

Broadreach Family and Community Services



Sprouts Program Family Handbook

For more information about our agency, please
visit www.brmaine.org

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Broadreach Family and Community Services Welcomes You!

Welcome to Broadreach Sprouts! We are delighted you have enrolled your child in our program. Sprouts is a unique, inclusive, place-based education program designed to meet the needs of all children, including those designated with special needs. Sprouts supports the right of every child, to participate in a broad range of meaningful, developmentally appropriate activities within natural and community contexts. These experiences in turn foster a sense of belonging, create a sense of place, support budding friendships, and allow for rich language, literacy, numeracy development to come forth. Sprouts teachers provide carefully planned opportunities for children to explore, investigate, problem solve, and connect with the natural world according to their own interests in settings that invite them to become masters of their own learning. Sprouts uses the High Scope Curriculum approach to active learning, an internationally respected and well researched international Early Childhood Educational curriculum focusing on all areas of healthy child development: social, emotional, physical, creative and cognitive.

We consider you the expert in your child's life. No one knows her/his interests, needs or strengths better than you! We invite you to become involved in Sprouts as a volunteer, a co-lesson planner, a special visitor or in any way that fits into your family schedule. We believe communication between parents and teachers is vital and encourage your questions. Please stop in to visit whenever your schedule allows. In turn, we will do our best to keep you informed via newsletters, parent conferences and phone calls as needed. Our staff is looking forward to becoming a partner with you in your child's early education.

This handbook provides you with the practical information you'll need as a Sprouts parent, as well as the specific policies and procedures we follow to provide a safe, supportive experience for your child. Please read it through carefully and feel free to ask any questions about any of the information herein. Again, we are pleased you have chosen Sprouts as your child's early education program and we are committed to creating an atmosphere of trust, love, understanding and support where your child can learn, grow and thrive!

Sincerely,

Your Broadreach Family and Community Services Early Childhood Team

Introduction to Broadreach Family and Community Services

Who we are

Broadreach Family and Community Services (Broadreach) is a private, nonprofit agency. Our programs and services have been making a positive difference in the lives of the children and families of Knox and Waldo Counties since 1983.

Our Agency Mission

Broadreach is a community-based organization that strengthens the fabric of our community by offering hope, advocating for fair treatment, equity and social justice, and by connecting resources through education and collaboration; we work with children, youth, adults and families across the lifespan, including those with diverse life challenges, to discover their potential, foster independence and lead healthy and productive lives.

Our Agency Philosophy

We believe all children have basic rights including the right to early intervention, the right to an appropriate education through the least restrictive means, the right to adequate nutritional food, the right to appropriate medical care, the right to safe and warm housing, the right to love and be loved and the right to receive a fair chance at succeeding in life. We, at Broadreach Family and Community Services, strive to uphold these rights for children.



Our Early Childhood Program Philosophy and Goals

Broadreach offers a unique "*Nature Meets Nurture*" approach to early learning and development. In lively, active-learning settings, both indoors and out, children explore, create, investigate and problem solve. Broadreach is committed to providing children with regular opportunities for immersion in the natural world and interactions with natural and authentic materials. Our curriculum (High Scope) is aligned with Maine's Early Learning Guidelines and Maine DOE Common Core Standards. This curriculum framework provides children with a predictable yet flexible structure, ongoing developmental assessment, rigorous cognitive challenge, innovative physical creative and social activities. Certified teachers offer carefully planned hands-on, primary experiences where learning flourishes, friendships form, and a sense of belonging is carefully nurtured. Children develop sound social understandings through interpersonal and community connections and they experience academic success as they become masters of their own learning.



Broadreach Early Childhood Programs offer

- a continuum of services beyond the regular school year
- Research based High/Scope Curriculum Framework
- Early childhood education licensed by the State of Maine
- certified, experienced early childhood educators
- convenient location in Belfast
- literacy-enriched curriculum correlated with the Maine Department of Education Early Learning Results

BROADREACH MANAGEMENT TEAM

Administrative Office Telephone number (207) 338-2200

Program Directors

| | |
|---|---|
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Sprouts Program Special Education Coordinator & Supervisor

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BROADREACH ORGANIZATIONAL GOALS

Broadreach will treat each individual served with respect and understanding.

Broadreach will develop and maintain a high level of program excellence.

Broadreach will develop and maintain strategies that support inter-agency and intra-agency communication and collaboration.

Broadreach will create opportunities for stakeholders to develop and evaluate programs and procedures.

Broadreach will develop and maintain Personnel Policies that reflect a strong commitment to support its staff and recognize the unique contribution of each individual.

Broadreach will develop and maintain resources that support sound fiscal stability.

The Sprouts Early Childhood Program

Place-Based Nature Education

The Broadreach **Sprouts Early Childhood Program** is a new and exciting place-based, nature-oriented approach to early childhood education. In naturalized settings, both indoors and out, Sprouts children, teachers, and their families use the social, cultural, and natural environment where they live as an inquiry-based learning laboratory to gain knowledge and skills across all developmental domains. This place-based nature education program focuses learning within the local community and Sprouts teachers create and support experiences where children learn in authentic, relevant ways, using the natural world.

The Sprouts Program serves to increase academic achievement, help children develop stronger ties to their community, enhance appreciation for the natural world, and create a heightened commitment for serving as contributing citizens. It offers children and families a place to belong, a fresh path to a healthy, active lifestyle and an opportunity to become active citizens and stewards of the environment in the place where they live. When you visit The Sprouts Program, you will see children learning through play and most of the time that play will be outside. In an inclusive setting, you will see them engaging in activities thoughtfully designed to promote social competence, physical development and early literacy. You will see teachers integrating the resources of the surrounding community into the learning process in a way that makes education exciting, with hands-on, real world learning experiences that challenge children to learn and solve real problems. Local community organizations and environmental resources are woven into the process of educating its youngest citizens.

Learning and Playing Outdoors

Do you remember building forts, digging holes, swinging on "vines," making mud pies, and daydreaming in your own special place when you were a child? For many of us, this sort of unstructured, voluntary play virtually defined our childhood. We believe unstructured, primary experiences are vital for all children to build confidence, competence and provide the foundation for a healthy lifestyle. Thus, The Sprouts Program allows for plenty of outdoor play--dramatic, social and physical with a balance between open-ended exploration and recreation and adult facilitated learning opportunities.



Since Sprouts children enjoy outdoor play activities all year round, they need to be prepared every day to go outside with proper outdoor clothing and gear. As long as weather is safe, we will go outside to play and explore for long stretches of time on a daily basis. (See attached list of clothing and equipment).



Learning and Playing Inside

Our indoor spaces offer a thoughtfully structured learning environment which supports language, literacy, and numeracy, cognitive and sensory development as well as activities to strengthen fine and gross motor skills. The indoor learning environment is predominantly stocked with open ended, natural, and authentic materials rather than commercially made toys.

Broadreach Teachers



All Broadreach lead teachers hold a Maine State teaching credential. They understand child development and are familiar with the latest research in early childhood education and place-based nature education. These certified and experienced teachers provide a combination of play and structured, child-and teacher-initiated activities while they nurture and honor each child's individual needs, interests and strengths. Broadreach teachers use the High/Scope Curriculum to ensure children develop the skills they need for kindergarten readiness and a lifetime of learning success.

Broadreach Early Interventionists work with family and other providers to meet the child's IEP goals and objectives within natural contexts, both outdoors and indoors. They use play-based activities and the daily routine to support the child's overall development and skill acquisition. All Sprouts interventionists nurture and honor each child's individual needs, interests and strengths; and are certified by the Maine Department of Education.

A little more about

The Sprouts Early Childhood Curriculum Framework

Active learning is the central element of the Broadreach early childhood programs. **The High/Scope Curriculum**, used by the Sprouts Program, provides children with direct, hands-on active learning experiences with a variety of people, objects, events, and ideas. The daily schedule provides for individual and group experiences both outdoors and indoors and in the community. The High/Scope educational approach guides children through key

developmental indicators (KDI). The KDIs are aligned with Maine's Early Learning Guidelines and designed to support children in developing competency in language, mathematics and science, social-emotional development, physical development and the arts. The heart of the High/Scope approach is the plan-do-review sequence in which children make choices, carry out their ideas and reflect on what they learned. These activities promote initiative and independence. In addition, children engage in group activities, socialize during meals, develop self-care skills and exercise large muscles during outdoor time. In this environment, children experience the joy of learning, the thrill of discovery and a true sense of confidence and belonging. Visit www.highscope.org to learn more.

Sprouts Welcome Visit

All Sprouts families participate in a Welcome Visit at the Sprouts site before children begin attending the Sprouts Program. The Welcome Visit provides an opportunity for teachers and families to meet and discuss questions or concerns that you may have. Together, you and the teacher will complete a contract, a fee agreement and any other required forms, discuss your child's strengths, interests and any goals you have for your child.

Sprouts Assessment: Child Observation Record (COR)

Broadreach uses The COR Advantage, High/Scope's birth-to-kindergarten child assessment, which evaluates children's learning in nine content areas. The tool assesses children's learning in every content area. Each day, teachers and caregivers generate brief written descriptions, or anecdotes, that objectively describe children's behavior. They use these notes to evaluate children's development and then plan activities to help individual children and the classroom as a whole make progress.

What about "School Readiness?"

A report issued by the National Association of State Boards of Education (NASBE) in 1992 concluded that the skills most desired for school readiness included: self-confidence, ability to cooperate with peers and adults, strong self-esteem, curiosity, eagerness to ask and answer questions, and the ability to use materials appropriately and creatively. It is interesting to note that what teachers were looking for were not specific tasks that children had learned, but rather the foundational skills associated with being a good learner. Conversations with teachers in the various school districts in which we live mirror this study. We believe the Sprouts Program develops and amplifies desired "school readiness" skill. It fosters emergent literacy and numeracy, offers ample opportunities for problem solving, and creativity, and does so in an environment which nurtures positive social development.

Parent Communication and Resources

A strong relationship between you and your child's teachers is the foundation for a positive experience at our program. The more familiar we are with your family and you with our program, the more supportive and helpful we can be.



Please be sure to notify your child's teacher of any changes of address, phone numbers (at home and at work), caregivers, and emergency phone numbers. Teachers also need to have up-to-date information relating to your child's health. Sharing information about allergies, illness, asthma-like conditions and medications (both prescription and over the counter) is vital, and will allow us to provide optimal care for your child.

Other Ways We Communicate with Families

- Communication Folder: Your child will have a communication folder that will go back and forth between home and Sprouts. Teachers will use this folder to send home newsletters, notes and memos. Families may also use the folder to send notes to the teacher.
- Newsletters
- Phone Calls or texts, if you prefer
- Emails- Parents are invited to add their email address to a Sprouts Parent Listserv, to receive messages, reminders, volunteer opportunities and newsletters which pertain to Sprouts. We will never share or sell your email address.

We also offer:

- Parent Resource Information (parenting tips, local services, health information, etc.)
- Child Development Resources, both paper and electronic
- Referrals to case management services which may benefit your family, if you wish.
- Broadreach information for families is available at broadreachmaine.org and through our Broadreach Facebook page.

Family/Teacher Conferences

Sprouts Programs conduct two parent conferences per year. These conferences allow families and teachers to share information about the child's learning style and progress. Conversations include setting goals for your child, sharing ideas for activities, and building on your child's strengths and interests. Families and/or teachers may request additional conferences as needed. Never hesitate to arrange a conference; no concern is unimportant.



Parent Involvement Activities

Throughout the year, we will provide opportunities for families to be involved in our Sprouts programs, and to meet and socialize with other families. Some of the activities include;

- **Sprouts Advisory Committee:** This committee is made up of staff, families and interested community members. It meets on the third Wednesday of every month at our Administrative Office in Belfast. This committee is involved in public relations events and fundraising activities for the Early Childhood Programs at Broadreach. This is an excellent opportunity to meet fellow Sprouts families, forge friendships and help support our programs.
- **Parent Cafes:** These interactive events will be held at least two times per year, providing time for families and teachers to meet and share concerns, goals, create solutions and strengthen partnerships.
- **Special Sprouts Events** such as Bread making, a shared Sprouts Community Meal, Literacy Nights, Sing-A-Longs, and Garden Harvests.
- **Parent Volunteers:** Parents are invited and encouraged to be involved in their child's Sprouts activities. There are many different ways parents can participate and volunteer in the Sprouts Program. We work with each volunteer to find ways to optimize skills, interests and schedule. Volunteers in the classroom must be at least 18 years of age and undergo a background check. Please refer to the Sprouts Parent Volunteer Form for ideas about ways you can help.
- **Parent Participation in Curriculum Planning:** Broadreach teachers encourage and welcome your input into lesson planning. They are eager to know of any interests your child is developing or activities your child may be involved in at home. We consider parents a vital primary resource for creating lesson plans and developing activities to meet individual needs. We invite you to communicate your ideas and wishes regularly. We value and appreciate your insights and contributions.

Translation Services




Sprouts staff members use a variety of mechanisms, such as family conferences or home visits to promote dialogue with families. The Sprouts Program provides pertinent program information to families in their home language and can arrange for onsite translation services as needed. Feel free to let us know of any such need in your family.

Daily Communication



Sprouts teachers take delight in hearing about what your child is doing at home and look forward to daily connections and communications with you. Sometimes, it is difficult to have a longer conversation during arrival or pick up times. Please feel free to call us during the day if you are interested in having a more longer conversation with your teacher about your child.

Conflict Resolution and Problem Solving with Young Children



All Broadreach teachers are trained in the High/Scope Problem Solving Approach to resolving conflict. Teachers regularly assist young children in resolving conflict by validating their feelings, translating their gestures into language as needed, offering and encouraging them to use words when appropriate, and helping them consider solutions to problems that naturally and regularly arise. Children are offered choices during play, throughout self-care routines and the problem solving process. By offering a child limited choices, we also offer him/her a way to resolve a problem independently. At all times staff are required to model appropriate language and voice levels. By modeling appropriate behavior, we reinforce positive interactions. Rather than expending a great deal of attention on a negative behavior, teachers help children notice their own strengths and interests. By offering descriptive encouragement rather than excessive praise we promote feelings of intrinsic motivation in your child. We encourage this problem-solving approach even with our youngest children. When a child is expressing particularly strong emotion that may require problem solving *to be delayed for a time*, a teacher may help the child settle his/her body and feelings by staying with him/her away from the large group in a quiet place *temporarily*. **Please note: Broadreach teachers DO NOT use "time out" as a behavior management strategy or ever leave a child alone to "think about" what he or she did.** Accompanying a child to a safe space away from the large group, is sometimes a way for a teacher to lovingly and firmly help the child settle, problem solve when ready, and then become re-involved in the daily routine. By setting clear, loving limits, acknowledging feelings and helping a child talk about their emotions if possible, we allow children to learn the beginnings of managing their own behavior. At no time do we use shaming, withholding of food, verbal abuse or corporal punishment as a means of managing behavior.

Closures



Sprouts sites are CLOSED the following times:

a. Shut-down weeks. No tuition is charged for these weeks. Please see the program calendar for your site at the end of this handbook.

b. In-service Days- Our programs are closed for staff training a few times each year. Parents will be charged for these days. These days allow for professional development for the staff assisting in your child's development. We will schedule these days ahead of time to give you the opportunity to find alternate care. Please see the program calendar for your site at the end of this handbook.

c. **Holidays-** Sprouts is closed on these days. **Tuition is the same for weeks with holidays as weeks with no holidays.**

New Year's Day
Martin Luther King Day
President's Day
Patriots' Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans' Day
Thanksgiving and the day after

Policies

Absence Policy

Here at Sprouts, we believe your child's attendance is absolutely vital. Excessive absences may jeopardize your placement in the program. Should your child be sick or unable to attend the Sprouts Program **please call the center before 8:00 AM** to let your teacher know.

If your child will be out for the day, **please call the center as soon as possible, or at the latest, by 8:00 AM the day of the absence.**

Belfast Sprouts

322-3261 or 338-0029

If you plan to keep your child out for an extended amount of time let your child's teacher know as soon as possible. You will be charged the same tuition, regardless of attendance.

Termination Policy

In cases of non-attendance for two weeks, your child will be dropped from the program. As stated on the fee agreement, payment will be expected regardless of attendance.

Arrival and Departure and Sign In Procedures

The Sprouts program opens at 9 am. We are unable to accommodate early arrivals. Please accompany your child into the center, sign in and let the teacher know that your child has arrived. Please be aware that **parents/guardians must sign in and out whenever a child is picked up or dropped off.**



Release of Children- Permission to pick up and Sign Out

Upon registration, parents fill out an Emergency Form stating who has permission to pick up their child(ren). If someone other than those listed will be picking up a child the **parent must grant permission in writing**. In order for us to release a child to someone other than a parent or guardian, you must verify with the teacher that one of your designees will be picking up your child on that day and send along a **note with your designee**. Your note should include the **name of the person** you have authorized to pick up your child and include the **date** and your **signature**. For your child's safety, the staff will request the note and a **photo I.D.** for all new persons picking up your child.

Parental Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Sprouts, as provided by law. **In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Sprouts must be provided with a Certified Copy of the most recent order and all amendments thereto.** The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with Sprouts, both parents shall be afforded equal access to their child as stipulated by law. Broadreach Sprouts cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Sprouts suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Sprouts staff will contact the local police should a conflict arise.

Late Pick Up

If you or one of your designees arrive beyond your designated pick up time to pick up your child, you will be charged a fee. The fee is \$10 for the first 15 minutes and \$10 for each additional 5 minutes your child is in our care. Payment is due at pick up. Lateness is determined by the classroom clock. Habitual late pick up may be grounds for termination from the program.

Children's Belongings

You will need, at minimum:

- Pillow, blanket, and comfort toy for rest time
- A full change of seasonally appropriate clothing (including socks and underwear)
- Tall, waterproof boots
- A waterproof rain coat with a hood
- Mittens, hat, winter boots and winter coat for cold weather
- A hat with a large brim to keep sun off your child's face in the summer



For further details about appropriate clothing for outdoor play, please refer to the comprehensive list of suggested outdoor gear on page 14. Remember to send replacement clothing when soiled or wet clothing is sent home. All items should be **labeled** with permanent marker. Toys and items of value that could be damaged should remain at home. Toy guns of any type, toys that require batteries or toys that make loud noises will not be allowed at the center. Your child will be assigned a "cubby" in which to store extra clothing and personal belongings. Broadreach will provide all necessary classroom materials.

Insect Repellent and Sunscreen

Please apply **sunscreen and insect repellent** on your child prior to arrival. If you would like teachers to re-apply later in the day, you must complete a sunscreen and/or insect repellent permission form and supply the sunscreen and /or insect repellent labeled with your child's name.



Tick Policy and Tick Removal

Sprouts has a strong nature component, and as such, outdoor play, exploration and learning are an integral part of the experience. MidCoast Maine is an ideal environment for ticks. In an effort to prevent serious tick-borne diseases, we will avoid tall grassy places in the spring and fall, when ticks are most prevalent. Appropriate clothing is *essential* when we explore the woods or fields. We ask that children wear long pants and long-sleeved shirts. We will use paths in the woods that are bare and/or have had brush cut down on either side. Teachers will conduct tick checks toward the end of outdoor time. This will involve checking clothing, arms, legs, belly, neck and head. Parents are asked to conduct daily tick checks on their children on school days in spring and fall. If parents would like Sprouts staff to remove ticks from their child they will need to complete a tick removal permission form. When a staff person finds a tick on a child, we will attempt to contact the parent. If the parent has completed the Tick Removal Permission Form

and wants the teacher to remove the tick, the teacher will remove it using the recommended procedure for tick removal. The tick will be kept in secure container for parents to inspect. It shall be the responsibility of the parent or legal guardian to pay for, and to submit the tick for testing for Lyme Disease or any other diseases if they so choose. Broadreach Sprouts is not responsible financially to pay for tick testing or medical treatment.



Proper Clothing

We use our outdoor learning spaces, active games and nature walks as ways to encourage physical growth and large motor development. Please send your child dressed for outside weather and play every day. We ask you to dress your child in comfortable play clothing at all times. Please send your child in closed-toe shoes only. **Please note that we will not allow your child to stay at the center if they come unprepared for outdoor play.**

Getting Dirty

Your child is going to get dirty at Sprouts! Please do not send your child wearing clothing that you don't want to get wet or dirty. You are more than welcome to use our restrooms to change your child at the end of the day if you wish. We ask that each parent provide a full change of seasonally-appropriate clothing (including socks and underwear!) to be kept in their child's cubby. If we send clothing home, please remember to send replacements. Please label ALL of your child's clothing with a permanent marker or iron-on labels.

Best fabric choices for wet or cold weather

The best fabrics to dress your child in are wool, silk and fleece. Cotton will get wet, and when it gets wet, it keeps you cold! The best idea for cold, wet weather is to wear clothing that is waterproof or water-resistant over a layer of wool, silk or fleece. In warm weather, cotton shirts and long pants are OK!


Spring & Fall Gear:

| What to Wear | What to Bring Daily | What to put in your cubby |
|--|---------------------|------------------------------|
| Light, long-sleeved shirt | Lunch- Belfast Only | 1 extra pair of underwear |
| Long Pants | Snack- Belfast Only | 1 extra pair of wool socks |
| Fleece or Wool Sweater | Water bottle | 1 extra long-sleeved shirt |
| Sun Hat | | 1 extra short-sleeved shirt |
| Waterproof rain jacket and pants if it has rained in the last three days | | 1 pair long pants |
| Waterproof boots | | Comfy sneakers |
| | | Pillow/blanket for rest time |

Winter Gear:

| What to Wear | What to Bring Daily | What to put in your cubby |
|--|---------------------|--|
| Insulated, waterproof boots | Lunch- Belfast Only | 1 extra pair of underwear |
| a base layer of wool, silk or polypropylene long underwear | Snack- Belfast Only | 1 extra pair of wool socks |
| a mid-layer of long sleeved wool or fleece sweater, fleece pants and warm wool mittens | Water bottle | 1 extra pair of long johns or leggings |
| Outer layer of insulated, waterproof jacket with hood, insulated waterproof pants, wool socks and waterproof mittens | | 1 warm shirt |
| A hat that fits very well | | 1 pair fleece pants |
| A neck warmer (no scarves please) | | 1 extra fleece or wool hat |
| | | 1 extra pair insulated mittens |
| | | Comfy sneakers |
| | | Pillow/blanket for rest time |

Weather Policy



Exploring nature can happen in all types of weather. Children are required to dress appropriately for the weather of the day. Staff will closely monitor weather forecasts and conditions, and follow Child Care Licensing guidelines for programming in adverse weather conditions. Should severe weather necessitate a closure, we will issue a closure alert for Broadreach Sprouts on WLBZ 2 & WABI 5.

Snow Day Policy

Should Sprouts be open on a day when either RSU 71 or RSU 3 is closed due to inclement weather, parents have the option to call out if they choose not to send their child. Parents will not be charged tuition for the closure day, provided they give prior notice by informing the Sprouts Teacher of their child's absence no later than 5:30 AM the day of the closure. If no notice is provided by 5:30 am, parents will be charged for the day as per their current fee agreement.

Rest Time Policy

All children in full day programs will rest every day. The lengths of rest times are determined according to age of the group and the individual needs of the child. Children in full day care are required to be offered a quiet rest time of at least one hour. Individual mats, labeled with children's names, are set up and children are asked to lie quietly and given an opportunity to sleep. Teachers may play music to help children relax. If children do not sleep after a while, they may look at books or do a quiet activity on their rest mats. Children may bring a stuffed animal from home if they wish.



Celebration Policy

Children enjoy sharing birthday celebrations with their friends. Parents are welcome to send a special treat to celebrate their child's birthday. Please make prior arrangements with the lead teacher. Parents are welcome to attend birthday celebrations, too!

At Broadreach, we strive to honor the traditions of the children in the program. Holiday curriculum and celebrations are handled in response to child and family input. Teachers invite parents to share seasonal and holiday traditions which have personal meaning to them. Children may bring items from home to talk about their family's special celebrations. We invite parents to share non-commercialized holiday traditions, customs and activities. Our goal is that children learn about various cultural traditions in developmentally appropriate and educational ways. We seek to avoid superficial stereotypes and minimize differences in economic status by de-emphasizing materialism and commercialization. Instead, we concentrate on the aspects of love, family and the values that give meaning to each holiday. We encourage you to share a special tradition, story, song, musical instrument or food activity.

Snack Policy and Food Brought From Home



Broadreach Sprouts Programs provide two percent milk at snack time and at lunch. Clean, sanitary water is available to children throughout the day. Parents at Sprouts are required to send a lunch and a healthy snack for snack time each day. All foods must be cut into bite-sized pieces (grapes in half, apples sliced, cheese in pieces, etc.) and stored in a bag labeled with your child's name. Broadreach takes care in the selection, preparation and presentation of any snacks prepared by the program. We may offer additional fresh fruits and vegetables as they are available.

Because of potential allergies, please **do not send any nut products** with your child.

Due to the choking hazard, please **do not send hotdogs, popcorn, whole grapes, chunks of raw carrots, or meat larger than can be swallowed whole.** An individual health care plan will be completed for any child with food allergies, or feeding needs related to a diagnosis. Here is a list of suggested foods for lunch and snacks.

Drinks

Milk
Apple Juice
Water

Pineapple Juice
Tomato Juice

Orange Juice
Cranberry Juice

Snacks

Banana Slices or Halves
Melon Cubes
Strawberries/Blueberries

Sliced Peaches/ Wedges
Applesauce
Halved Grapes

Dried Peaches
Dried Pears
Pineapple Sticks

Orange Wedges
Fruit Cocktail
Pears
Graham Crackers
Raisin Cookies

Grapefruit Sections
Raisins
Apple Slices/Wedges
Muffins
Pumpkin Bread

Pitted Plums
Tangerines
Cantaloupe
Banana Bread
Fruit Cookies

Lunches

Thermos of Soup
Pita Sandwich
Macaroni and Cheese
Chicken Salad Sandwich

Turkey Sandwich
Lettuce and Tomato Sandwich
Egg Salad Sandwich
Tuna Salad Sandwich

Vegetable Slices
Yogurt
Chicken Nuggets

Confidentiality

Every employee at Broadreach signs a confidentiality statement prior to hire. Information that you share with us remains with us. Staff, volunteers and observers must comply with these professional ethics at all times and must never discuss children, parents, families or staff outside of the program. We do not treat breaches of confidentiality lightly. We believe in creating an atmosphere of trust and mutual respect for the children and families with whom we have the pleasure of working. While children are in the care of Sprouts staff, parents may not take or distribute photos or video of any child in the class (excepting their own child(ren)) without prior written consent from the Early Childhood Program Director.

CONFIDENTIAL

Your Child's Record

The information contained your child's record is privileged and confidential. Unauthorized divulgence of information is strictly against Broadreach's policy and may result in immediate dismissal. Upon enrollment, parent(s)/guardian(s) sign a Consent to Exchange Confidential Information Release Form, which specifies with whom we may share records. You may sign additional releases to add new agencies to the list of those we may share records after acceptance into the program, if the need arises. Please contact the Early Childhood Program Director in writing to request to view or have a copy made of your child's file. If you would like to revoke your consent to exchange information with a previously authorized agency, please contact the Early Childhood Program Director in writing. We will maintain your child's record after closing it, in accordance with state and federal mandates.



Parent Behavior While At Sprouts Sites

Every adult at a Sprouts site, including parents, are expected to behave in a pleasant, friendly, and respectful manner towards the children, staff, parents and visitors. It is expected that there will be no physical discipline of children and no



verbal threats, including threats of humiliation, made toward children, staff or parents in the program. Incidences of such behaviors on site will be addressed by the Early Childhood Program Director and may be grounds for termination from the program.



Reporting Child Abuse

Broadreach centers take very seriously the trust that families place in us when enrolling their children. Essential to that trust must be parents' understanding we consider physical, sexual, or emotional abuse intolerable and that immediate action will be taken if such an allegation is made. In any case that a Broadreach staff member identifies or suspects that a child is at serious risk of abuse or neglect, it is our moral and legal obligation to take action to insure the safety of the child involved. Teachers are **legally obligated** to make a report to the Department of Health & Human Services (DHHS) in cases of suspected or observed abuse or neglect.



Sample Schedule

This schedule below offers a snapshot of our predictable but flexible Sprouts Daily Routine. Most days start outdoors and remain outdoors throughout the morning. On days when outdoor time may be limited due to severe cold, wind, or icy precipitation we may still go outdoors, but for shorter periods of time. In this case, we extend the self-directed learning during indoor classroom time when children arrive.

| | |
|-------------|--|
| 9:00 | Arrival in gear, sign-in, self-directed play |
| 9:00 | Outdoor learning |
| 9:45 | Morning Meeting |
| 10:00 | Snack Time |
| 10:20 | Small Groups |
| 10:30 | Planning /Work Time |
| 11:45 | Clean Up |
| 12:00 | Recall and Large Group |
| 12:15 | Handwashing and Lunch |
| 12:40 | Afternoon meeting/Puppet Show |
| 1:00 | Indoor Classroom Creative Play |
| 1:30 | Afternoon Work - outside |
| 2:20 | Clean up |
| 2:30 - 3:00 | Snack, Story, Sign Out and Departure |

Emergency Procedures



Evacuation routes are posted at all centers. Fire drills are scheduled regularly throughout the year. Emergency phone numbers are posted by each phone. Each site is equipped with a first aid kit and all staff receive basic First Aid, CPR, risk management and outdoor preparedness training. Emergencies which occur off-site will be handled in accordance with Child Care Licensing Standards. Each teacher is equipped with an Off Site Emergency Kit, which contains, among other emergency items, each child's emergency card, any applicable medical emergency plans and emergency medications. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** When an immediate emergency medical response is required, first aid will be employed and an emergency medical response team will be called. Program staff will implement a plan for emergency transportation to a local emergency medical facility. The child's parent/guardian or those listed on the child's emergency card will be called as soon as practical. Whenever possible, a staff member will accompany the child to the hospital and will stay with the child until the parent/guardian or emergency contact person arrives.

Immunizations



All of our programs are licensed by the State of Maine. As such, we are bound to the rules and regulations set forth by Day Care Licensing. We are required to keep your child's immunization record on site in their individual file. Should you have philosophical objections, or if immunization is medically contraindicated we will need a signed written statement to this effect. This written statement also meets the licensing guidelines. Please provide us with an updated record annually.

Medication



If a child is on medication that must be given while at Sprouts, the medication will only be administered with an **Authorization to Dispense Medication Form** signed by the child's physician and parent/guardian. **Only medicine that is prescribed by a doctor and is in the original prescription bottle, clearly labeled with the child's name, the dosage, and the prescription date can be administered.** We request that if at all possible, medication be administered at home.

Chronic but Stable Health Conditions



Broadreach requires that children with stable, chronic health conditions complete an Individual Health Care Plan form to ensure the proper care, precautions and modifications are available to your child. We will require this form be completed and signed by a physician prior to your child attending the program. **A history or diagnosis of following conditions will require an Individual Health Care Plan for each condition: Asthma, allergies requiring the use of emergency medicine, seizures of any type or severity, bleeding or clotting disorders, diabetes, any condition that results in modification of multiple activities of daily living, or any condition which requires regular medical treatment.**

Safety and Hygiene- When to keep your child home & how we determine if a child is too sick to participate comfortably



Inclusion Statement: Broadreach recognizes that families of children with special needs and chronic health conditions need childcare and educational placements for their children. The American with Disabilities Act (ADA) requires that programs make reasonable accommodations for children who meet these criteria. As an agency we will make every effort to accommodate all children and will consider each case individually to comply with requirements of the ADA.

Just as at home, a classroom is a place where illness can spread. **You should keep your child home if you notice any of the following conditions.** We realize how difficult it is to miss work to stay at home with a sick child. On the other hand, a sick child in a group who requires prolonged individual attention makes it difficult for the group to function safely. Broadreach will not deny admission to or send home a child because of illness or disease unless one or more of the following conditions exists.

The parent, legal guardian or other person authorized by parent shall be notified immediately when a child has any of the following signs or symptoms:

Any illness that prevents the child from participating comfortably in the program activities or that requires a level of care by agency personnel which compromises the health and safety of other children participating in the program.

Cold Sores are blisters and sores around the mouth caused by the Herpes Simplex Virus. The sores may be painful and unsightly. For chronically ill and newborn babies, the viral infection can be serious, but rarely fatal. A child with cold sores may return to the program when there is control of oral secretions.

Conjunctivitis (pink eye) is treated with antibiotics or hydrocortisone drops. The child cannot attend the program as long as their eye is runny or gooey. It can be highly contagious, characterized by tearing and yellow discharge and/or crustiness around the eye. If suspected, we will ask parent to have the child checked by a doctor.

Diarrhea is potentially very dangerous in severity, and risk of dehydration. There is a difference between loose bowels and diarrhea. Uncontrolled diarrhea is defined by the NAEYC as an increase in number of stools compared with the child's normal pattern and stools which are not contained by diaper or toilet use. A child with diarrhea will be sent home. If your child has diarrhea in the morning on a school day, s/he may not attend that day. The child must be free of diarrhea for at least 12 hours before returning.

Fever We will call parents when ever their child has a fever. If an oral temperature is under 101 degrees we will use behavior to determine if the child should go home. Often we will wait an hour, closely observe the child and call back with a report of how s/he is doing. Any child with a fever of over 101 F must go home immediately. We cannot take a risk that the

fever is insignificant, caused by teething, immunization, etc. A child may not return to the center until the fever has broken and must be without a fever for at least 12 hours.

German Measles or Rubella has no cold symptoms. Before rash develops, there may be a few days of mild fatigue. Lymph nodes at the back of the neck may be enlarged and tender. Fever usually low less than 102 degrees. Rash consists of flat, pink spots which usually cover body the first day. Second day the rash is apt to fade and run together so body looks flushed instead of spotty. Incubation period is 12 -21 days. Main concern is infection to unborn children. If it occurs during the first month of pregnancy, there is a 50% chance that the fetus will develop an abnormality. The disease is reportable by law to the Maine Bureau of Health. The child's return to the program depends on their instructions.

Head Lice are tiny insects that live only on people's scalps and hair. They hatch from small eggs called nits that are firmly attached to the individual hairs near the scalp and cannot be easily removed. They can be spread unwittingly by sharing hats, clothing, towels, combs, hair brushes, etc. Intense itching is the major symptom of lice infestation. Head lice nits (resemble tiny, tear-shaped specks) may be seen attached to the child's hair shafts. Treatment includes the use of a louse-killing shampoo or lotion and a combing tool made especially for nit removal. A daily nit check is advisable for at least 10 days following treatment. Other means of treatment; launder bed linens and clothing; place non-washable clothing in an airtight plastic bag for 2 weeks; vacuum mattress and upholstered furniture; combs or brushes should be soaked in louse-killing shampoo or in water heated to 150F for 5 to 10 minutes. If a child is identified with live lice he/she will be sent home. The child may return to the program after appropriate treatment has begun and no live lice are present.

Hepatitis A is a liver disease caused by the hepatitis A virus. Child may return after 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to children and staff.

Impetigo usually affects preschool- and school-age children, especially in the summer months. It is caused by strep and staph bacteria. Impetigo may affect skin anywhere on the body but commonly occurs in the area around the nose and mouth. Impetigo is characterized by blisters that may burst, ooze fluid, and develop a honey-colored crust. It may be transmitted from one child to another through direct contact with anything touched by the sores, including toys, towels, clothing and blankets. Symptoms occur 2-5 days after a child has come in contact with the sores of infectious impetigo, small red bumps will break out on the skin, possibly resembling a cluster of insect bites or a scrape. Bumps rapidly form clear or pus-filled blisters which soon break, leaving round oozing, honey-colored encrusted sores or dry erosions. Children may return to center after 24 hours on antibiotics.

Mouth sores may be symptoms of a disease or disorder. A child with mouth sores with drooling and or drainage will need to have a doctor's check up.

Mumps may start with a fever of up to 103 degrees Fahrenheit (39.4 degrees Celsius), as well as a headache and loss of appetite. The well-known hallmark of mumps is swelling and pain in the parotid glands, making the child look like a hamster with food in its cheeks. The glands usually become increasingly swollen and painful over a period of 1 to 3 days. The pain

gets worse when the child swallows, talks, chews, or drinks acidic juices (like orange juice). A child with mumps may return 9 days after onset of parotid gland swelling.

Pertussis is a highly contagious disease marked by severe coughing. It is sometimes called Whooping cough because of the "whoop" sound children and adults make when they try to breathe in during or after a severe coughing spell. Whooping cough usually starts with cold or flu-like symptoms such as runny nose, sneezing, fever and a mild cough. These symptoms can last up to two weeks and are followed by increasingly severe coughing spells. Fever, if present, is usually mild. A child may not return until 5 days of appropriate treatment to prevent an infection has been completed.

Rashes can be an early sign of a serious illness. We will call parent if we notice any kind of a rash. After discussing it, we will watch the rash over the course of the day. Any rash that is spreading should be seen by a doctor and we will ask parents to pick up the child. A child with a rash with fever or behavior change will be excluded until after a physician has determined the illness is not a communicable disease and the fever has been gone for 12 hours.

Ringworm is a skin and scalp disease caused by several different kinds of fungi. Ringworm on the scalp usually makes a bald patch of scaly skin. People with ringworm on other parts of their skin can have a ring-shaped rash that is reddish and may be itchy. The rash can be dry and scaly or wet and crusty. Ringworm is a contagious fungus infection. The incubation period is 10-14 days. Child can return to the program after treatment has been initiated for 24 hours.

Roseola is a viral illness in young children, most commonly affecting children between the ages of 6 months and 3 years. It is typically marked by several days of high fever without any cold symptoms, followed by a distinctive rash just as the fever breaks. Rash appears as fever is decreasing or shortly after it's gone. Pink, well defined patches-first on the trunk, may be slightly bumpy and lasts less than 24 hours. Child should be kept from contact with other children until fever has passed. Incubation period is 7-17 days.

Scabies is an eruption of the skin due to the mite *Sarcoptes Scabiei*; the female of the species burrows into the skin, producing a skin infection. Symptoms include an intensely itchy rash with red bumps and burrows- short, wavy, dirty looking lines in the skin. Treatment is mite killing cream. An infected child may return the 24 hours after treatment begins.

Scarlet Fever-This usually begins with some of the following: sore throat, fever, vomiting, headache, (rash appears after a day or two and begins on warm, moist parts of the body) tiny red spots on flushed skin (generally covers entire body except for area around mouth which stays pale), throat and tongue pale. Intense redness of rash lasts for about 5 days, although peeling of skin (especially on palms) lasts for weeks. Treat with antibiotics for 10 days. Common complications are ear infections, swollen neck glands, inflammation of the kidney, rheumatic fever; these may begin at any time in the disease, but most often 10-15 days after fever starts. The need to exclude an infected child shall be based upon the physician's recommendation.

Shingles is an infection caused by the varicella-zoster virus, which is the virus that causes chickenpox. Shingles occurs in people who have had chickenpox and represents a reactivation of the dormant varicella-zoster virus. The disease occasionally occurs in children. The first sign is usually a tingling feeling, itchiness, or stabbing pain on the skin. After a few days, a rash appears as a band or patch of raised dots on the side of the trunk or face. The rash develops into small, fluid-filled blisters which begin to dry out and crust over within several days. When the rash is at its peak, symptoms can range from mild itching to extreme and intense pain. Contact with a person with shingles may cause chickenpox (but not shingles) in someone who has never had chickenpox before. In the case of shingles, the sores shall be kept covered by clothing or dressing until sores have crusted. The need to exclude an infected child shall be based upon the physician's recommendation.

Strep Throat can show with a variety of symptoms. The child should be checked for strep if s/he has a fever, sore throat and or rash. If the diagnosis is confirmed, the child must be on antibiotics for 24 hours before returning.

Tuberculosis is a disease caused by bacteria called *Mycobacterium tuberculosis*. The bacteria can attack any part of your body, but they usually attack the lungs. TB is spread through the air from one child to child. The bacteria are put into the air when someone with TB disease of the lungs or throat coughs or sneezes. Those nearby may breathe in these bacteria and become infected. Child may return to the program with physician written consent.

Urinary Tract Infections may involve the bladder, kidney or urethra. They occur more frequently in girls. Preschoolers will typically have a fever, burning on urination, bedwetting in previously trained children and abdominal pain. If a teacher suspects a urinary tract infection, we will call the parents to inform them immediately so that you have the opportunity to contact a doctor.

Vomiting- A child who vomits at the center will be sent home immediately and may not return until the vomiting has stopped for at least 12 hours. If a child has vomited within 12 hours prior to coming to the center s/he may not attend on that day.

Signs and symptoms of possible severe illness including unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs which warrant medical intervention.

When it has been determined that a child meets one or more of the above stated conditions, the parent or guardian will be contacted to **arrange for the child to be taken home**. If the parent cannot be contacted, the designated emergency contact person(s) will be contacted. Until such person arrives, every effort will be made to care for the child in a manner which does not expose the child, or other children to further risk. When taking a temperature using the underarm method, one degree is added to the results.

Animal Policy



Any pet or animal present at the facility, indoors or outdoors, must be in good health, show no evidence or carrying any disease, and be a friendly companion for the children. Pets or visiting animals have documentation from a veterinarian or animal shelter to show that the animals are fully immunized and the animal is suitable for contact with children. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that any child that is allergic is not exposed to that animal. Reptiles are not allowed because of the risk of salmonella infection.

Toileting



We try to accommodate each child's individual needs and enjoy working with his/her family to make the process consistent between home and Sprouts. Our primary goal is to make this process a positive one. To that end, we encourage your participation, input and cooperation. Children are encouraged to use the potty as needed. If a child is eager or interested in using the bathroom, we generally allow him/her to explore it. If he/she wants to sit on the potty for a bit, we encourage it.

Transportation



Broadreach does not provide transportation to or from the Sprouts Program. Transportation is the responsibility of the family. Some families qualify and choose to utilize Waldo Community Action Partner's Transportation or MidCoast Connector to transport their child(ren).

We will often take day trips into the community. Appropriate car seats and seat belts will be used at all times. All drivers will be trained and will undergo an annual Department of Motor Vehicles records check. All vehicles used will be registered, inspected and insured.

Broadreach Sprouts Fire Policy



Campfires are an important part of the Broadreach Sprouts Program and may be used throughout the winter for warming, cooking and other activities. Broadreach aims to ensure that all children and staff participating in Sprouts use our fire pit safely and with as little risk to their health as possible.

Fire Pit Location

- Only previously agreed upon areas will be used for campfires.
- The fire will be located on open, level ground, at least 15 feet from shrubs, trees, buildings, fences and other flammable materials.

- Campfire areas have been cleared of all grass, twigs, leaves, woodchips and fire wood in a 10 foot radius from the center of the pit.
- A circle of rocks signifies the safe zone around the fire.

Positioning of Children and Adults

- Fire areas are surrounded by a ring of rocks at least 3 feet from the fire pit.
- When the campfire is in use, children are not permitted to access the area without permission.
- When allowed to access the campfire, children must remain outside of the ring of rocks at all times.
- Children will be taught how to change seats by standing, then walking around the outside of the seating area. They must never cross the inner area.
- Children are not allowed to throw anything onto the fire.

Safety and Responsibility

- Only teachers are permitted to start a fire.
- Fires are lit using newspaper and kindling only.
- No flammable liquids are to be used to light or accelerate fires.
- A screen shall be in place over the fire at all times when the fire is lit.
- Sticks/wood must be placed, not thrown, from the side of the fire. One's hand should never go over the fire.
- An adult, appointed by the lead teacher, will act as the fire attendant for the day and remain within arm's reach of the fire at all times that the fire is lit.

Extinguishing

- All fires must be extinguished at the end of a session.
- A bucket of water should always be on hand during campfire sessions.
- All staff should ensure that any large remnants of wood are separated from each other as the fire is extinguished.
- At the end of the session, the fire attendant should douse the fire with water until the hissing sound stops and stir until all steam and smoke has ceased.
- Cold ash should be removed from the pit and placed into a closed container at least monthly.

How to Handle a Problem or a Complaint



If a parent has a problem or complaint, it is the policy of Broadreach that it be directed to the lead teacher or Early Childhood Program Director. If the parent feels the response is unsatisfactory, parents may choose to speak with the Executive Director of Broadreach Family & Community Services. Parents are always encouraged to make suggestions about policies and procedures.

Parent Survey



Twice a year, parents are asked to complete a satisfaction survey. This information helps us to assess how well the program is meeting the needs of children, parents and families, as well as to identify strengths and weaknesses within the program

which helps us set goals for next year. The results are compiled, and the cumulative responses are shared with our families, Broadreach's Executive Director, Program Directors, Board of Directors and other key players in the administration of the program.

Risk Management

Safety is a priority at Broadreach Family & Community Services. Staff will carry out environment checks prior to each session. They will visit the play area, scan for hazards and identify risks. That being said, risk is an integral part of this program and will be woven in as part of the curriculum. We recognize that children will come to us with different experiences and comfort levels with the outdoors. We will be sensitive to this and observe children carefully to gauge their needs, so that children can successfully connect with nature and enjoy their time outside. We will help them to safely and gradually push their limits-- for some children this may mean climbing a tree, for others it may mean getting wet or muddy!



Staffing

Experienced early childhood educators will lead each session. Broadreach lead teachers are Maine State Certified and a thorough background check is a prerequisite to employment at Broadreach. All staff maintain current certification in CPR, First Aid, and Blood Borne Pathogens. Our early childhood staff are trained in Broadreach's policies and procedures for situational and emergency management. The staff-to-child ratio is 1:7.



Fees

| Enrollment Options | Tuesday & Thursday | Monday, Wednesday & Friday | Five Days a Week |
|---------------------------------------|--------------------|----------------------------|------------------|
| Belfast Tuition Rates 9 am to 3 pm | \$108 | \$135 | \$180 |

Fees are subject to change.

- Late Pick Up/ Early Drop Off Fee: \$10 for the first 15 minutes + \$10 for each additional 5 minutes your child is in our care, due at pick up.
- Late Payment Fee: \$35 each occurrence, due at time of payment.
- Bounced Check Fee: \$35 per occurrence, due at time of payment.

Tuition Policies and Procedures

1. Upon acceptance into the Sprouts Program, parent(s) will attend a Welcome Visit, where they will complete a fee agreement stating what their financial responsibility is. Policies and procedures are outlined in a contract.
2. **If you owe tuition, a deposit equivalent to one full week's tuition (\$180) is due prior to attendance.** Your deposit will be returned to you at disenrollment, less any amount owed, provided you

give the appropriate two week written notice of withdrawal. All weekly tuition dues are to be paid on Monday of the week services are to be rendered. Your first weekly payment is due on the Monday of the week your child is to begin attending Sprouts.

3. **Your child's teacher cannot accept payments.** Payments are made at the Administrative Office at 5 Stephenson Lane. Payments not received by the Administrative Office by 4 PM on Monday will be considered overdue. Overdue payments are subject to a \$35 Late Payment Fee. Your child's attendance at Sprouts will be suspended immediately should your account go into arrears. You will need to bring your account current before the start of the next service week to avoid termination from the program. This means you must pay the overdue weeks' tuition, any fees, and the current weeks' tuition by the following Monday. If no payment is received prior to the following Monday, your child will no longer be able to attend the program. Once your child's attendance has been suspended due to nonpayment, you will need to obtain and present to your teacher written documentation from the Administrative Office that arrangements have been made before your child will be permitted to resume attending Sprouts.
4. If bi-weekly or monthly payments are preferred, these payments are required in advance.
5. Checks should be made payable to Broadreach Family & Community Services. If a check is returned due to non-sufficient funds, you will be charged a Bounced Check Fee of \$35. We will attempt to contact you by phone or email. It is your responsibility to ensure the Administrative Office has your current account and contact information. If arrangements to bring your account current aren't made by 4 pm, your payment will be considered overdue. Please see item 3 for overdue payments. You may be required to pay your tuition in cash after writing us a bad check.
6. Payments may be made automatically by credit or debit card. If you select monthly automatic payments, your account will be charged the monthly tuition on the first Monday each month. If you choose biweekly automatic payments, your account will be charged half of the monthly tuition on both the first and third Mondays of each month. To arrange automatic payments or update your account information, please call the Main Office at (207) 338-6671. If your automatic payment is declined, we will attempt to contact you by phone or email. It is your responsibility to ensure the Administrative Office has your current account and contact information. . If arrangements to bring your account current aren't made by 4 pm, your payment will be considered overdue. Please see item 3 for overdue payments. If your automatic payment is declined and you do not contact Broadreach by 4 pm to make arrangements, you authorize Broadreach to attempt to process a payment for the full amount due the following day.
7. There is no tuition due for the shut down weeks outlined in the program calendar. Otherwise, the weekly tuition due is the same regardless of attendance due to illness, inclement weather closures, in service, holidays, etc.
8. A two week notice must be given **in writing** to the Program Director if your child withdraws from the program. Payment is required for the two weeks following the written notice, whether or not your child actually attends.
9. If your family should have an unusual or financial emergency which will effect payment, please contact the Finance Office as soon as possible at (207) 338-2200.
10. There is a multi-child discount of \$20 off one child's weekly tuition. To be eligible for this discount, both children must have a common legal guardian and reside in the same household. This discount may not exceed the total tuition owed.
11. There is a Broadreach Staff Discount of \$20 off each child's weekly tuition. To be eligible for this discount, the child's legal guardian must be employed with Broadreach Family & Community Services. This discount may not exceed the total tuition owed.

Do you need help paying for Sprouts?

Maine's Childcare Subsidy Program



The Maine Child Care Subsidy Program helps eligible families to pay for child care so they can work, go to school or participate in job training. The Maine Child Care Subsidy Program is paid for by the Child Development Fund. CCDF is a federal block grant that provides funding for states aimed at improving access to quality child care for high-need children and families. Prescreen online at www.maine.gov/MyMaineConnection or a local Office of Family Independence (OFI). Once you have been prescreened and determined *financially* eligible, complete the Child Care Subsidy Program Application and return it to the OFI. Fax: (207) 287-6308; Email: ccsp.dhhs@maine.gov; Mail: 2 Anthony Avenue, SHS #11 Augusta, Maine 04333-0011. Once you are determined to be *program* eligible, payments will be made directly to Broadreach on your behalf. You will still need to pay a co-payment to Broadreach. The Child Care Subsidy Program will pay the rest, up to the Market Rate for Waldo County. Questions about Child Care Subsidy? Contact the Office of Family Independence at 1-877-680-5866.

Withdrawal and Transition Process

Should you need to withdraw your child from the Sprouts Program, you are required to give two weeks' notice, in writing, to the Early Childhood Program Director. Payment is required for two weeks following your notice, whether or not your child actually attends.

As your child's fifth birthday approaches, please schedule an appointment to speak your child's teacher about your plans. We want to ensure a smooth transition from Sprouts to your next educational placement. Our team of professionals can help you coordinate services and ensure the right supports are in place before you transition.

Other Programs and Services at Broadreach



Child and Youth Case Management

Our Case Managers work as a team with your family to ensure that you and your child receive the support and services that best meet your needs. The program is designed to meet the needs of children who have a developmental delay or who are at risk of delay and children who have a specific mental health diagnosis, Intellectual and Developmental Disability (formerly Mental Retardation), Pervasive Developmental Disorder or Autism.

For more information about behavioral health services, contact Linda Baker, Referral Specialist at 338-2200 ext 219.

Section 28 Services



This program is designed to meet the needs of children who have been diagnosed with a mental health condition, intellectual disability or an autism spectrum disorder. This program's primary focus is on **behavior management and physical development**. Providers can work on coordination, placement and monitoring and provision of therapeutic services in the home, community and school.

For more information call Elizabeth Joy, Section 28 Coordinator at 338-2200 ext 205.

Parent Education Program



The Parent Education Program serves Waldo County parents with children under the age of twelve and provides a variety of opportunities for parents to increase their knowledge and skills to foster a healthy and nurturing family environment. The Parent Education Program delivers the *Active Parenting Now* Online Training to parents living in Waldo County. The parent training includes a children's skill building component to improve overall family success. **Kids First** is a four hour class for parents experiencing separation or divorce. The class is certified by and supported in part by the Administrative Office of the Courts.

For more information about Parent Education, please call Helen Rogers at 338-2200 x. 103.

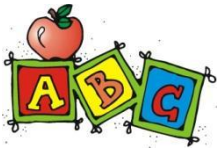
Youthlinks



Youthlinks is a program of Broadreach Family & Community Services that provides community service, leadership and enrichment opportunities to youth ages 11 through 17 in mid-coast Maine. These programs help youth learn skills, build self-esteem, cultivate social responsibility, develop leadership abilities and connect to their peers, to adult mentors, and to their communities. Youthlinks is funded primarily by the generous donations of individuals, businesses, and foundations. All Youthlinks programs are free for participating youth. We use a wide array of programs (including gardening; animal care; interacting with senior citizens; cooking; hiking; having youth identify a community need and address it) because we know different kids have different interests.

For more information about Youthlinks, call Sarah Rogers at 338-2200 ext 602.

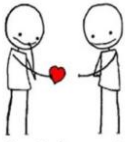
PreK (Four Year Old Program)



The PreK program is available to children who live in the towns served by RSU 71, and who have turned 4 years old on or before October 15th of the current school year. We provide classroom environments that allow children to enhance their cognitive, social-emotional, physical and creative development. The classrooms are well equipped with a rich variety of educational materials and are carefully designed to encourage independence. Our curriculum is based on the High/Scope philosophy of active, hands-on, participatory learning. This program is tuition free to eligible children.

For more information about PreK, please contact the administrative assistant at the school you wish your child to attend.

Opportunities to Pay It Forward



Pay it forward

Support for Early Childhood Education comes from many sources, including the families of children in the program. Whether you have a few hours to donate, can help with a fundraiser, are willing to share your success story or can donate directly to the program, every gift of your time, talents, and financial resources is appreciated. Broadreach is a private, non-profit, 501c3 organization and we rely on our volunteers and donors for their support of these important programs. Parents and grandparents often volunteer in the classroom or at special events. We welcome and encourage family representation on our Board of Directors. You may make monetary donations directly to the Early Childhood Education Program by mailing a check made payable to Broadreach Family & Community Services to 5 Stephenson Lane, Belfast, ME. 04915. Please write Early Childhood Education (or ECE) Donation in the memo. You will receive a tax receipt for your donation. You may request to remain anonymous if you do not wish for your name to appear in the annual report. For more information, visit us online, ask your child's teacher, or contact us at 338-2200.

