on campus. Students will only be released to parents, legal guardians or persons whose names are listed as Authorized Pick Ups.

Transportation To and From the School

Parents/guardians and other authorized persons are responsible for transporting students to and from the school in an appropriate child restraint system. If someone other than yourself will be picking your student up from school, please ensure adequate child restraints either by leaving your student's car seat with us or confirming that the individual picking up has an appropriate safety seat.

Please note : Pettengill Academy associates are not permitted to “buckle” students up for parents/guardians or other authorized pickups, this also applies to students who utilize a bus service for transportation for schools off campus, as well as car seats. Pettengill Academy associates are not permitted to install a child restraint system in a vehicle.

Pettengill Academy does not provide transportation.

Student Records

The information in your student's file is considered privileged and confidential. Only those persons directly related to the care of your student will have access to the record without your written permission. Upon withdrawal of your student from Pettengill Academy, files are retained.

Regulatory agencies may review your student's record in order to ensure Pettengill Academy has followed its requirements in maintaining the necessary information.

End of the Year Tax Information

This information will be provided for families no later than January 31.

Currently Enrolled families : This information will be placed in your student's cubby.

Families no longer enrolled : Please contact the School Manager for more information.

Process of Un-Enrolling a Student

Our school is centered around the students for whom we care. We seek to provide programs designed to support a student's growth and to challenge them as individuals with unique learning styles and ways to respond to the world.

Our student focused approach seeks to accommodate a wide range of individual differences. However on occasion a students behavior may warrant the need to find a more suitable setting for care. Examples of such instances include but are not limited to :

- A student cannot participate safely in our program or appears to be a danger to themselves or others despite our best efforts to reasonably reduce the risk of harm or injury.
- Medical, psychological or social service personnel working with the student determine that continued care at the school could be harmful to or not in the best interest of the student.
- Any other situation in which accommodations needed for student success in the program conflict with the fundamental nature of our group environment, or if removal is in the best interest of the student or the school.
- At any point the students behavior/circumstance is of concern to a teacher or director. Written documentation and Parent/Teacher communication will begin as first steps to understanding the students individual needs and challenges and to evaluate these needs in the context of our program.

Process of Un-Enrolling a Family

Our programs are based on developing partnerships and supporting families, however despite our best efforts, on rare occasions a parent or guardians actions/requests may warrant the need to find a more suitable setting for themselves and their student. Some examples include but are not limited to :

- The parent or family fails to abide by the school policies or those requirements imposed by the licensing agency.
- A parent demands special services that are not provided to other students and cannot be reasonably be delivered by the program (including requests that are outside the philosophy of the school).
- A parent is physically or verbally abusive to school staff, students or anyone else at the school.

Parents are required to give a two week termination notice. The two weeks will be paid in full regardless of whether or not the student attends. We may also give a two week notice of termination for which full tuition is due. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of the provider or other students in attendance.

Anyone who terminates services and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled in 30 days will be turned over to

collections and will pay a \$20 per week late fee plus a 35% collection fee added to the amount due.

Inclement Weather

In the event of Inclement Weather, Pettengill Academy may choose to Close for the day, Delay Opening or Close Early depending on the severity of the weather. This information can be obtained in the following ways :

1. WCSH6
2. WGME
3. WMTW
4. A message through our digital communication app
5. Pettengill Academy Facebook page

Clothing and Attire

Students should arrive dressed and ready for the day. We like to play and believe in student-led exploration so they will probably get messy.

Please do not dress your student in “nice clothing”, we cannot guarantee them to be spotless when you arrive at pick up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. All ages will be going outside, weather permitting.

Please pack extra clothes as well. Accidents happen and your student may need to be changed. On average two sets of extra clothes a day is sufficient. You will need to make sure you bring more during Potty Training. If your student needs more clothing you will be called to bring in more clothing or pick up your student.

Mud Play : Pettengill Academy is proud to offer a natural playground and students are offered opportunities to explore the world around and sometimes this may include mud.

Please see Appendix C

Photographs

Pettengill Academy takes photographs of students at school as part of the curriculum, documentation activities and other business purposes. These photographs do include all students enrolled at the school.

These purposes may include but are not limited to : School displays, posts on the Pettengill Academy website or Facebook page, and transmissions to you and other parents via our digital communication app.

Additionally there may be time the news media will cover events at the school, at the school's request using still photography and/or video, which may include your student.

Inclusion and Confidentiality

To afford individuals with disabilities the opportunity to participate in a child care program, Pettengill Academy must act as follows :

Pettengill Academy will make reasonable modifications to their policies and practices to include students, parents and families with disabilities, unless to do so would be a fundamental alteration of our program.

Pettengill Academy will also make the facility accessible to people with disabilities with reasonable modifications.

Any information regarding a student, their family or other matters discussed with school administration or staff will be held in the strictest confidence.



PROGRAM
STANDARDS



Classroom Placement

Students are placed into classrooms based upon their chronological age as well as spot availability. State regulations classify the specific age range and the number of students for each classroom.

Move Ups are done on an individual basis. Parents will be notified with a “Move Up” letter that will include the classroom name, teacher’s names and the date of move up.

**It may be necessary based on a number of factors including attendance and ratios for a student to be temporarily moved to a different classroom for the day.*

The final decision on classroom placements will be made by the School Director.

Open Door Policy

Pettengill Academy has an Open Door Policy and welcome parents and legal guardians to visit or call. We also encourage breastfeeding mothers to come in and do a feeding and fathers if they’d like to do a feeding as well, we do appreciate your consideration of our classroom schedules when visiting. Pettengill Academy requests that in the event of scheduled visitations that only authorized persons are eligible to be present on campus for the best interest of the students in our care.

This policy refers to Custodial Parents.

Students in Foster Care

Families who wish to enroll and are part of the Foster Care system must first seek a Letter of Admission from the owners of Pettengill Academy.

Bag Policy

Pettengill Academy will provide one Personal Bag for all students who enroll. The student’s name will be written on the bag. Unapproved bags will not be permitted.

In an effort to ensure the safety of all on campus please make sure that student’s bags do not contain anything that could be dangerous or harmful (ie : loose change, medication, etc.....) Students in our Researchers or Pathfinders classrooms are permitted to bring in lunch boxes.

In the event an unapproved bag is brought to school, it will be removed from the classroom and set aside until the parent is contacted and/or can pick up the bag.

In the event a bag becomes unsanitary or unclean, Pettengill Academy reserves the right to charge the family for a new bag for a cost of **\$25 per bag**.

Program Observations

As part of Pettengill Academy's activities, students may be observed by professionals who are not employed by Pettengill Academy. These observations are to help Pettengill Academy improve their teaching and services to families.

In all cases, confidentiality of information related to the student will be maintained.

Warm Up Period

It is normal for an adjustment period for every student when beginning care. For a student who is enrolled Full Time it would typically be 2 - 4 weeks and occasionally can be delayed or could be longer. A student who is enrolled Part Time it would typically be 8 - 12 weeks or could be longer.

Personal Items

No personal toys from home are permitted. If toys are brought, they will be put away in the student's cubby immediately. Students are welcome to bring their favorite nap time snuggly or bring a toy for Show and Tell.

Any items that are left behind after a student is unenrolled for any reason will be retained for 30 days. After this time items may be donated or added to school supplies. *Food will be immediately discarded after unenrollment.*

Pettengill Academy is not responsible for any loss or breakage of personal items.

Heirloom/Important Items : Please do not bring in items that are of important value to family.

All personal items must be marked clearly with the student's name.

Supplies

Parents are responsible to supply the following items :

Diapers/Pull Up	Ointments
Pacifier	Any medications
2 changes of clothes	Sunscreen
Bug spray	Nap time blanket
Breast Milk	Formula
Any snacks	

Pettengill Academy will supply the following items :

Baby wipes	Bibs
Homemade baby food	Burp towels
Food (Lunch and PM Snack)	

Infant/Toddler Programs

Infants create their own schedules. They are fed on demand. Breast fed infants need access to an adequate supply that is stocked and labeled. We have freezer space to store breast milk. Infants also determine their own sleep schedule. We are a breastfeeding friendly site. We encourage moms to come in if they are able to do feedings. We also have a quiet area for moms who need to pump.

Pettengill Academy will discard all leftover contents of a bottle after 60 minutes to avoid contamination.

Solid food and cereal will not be fed in a bottle unless the student has specific written instructions from their medical provider. Additionally, please note medications should not be put in a students bottle.

Example of Typical School Day

6:45 : Pettengill Academy opens

6:45 - 8:30 : Free choice in the gym or drop off in classrooms by age

8:30 : Classroom time determined by classroom

9:00 : AM Snack (if parent supplied)

9:30 - 11:00 : Centers and Structures time

11:00 - 12:00 : Gross Motor
12:00 - 12:15 : Prepare for Lunch
12:15 : Lunch
12:30 : Nap
3:15 : Awake/Changes/ PM Snack
3:30 - 5:30 : Classroom time or Gross Motor Skills
5:30 : Pettengill Academy closes

Infant Drop off

Students who are under 1 years of age must be taken out of their car seats and awake when parents are dropping off.

Meals

Pettengill Academy will supply Lunch and PM Snack. We will also supply homemade baby food. Menus will be posted using our digital communication app every Monday and on the Pettengill Academy website.

If required, Allergy Health Care Plan or Asthma Plan as prepared by the students physician

Allergy Health Care Plans are required to be prepared by the students physician otherwise they will not be accepted.

For students with medically documented allergies or dietary restrictions to food, Pettengill Academy will make reasonable accommodations, otherwise families will need to supply lunch and snacks. We encourage students to try new foods, but we will never force them to finish their plates.

Menus are subject to change.

No Glass Containers

Due to safety reasons and as required by Maine Licensing, we can not accept anything in a glass container.

Rest/Quiet Time

Students will be provided with a time during the day for sleep or quiet activity, all students must participate during this designated time. Infants nap at varying times and their schedules will be accommodated.

We encourage students to nap, but we will never force them to sleep.

Life Events

During the course of your time with Pettengill Academy, there may be events that happen to your family such as death, marriage, divorce. As uncomfortable as it may be please take the time to inform the School Director.

This request is made so that we may monitor your student as they will inevitably exhibit behaviors that are not normal for them as they process the changes happening in their life.

Curriculum

Our main objective is to encourage early learning of literacy, numeracy and social interactions through play. We will use a variety of activities to accomplish this goal, including free play, reading, arts and crafts, music and singing, dancing, dramatic, pretend play and puzzles.

Our teachers follow LEARN, Pettengill Academy's curriculum. This guides teachers into planning developmentally appropriate activities for the students to help them grow both socially and academically.

Positive Guidance

Young students are working hard on understanding, independence and self control. We also know students learn by exploring, experimenting and testing the limits of their environment. At Pettengill Academy, we understand students learn from experiencing the consequences of their behavior.

Our main goal with guidance is redirecting young students from the unwanted behavior. With older students, we try to use it as a learning experience discussing the unwanted behavior and what better choices we can make. There are times we have the student sit to calm down and think about their choices or remove them from the situation.

Handling confidential information in incidences of Student's Aggressive Behavior

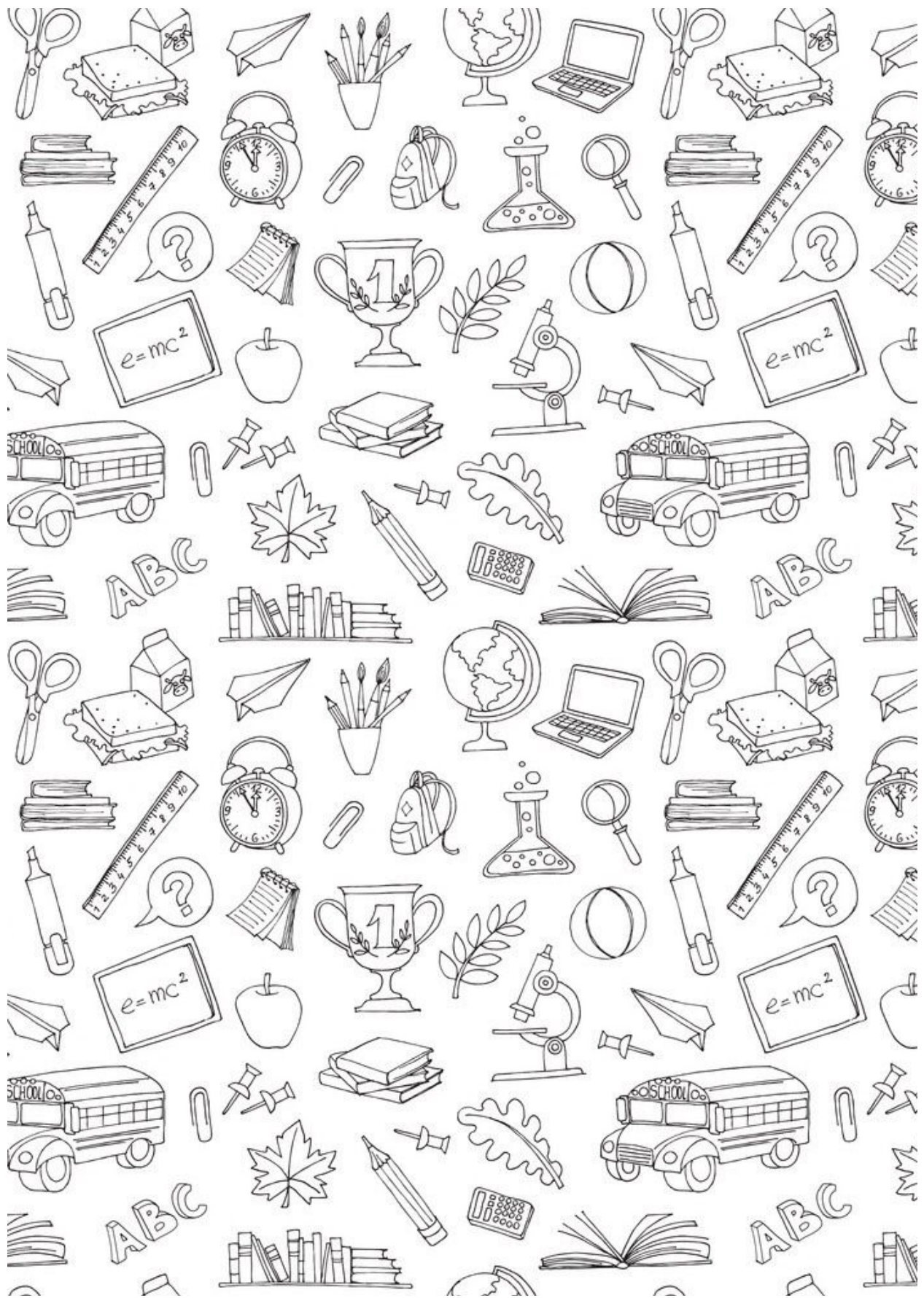
When incidents occur parents/guardians of the students involved are informed of the incident and any specific information pertinent to an understanding of the situation. This information is usually the time, place, proceedings and subsequent steps to comfort the student who was hurt and generally, how the situation was handled. Plans are then developed on how to teach more appropriate interactions and to prevent the recurrence of the aggressive behavior. The identity of the student who engaged in aggressive behavior is not disclosed.

Our policy is designed to promote respect for every student and family we serve. We will not reveal the identity of a student in any incident even with the request from a parent or guardian. This policy is consistent with standards for excellence in early childhood education.

If in our judgement, any students behavior places the wellbeing of others at risk of injury, we will act quickly and decisively to resolve the situation (through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting and/or provision of alternative outlets for expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a students enrollment. Our commitment is to provide a quality group-learning environment for every student.



—
HEALTH
AND
SAFETY
—



Amber necklaces and other jewelry

Does not apply to “stud” type earrings

Due to FDA safety recommendations, Amber necklaces are not permitted at school.

Necklaces and bracelets are not permitted for safety reasons.

Pacifiers with attached stuffed animal

Due to safety precautions, Pacifiers with an attached stuffed animals are not permitted as they are a SIDS risk.

Infant Sleep Positions and Crib Furnishings

At Pettengill Academy, your student’s health is our primary concern. The First Candle/SIDS Alliance, the American Academy of Pediatrics, and the Association of SIDS and Infant Mortality Programs strongly recommends that infants be put to sleep on their backs in a crib on a firm mattress to reduce the chance of Sudden Infant Death Syndrome (SIDS). At first, some babies do not like sleeping on their backs, but most quickly get used to it, and this is the best sleep position for your baby. Infants will be put to sleep on their backs. Where allowed by state regulations, parents/guardians who choose to have their student put to sleep on his or her side or stomach (or any other variation other than to sleep on their back) must sign a release authorizing Pettengill Academy to make an exception to its policy and to release Pettengill Academy from any liability. This release must originate from the student’s physician.

Infants who fall asleep, in any position, in the activity area, on a chair, futon, boppy, or any other type of furniture or equipment that is not a safety-approved crib, will be gently picked up and placed in a crib on their back for the duration of the nap time.

In keeping with our safe sleep practices, if your infant arrives at the school in a car seat he/she should immediately be removed and placed in their assigned crib on their back.

The standard practice at Pettengill Academy is to not allow soft items (such as stuffed animals and blankets) in the crib as recommended by the First Candle/SIDS Alliance and the American Academy of Pediatrics.

Fire Drills

We are required to complete 1 Fire Drill per month. We will not do fire drills when the temperature is below 20 degrees or above 92 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers.

Emergencies

At Pettengill Academy we take emergency situations very seriously. We have a plan that all staff are trained with for a variety of situations such as fires, medical and dental, intruders, severe weather, missing/abducted students, bomb threats, chemical spills and general emergency procedures.

In the event of an emergency, all parents will be contacted as soon as we can ensure the safety of all students.

Reporting Requirements

If parents have any issues with anything at the center, please speak to the School Director or Assistant School Director.

As a school we are mandated reporters to DHHS if we feel a student is abused or neglected. All staff have undergone a mandated reporting training. Always be sure to let us know at drop off if your student has any unexplained cuts or bruises. All students that come to school with injuries are recorded and logged. If you need to contact us with any suggestions, issues or concerns please contact us directly :

Zack or Chantel Pettengill

207-241-0046

zack@pettengillacademy.com

chantel@pettengillacademy.com

Medical Policies

“On average, babies experience ten illnesses a year and preschoolers experience almost as many.” - National Health and Safety Standards.

If a student in care is ill, it may be more difficult for families, staff and other students to balance their respective needs. For example, it may be inconvenient for a family member who has to leave work, school or difficult for staff who are trying to care for a sick student despite the other demands of the day. We are committed to implementing policies that balance and respect the needs of students, families and staff in these circumstances.

Please see Appendix A

Reportable Communicable Diseases

When Pettengill Academy is notified that a student or staff member enrolled in our school has a suspected reportable disease, it is our legal responsibility to notify the Maine CDC. Authorities may require further information, testing or preventative measures. Examples include but are not limited to : Mumps, Measles, Pertussis, Chicken pox.

Pettengill Academy will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of all associates and families we serve. We believe it is extremely important to notify families about exposure so their students can receive preventative treatment if available.

Staying Healthy and Infection Control

Students hands are washed before and after meals, and after using the bathroom. Staff are required to wash hands frequently.

Students use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chairs are wiped and disinfected after each use. Potty chairs are disinfected in between use.

Staff disinfect and sanitize equipment, toys and surfaces on a regular schedule.

Reporting Incidents

In the event your student does sustain a minor injury, you will receive an incident report, outlining the incident and course of action taken by the associate.

You will be contacted immediately if the injury needs medical attention.

In the event of a serious medical emergency, the student will be taken to the hospital by ambulance while school administration contacts you or a designated emergency contact if you cannot be reached.

Parents are responsible for all costs involved in emergency medical treatment, including transportation if required. The owners of Pettengill Academy, LLC will not be held liable for any sickness or injury of either parent/guardian or student while on the premises.

Toilet Learning

When you feel your student is ready for toilet training, we ask that you begin teaching at home over the weekend or vacation. We will follow through and encourage your student while in our care. Parents need to supply training pants with plastic covers or pull ups, plus extra changes of clothing each day. During toilet training, we ask that your student be dressed in “user friendly” clothing. Clothes students can remove in a hurry are best.

If not enough clothing is supplied, parents will be called to bring more clothing or pick up their student.

During this learning phase, if a student has 2 accidents prior to lunch they will be placed in a pull up and will try again after nap/quiet time. If the student has 2 accidents after lunch they will be placed in a pull up for the remainder of the day.

Please see Appendix C

Biting

Biting is a normal stage of development commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young students try at least once. When it happens, it’s scary, frustrating and very stressful for everyone involved. It is a natural phenomenon and not something to blame on students, families or teachers.

Brief episodes of biting do not mean that a student is having a social or emotional problem nor does it mean the family is to blame. It does mean that your student is going through that particular stage in their development. As with developmental stages, biting soon ends.

Swimming and Wading

On hot days, students that can walk might use a small wading pool or hose. This is a supervised activity with constant adult supervision. We also do water play in small containers or sensory tables.

Medications

Please see Appendix B

School Safety

In order to maintain a safe and secure environment for students; firearms, explosive devices and any other weapons are not permitted on Pettengill Academy campus. All persons coming on to campus, regardless of purpose, is asked to secure any weapons, regardless of any such permit to carry such weapons.

Refusal to Dismiss

If Pettengill Academy has reasonable cause to suspect that any person picking a student up is under the influence of drugs or alcohol, physically or emotionally impaired in any way and may endanger the student, we may refuse to release the student to that person. If this occurs, we will request that another adult picks up the student or we will be required to call the police to prevent potential harm to your student. This is done for the protection of your student and is a requirement of the State of Maine.

Student Illnesses and Sickness

Routine Exclusion Criteria is applicable to all signs and symptoms if the student is unable to participate, care would compromise staff's ability to care for other students, or the student meets other exclusion criteria.

In the event a student needs to be dismissed, Pettengill Academy will call first in an attempt to reach the parent. Depending on the severity of the situation we will call all contact numbers before moving on to the next contact person. If no contact is made, we will send a message through our digital communication app.

Pettengill Academy does not dismiss students through our digital communication app unless prior contact through a phone call has been unsuccessful. If you have questions in regard to this arising from a message to pick up, please contact School Administration.

Exclusion from School

Included in this handbook, is a chart that outlines the symptoms we use to determine exclusion. Exclusion is not limited to this chart as some illnesses might not have any of these common symptoms. In those cases, we will make a determination based on the AAP and or CDC recommendations.

Pettengill Academy is not a sick care facility, meaning that sick students are sent home or expected to stay home for treatment and recovery by parents or family.

The final decision whether to exclude a student from the school due to illness will be made by the School Director.

**Temperature of 100.4° : Parents will be notified through app of temperature*

** Temperature of 101° : Parents will be notified by phone call to pick up their student*

Please see Appendix A

Allergies & Allergy Prevention

Families are expected to notify the school regarding food or environmental allergies. Parents of students with diagnosed allergies or asthma are required to provide the school with a Health Care Plan signed by the student's physician, detailing the symptoms, reactions, treatments, care and all necessary medications. This plan needs to be updated yearly or as needed from a medical health professional.

Despite our diligent efforts, it is impossible to eliminate all risks for students with food allergies. Ultimately, parents will need to determine whether group care is appropriate for their student with allergies, in the light that risks cannot be eliminated.

Food preference and Intolerances

While we certainly respect all cultures and religions, we are not able to provide and manage food substitutions.

Menus can be found on our website, and families are always welcome to bring a meal or snack from home.

DHHS

DHHS can be contacted at 207-287-9300

Vaccinations

Pettengill Academy requires all students are immunized. This may be verified with Immunization Records from your students physician or through a blood test showing natural immunity.

Pettengill Academy will also require documentation from a physician in the event a student is not eligible to receive a vaccine because it is medically inadvisable.

All documentation regarding immunization must originate from the students physician.

Breast Feeding & Breast Milk

Unused breast milk will be discarded as required by State regulations, if parents wish for unused milk to be returned home Pettengill Academy must have written documentation on file stating such a request.

Any breast milk brought in for use during the day must be labeled with the students first and last name as well as the date that it was expressed on. Pettengill Academy can not accept any breast milk in a glass container ie. Mason jar.

Please see your School Director if you have any questions regarding our Breast Milk Policy.



—
FAMILY
INVOLVEMENT
—



Parent Involvement

There will be times and ways you can be involved in your students childcare experience. You are welcomed and encouraged to participate in any or all of these. We have parent conferences at least once a year to talk about your students development and make a plan for growth. We also encourage families to bring in family pictures and share with us family traditions, especially with the holidays.

Ways you can be involved :

- Parent Surveys allow you to comment on different aspects of the program.
- Daily, Weekly and Monthly formal and informal communication happens through many different vehicles.
- We encourage you to share your ideas and concerns with school administration and associates at any time.
- You are invited to come into your students classroom and may choose to share a special activity or project.
- You are welcome to join your student for lunch anytime.
- Attend school events that may be held throughout the year.

School Guests

All school guests need to check in at the Front Desk. We need parent permission for anyone other than the parent or guardian to come in and visit during the day. Please let the Front Desk know if someone is coming that day to visit. This will help to ensure the safety of all students in our care.

Please be advised that parents must refrain from picking up students other than their own, this is for the safety of all students on campus.

Communication

We are committed to creating a strong home and school connection by developing a process of open, honest communication with you regarding your students development and experience at the school. This includes a continual exchange of information between you and the school.

Online Daily Reports
 Notice Boards
 Emails

Surveys
 Conferences
 Newsletters

School Rules

There are certain rules that all students will be taught and expected to follow while on campus, this includes at drop off and pick up times. This is for the safety and well being of everyone. In addition, we realize that we must expect a certain wear and tear in regards to the building and toys, etc..., but we do expect a level of care and respect as well. Hitting, pushing, biting, grabbing, kicking, spitting or pinching other students and adults is not tolerated. No standing or climbing on chairs, tables and shelves. There will also be no use of obscene, derogatory or disrespectful language.

If behavior is a continuous problem, we will set up a meeting with parents to create an action plan. If the behavior doesn't improve within a 2 week timeframe, we reserve the right to ask you to find alternative care.

No smoking is allowed on the property. This includes parents, associates and all guests on campus including rides or ride services. We also request that cars are not "idling" during drop off and pick up, this is a part of the Eco-Healthy certification we are proud to be endorsed with, and when traveling in the parking lot please remember the speed limit is 5 MPH and to be aware of your surroundings as there will typically be other students entering or leaving campus.

Babysitting

We strongly discourage our staff from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a Pettengill Academy associate to babysit for your family outside of the associates normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Pettengill Academy associate. We are not responsible for our associates away from the school, outside their working hours and will not be liable for their acts or omissions when not on our property including the transportation of students.

If you hire an associate to work for you and that associate resigns their position with us in order to accept your employment offer, you will be required to pay a \$1000 nanny placement fee.

Family Referral Program

Current families are Pettengill Academy's best ambassadors and we are thankful when a family who is satisfied with the care they receive, share it with another family. To reward families for

spreading the word about Pettengill Academy, we have set up a Family Referral Program. At Pettengill Academy we pride ourselves on the experiences we deliver, so to match that whenever a new family is referred to us and enrolls. The referring person/family will receive a \$50 gift certificate for a night out at a restaurant in our community.

To receive the credit, the referred family just needs to list the referrer on the Family Registration form on the “How did you hear about us” line.

Then, sit back and enjoy a meal on us.

Digital Communication App

Pettengill Academy utilizes a digital communication app to share a students day with their parents. This app is free to download.

Pettengill Academy’s first responsibility is the care of students.

If you have any questions regarding your students day please give us a call.

Appendix A

In these cases, we try to keep the student comfortable throughout the day, but will find it necessary to exclude them from the school setting for the following reasons :

- **Illness that prevents the student from participating comfortably in school activities.**
- **Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other students.**
- **Illness that poses a risk of spreading harmful disease to others.**
- **Elevated Temperature (Fever) :** 101° and behavior change or other signs and symptoms such as sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying or difficulty breathing.
- **Diarrhea :** more watery stools or decreased form of stool that is not associated with change of diet. Exclusion is required for all diapered students whose stool is not contained in the diaper, and toilet-trained students if the diarrhea is causing “accidents”. Diapered students with diarrhea will be excluded if the stool frequency exceeds two or more stools above normal for that student.
- **Blood or mucus in the stools :** not explained by dietary change, medication, or hard stools, and/or uncontrolled, unformed stools that cannot be contained in a

diaper/underwear or toilet. Special circumstances that require specific exclusion criteria include the following :

- Toxin-producing **E.Coli** or **Shigella infection**, until the diarrhea resolves and the test results of two stool cultures are negative for these organisms.
- **Salmonella serotype Typhi infection**, until diarrhea resolves. In students younger than 5 years with Salmonella serotype Typhi, three negative stool cultures are required.
- **Vomiting** : more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the student is not in danger of dehydration.
- **Mouth sores** : with drooling unless the students medical provider or local health department authority states that the student is noninfectious.
- **Abdominal pain** : that continues for more than two hours or intermittent abdominal pain associated with fever, dehydration or other signs of illness.
- **Rash with fever** : or behavioral changes, until a medical provider has determined it is not a communicable disease.
- **Purulent conjunctivitis** : (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- **Impetigo** : until 24 hours after treatment has been started.
- **Strep Throat** : (or other streptococcal infection) until 24 hours after treatment has been started.
- **Head lice** : until after treatment and all nits are removed.
- **Rubella** : until six days after the rash appears.
- **Scabies** : until 24 hours after treatment has been started.
- **Chicken pox** : until all lesions have dried or crusted (usually six days after onset of rash).
- **Pertussis** : (whooping cough) until five days of appropriate antibiotics.
- **Mumps** : until five days after onset of parotid gland swelling.
- **Measles** : until four days after the onset of rash.
- **Hepatitis A virus** : until one week after onset of illness or jaundice or as directed by the health department (if the student's symptoms are mild).
- **Tuberculosis** : until the student's medical provider or local health department states the student is on appropriate treatment and can return.
- **Any student determined by the local health department to be contributing to the transmission of illness during an outbreak.**

Appendix B

1. All medications, of any kind will be kept at the Front Desk.
2. A Medication Form must be filled out for all medications.
3. Medication Forms expire 30 days from date filled out and will require a new form if continued.
4. All medicine must be brought daily and taken home at the end of the day.
 - a. Except but not limited to : inhalers, epipens, diazepam

5. Pettengill Academy will no longer administer cough medicine of any kind, including Zarbee's.
6. Students who are 2 ½ years and older :
 - a. Pettengill Academy will not administer a pain reliever or fever reducer of any kind unless medically necessary and with a physician's instructions.
7. Students who are 2 ½ years and younger :
 - a. Pettengill Academy will only administer a pain reliever or fever reducer in the instance of teething or unless medically necessary and with a physician's instructions.
8. All medications can only be administered by Administrators (School Director, School Manager and Assistant Director) and associates who are PA Certified to administer medications which does include those with a CRMA certification.
9. All medications will be administered with a Two Part verification process wherein two people will verify the correct dosage, correct medication and correct student.

***Parents or a pre-approved person may come to administer medication to a student*

***Students who have an elevated temperature may need to be sent home as per Pettengill Academy's Exclusion policy.*

Any deviation from this policy requires written approval from the School Manager, **Zack Pettengill**. Please send all inquiries to : zack@pettengillacademy.com.

Appendix C

Learning to use the toilet is an important self-help skill for two and three year olds. We consider potty training to be a process. We want potty training to be a non-stressful experience that is appropriate to each student's individual development. We believe that when students are at school the parents and teachers must work as a team so students can be comfortable, confident and successful when learning potty training skills.

We will work parents to ensure that potty training is consistent between home and school. Parents and teachers will maintain communication about the process and will share any questions or concerns they may have. We will not shame or punish students in any way for accidents. We recognize that accidents are part of the learning process and may be attributed to many factors. We will not allow students to remain in wet or soiled clothing following an accident. Therefore, we will need an adequate supply of clothing during potty training to keep the student dry all day.

Readiness Questions for your student

1. **Are your student's diapers dry for at least 2 hours at a time?**
 - a. Dry diapers indicate that your student's bladder is mature and large enough

2. **Does your student know - and let you know - when they are wet or has had a bowel movement?**
3. **Can your student undress enough to sit on the potty?**
 - a. Your student needs to be able to do as much of the process independently as possible. He/She needs to be able to pull down his/her own pants so that toileting can be a self help skill. It will be very difficult for your student to get to the potty on time if he/she always has to wait for help from an adult.
4. **Does your student follow simple directions?**
 - a. Your student will need to be able and willing to follow directions and cooperate with you during this process.
5. **Does your student imitate others?**
 - a. If your student imitates others, he/she will likely imitate others when it comes to potty training as well.
6. **Does your student show pride, joy or excitement when he/she learns new skills?**

Readiness Questions for adults

1. **Do you know what you will have to do to help your student learn how to use the potty?**
 - a. You need to know what to expect during the potty training process so you can help your student and make sure that he/she is successful at potty training.
 2. **It's Potty Training Time!!!**
 - a. There will need to be some changes in your routines, and some time adjustments in order for the potty training process to go smoothly for your student.
- ** There will be many times when you will want to say "Oh, just put him/her in a pull up for now because" Going back and forth between being expected to use the potty and being put into a pull up is very confusing for your student. You'll have to consider potty training when you are making plans for activities. It is inconvenient, but it does not last long. ****

Things to remember

At school we go to the bathroom every two hours (more if the students ask), our bathroom times are around : 8 am // 10 am // 12 pm // 2:30 pm // 4:30pm

Keep in mind classes have between 10-20 students depending on the age, and it can be difficult to take just one student to the bathroom every 30 or 60 minutes except in special circumstances.

Once a student can independently go to the bathroom, we will not enter the stall unless they have asked for help.

Take your student with you to the bathroom every time you go. This helps them to see what goes on in the bathroom.

Rewards and praise work very well.

Pull Ups VS Diapers

Pull Ups help your student work on dressing themselves and allows your student to be more independent.

Diapers are too hard for your student to take off at each potty break.

Pull Ups that are dry can slide up and down like underwear, saving time and money.

Diapers that are dry have to be thrown away once they are removed from pottyng.

Clothing that will help with Potty Training

Elastic waist pants/skirts/shorts

Dresses

Lots of extra clothing : including shoes and socks and typically more bottoms than tops

One piece outfits are very difficult for students to get on and off by themselves. Onesies hang down and get in the toilet.

When a student is transitioning to underwear we will need at least 3 full changes of clothing and at least 5 pairs of underwear on a daily basis.

We are not able to clean out soiled underwear. Soiled clothing will be bagged up and sent home at night.