



2026 Parent Handbook



PLAY-BASED
LEARNING



EXPLORATION &
DISCOVERY



INDEPENDENCE &
CONFIDENCE



COMMUNITY &
BELONGING

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WELCOME LETTER

Thank you for choosing Cribs to Crayons Childcare.

Finding someone to care for your child is a big decision, and I appreciate the trust you place in me each day. My goal is to provide a safe, nurturing, home-like environment where children can learn through play, build friendships, develop independence, and enjoy being children.

This handbook is designed to help answer questions about how the program operates and what you can expect as a member of our childcare community. Please take the time to read through it carefully and keep it for future reference. If you ever have questions, concerns, or suggestions, I encourage you to reach out. Open communication is one of the most important parts of a successful childcare partnership.

I look forward to working together and being part of your child's early years.

Courtney-Jo Arrants
Owner / Provider

MISSION STATEMENT

My mission at Cribs to Crayons Childcare is to help children become kind, respectful, responsible, and independent individuals. Through play, friendships, and everyday experiences, children develop good manners, strong social skills, confidence, and consideration for others while enjoying the fun and wonder of childhood. By providing a safe, nurturing environment and partnering with families, I support each child as they learn, grow, and develop the skills needed to be successful in life.

PROGRAM PHILOSOPHY

Kids only get one childhood, and I believe it should be filled with play, exploration, friendships, and fun.

At Cribs to Crayons Childcare, children learn through play, hands-on experiences, and everyday life. We spend our days exploring, creating, building, imagining, reading, singing, playing outdoors, and discovering the world around us. Learning happens naturally as children count, sort, compare, problem-solve, ask questions, and interact with others. I believe childhood is not a race. Children develop at their own pace and deserve opportunities to learn in ways that are meaningful, engaging, and developmentally appropriate. While children in my program are exposed to early literacy, math, science, and social skills every day, the focus is on learning through experiences rather than formal academic instruction.

The skills I value most are kindness, patience, independence, responsibility, problem-solving, and respect for others. School readiness is about much more than knowing letters and numbers. It includes learning to follow directions, take turns, communicate effectively, manage emotions, solve problems, and complete everyday tasks independently. As a mixed-age family childcare program, children have the opportunity to learn alongside peers of different ages. Younger children learn by observing and interacting with older children, while older children develop leadership, empathy, and confidence. These relationships help create a caring community where children feel safe, supported, and valued.

Every child deserves to feel welcomed, respected, and included. I strive to create an environment where children of all backgrounds, abilities, and experiences can participate fully and be successful. I adapt activities and experiences as needed to support each child's individual development and learning. Parents are a child's first and most important teachers. Open communication and strong partnerships between home and childcare help children thrive. Families are always welcome to ask questions, share concerns, and be involved in their child's experience.

My goal is simple: to provide a safe, nurturing environment where children can enjoy being children. I want the children in my care to leave each day tired from playing, excited to return, and confident in their ability to explore the world around them.

RIGHTS OF CHILDREN & FAMILIES

At Cribs to Crayons Childcare, every child and family will be treated with dignity, respect, and fairness. I am committed to providing a safe, inclusive, and nurturing environment where children can learn, play, and grow.

Children enrolled in my program have the right to:

- Be protected from emotional, physical, and sexual abuse, neglect, and exploitation.
- Receive care in a safe, healthy environment that meets or exceeds all applicable licensing health and safety requirements.
- Be treated with dignity, respect, and consideration as unique individuals.
- Receive developmentally appropriate care and learning experiences based on their age, abilities, and individual needs.
- Participate in activities using safe, age-appropriate materials and equipment.
- Receive care free from discrimination based on race, color, national origin, ancestry, sex, religion, disability, family composition, or any other protected status.
- Receive reasonable accommodations, when appropriate, to support participation in the program.
- Have individualized plans of care implemented when required through collaboration with families and appropriate community or state agencies.

Parents and legal guardians have the right to:

- Be fully informed of the services included in their tuition and the policies governing the program.
- Review the results of my most recent licensing inspection, which are posted as required by the State of Maine and available upon request.
- Be notified, as required by licensing regulations, of any licensing actions affecting the status of my childcare license.
- Ask questions, share concerns, and participate in open, respectful communication regarding their child's care.

These rights reflect my commitment to maintaining a childcare program where every child is valued, every family is respected, and every relationship is built on trust. A copy of the Maine Family Child Care Licensing Rule is available upon request, and families may contact Child Care Licensing with questions or concerns.

PROGRAM OVERVIEW

Cribs to Crayons Childcare is built on the belief that children thrive in a small, relationship-based environment where they are known, valued, and encouraged to learn through everyday experiences. I operate a state-licensed family childcare home serving no more than 12 children from 6 weeks to 12 years of age between the hours of 7am and 5pm, Monday-Friday. As a solo provider, I manage all aspects of the program, including daily care, curriculum planning, meals, communication, and program administration. The program operates in compliance with all Maine childcare licensing regulations and participates in regular inspections to ensure a safe and healthy environment for children. Because I am the sole provider, the program will close if I am unable to operate due to illness, emergency, training, or scheduled time off. Pets live on the premises. All required vaccinations are maintained as required by licensing. Children are taught to treat animals respectfully, and interactions are supervised.

Cribs to Crayons is a small, mixed-age childcare program where children learn through play, exploration, friendships, and everyday experiences. I operate a screen-free program that places a strong emphasis on

outdoor play, independence, imagination, social-emotional development, and life skills. Rather than focusing on worksheets or formal academic instruction, children spend their days playing, creating, problem-solving, building relationships, and learning how to become respectful, responsible, and capable individuals. Children are encouraged to develop independence by dressing themselves, cleaning up after themselves, helping others, solving problems, and taking an active role in their daily routines.

One of the greatest benefits of family childcare is the opportunity for children to remain with the same provider and many of the same friends throughout their early childhood years. In our mixed-age environment, younger children learn by observing older peers, while older children develop leadership, patience, and empathy. The relationships built within the program are at the heart of everything we do. Children in my care are treated with the same love, respect, guidance, and expectations as my own children. My goal is to create a safe, welcoming environment where children feel valued, supported, and excited to come each day.

Non-Discrimination Policy

Every child deserves to feel welcomed, respected, and included. At Cribs to Crayons Childcare, I believe diversity strengthens our program, and I am committed to creating an environment where every child and family feels they belong. I welcome all children and families into care. Every child deserves to feel valued, respected, and included. I do not discriminate based on race, color, ethnicity, national origin, sex, gender identity, religion, disability, or special health needs. I will make reasonable accommodations whenever possible to support each child's successful participation in the program.

MAINE ROADS TO QUALITY RISING STARS

Cribs to Crayons Childcare is a Star 4 program in Maine's Quality Rating and Improvement System (QRIS), known as Rising Stars for ME. Achieving and maintaining a Star 4 rating requires ongoing professional development, program assessment, annual family feedback surveys, quality improvement planning, and documentation demonstrating compliance with a wide range of best practices in early childhood education.

For families participating in the Child Care Affordability Program (CCAP), enrollment in a Star 4 program may reduce weekly parent fees. Family participation in annual surveys is required as part of maintaining my program's quality rating. Additional information about Rising Stars for ME can be found through Maine Roads to Quality.

CURRICULUM & LEARNING APPROACH

At Cribs to Crayons Childcare, learning happens through play, exploration, conversation, books, outdoor experiences, and participation in everyday routines. Rather than relying on worksheets or formal academic instruction, children are encouraged to learn through hands-on experiences that reflect their interests and developmental abilities.

Children build language skills through stories, songs, conversations, and dramatic play. Early math concepts are explored through counting, sorting, matching, measuring, and everyday problem-solving. Science learning takes place through outdoor exploration, nature observations, sensory experiences, and curiosity about the world around them.

A strong emphasis is placed on social-emotional development, independence, manners, responsibility, and self-help skills. Children are encouraged to make choices, solve problems, help others, clean up after themselves, and participate in daily routines. Learning opportunities are intentionally woven throughout the day in ways that are meaningful, engaging, and developmentally appropriate.

ASSESSMENT & FAMILY ENGAGEMENT

I believe assessment should support children's learning rather than label or compare them. Children's growth and development are monitored through ongoing observation during play, daily routines, and everyday interactions. These observations help identify emerging skills, celebrate developmental milestones, and ensure children are progressing appropriately for their age and abilities. Families receive regular communication through Brightwheel, including photos, messages, and updates about their child's day. Parent feedback and communication are valued, and families are encouraged to share questions, concerns, and information about their child's development so I can work together with them to support their success.

CHILD DEVELOPMENT SCREENINGS

Every child develops at their own pace. Developmental screenings are intended to identify strengths, celebrate progress, and recognize when additional support may benefit a child—not to label or compare children. As part of providing quality care, I observe children's development through daily activities, play, and interactions. I reference developmental milestones and age-appropriate expectations using resources such as the CDC Milestones and the Maine Early Learning and Development Standards (MELDS).

If developmental concerns are identified, I will discuss them with the child's family. When appropriate, I may encourage families to seek additional evaluation or services through Child Development Services (CDS) or another qualified professional. Families may also choose to contact CDS directly to request a developmental screening or evaluation using the online intake form (<https://www.maine.gov/doe/cds/referrals>).

OUTDOOR PLAY

Outdoor play is an essential part of life at Cribs to Crayons Childcare. Some of our best learning experiences happen outside. Whenever weather conditions are safe, children spend time outdoors running, climbing, exploring, creating, and engaging in imaginative play. During the school year, children typically spend 1–3 hours outside each day, and during the summer months, much of our day is spent outdoors.

Outdoor experiences may include free play, nature exploration, gardening, water play, gross motor activities, and group games. Children develop confidence, independence, creativity, problem-solving skills, and an appreciation for the natural world through meaningful outdoor experiences. Children should arrive dressed for the weather and ready to play. Running, climbing, digging, gardening, and getting dirty are all part of childhood. Please do not send your child in clothing that cannot get muddy, wet, stained, or worn. Weather-appropriate clothing, including outdoor footwear, is required each day.

Outdoor play decisions are made using the Maine Weather Watch Guidelines and current weather conditions. Outdoor time may be shortened or cancelled during severe weather, including lightning, heavy rain, extreme temperatures, poor air quality, or other conditions that could compromise the health and safety of the group.

DAILY OPERATIONS

DAILY SCHEDULE

At Cribs to Crayons Childcare, children follow a consistent daily routine that provides structure, predictability, and security while allowing plenty of time for child-led play and exploration. Meals, snacks, and rest time occur at approximately the same times each day, while the rest of the day is intentionally flexible to allow children to follow their interests and engage in meaningful play.

Children have opportunities for both indoor and outdoor play throughout the day, depending on weather conditions and the needs of the group. Rather than relying on adult-led lessons or structured academic activities, children learn through play, social interactions, problem-solving, imaginative experiences, and participation in everyday routines. I believe all play provides valuable learning opportunities and that children learn best when they are actively engaged in experiences that are meaningful to them.

A typical day includes meals and snacks, free play, outdoor play, rest time, and opportunities to develop independence, social skills, creativity, and confidence.

REST TIME

Rest time is an important part of our daily routine and provides children with an opportunity to relax, recharge, and prepare for the remainder of the day. All preschool-aged children participate in rest time each afternoon. Children who fall asleep will be allowed to sleep, and children who remain awake will be expected to rest quietly and respect the needs of others who are sleeping.

State regulations prohibit providers from forcing a child to sleep or preventing a child from sleeping. Because every child has different sleep needs, I base rest time on the individual needs of the child rather than parent preference. Children who no longer nap may be offered quiet activities after an appropriate rest period. School-age children are not required to lie down for rest time but are expected to participate in quiet activities that allow younger children to sleep without interruption.

BELONGINGS & SUPPLIES

Children should arrive at daycare prepared to play. At Cribbs to Crayons Childcare, children spend their days exploring, creating, playing outdoors, gardening, painting, participating in water play, and engaging in other hands-on activities. Clothing should be comfortable, play-appropriate, and able to get dirty.

Required items:

- At least one complete change of clothing for potty-trained children
- Two to three spare outfits for children in diapers or pull-ups
- Diapers and/or pull-ups, if applicable
- Seasonal outdoor gear, such as winter gear, rain gear, boots, hats, mittens, and appropriate footwear
- Water play items, such as a swimsuit and towel, when requested

Optional items:

- One comfort item for rest time, such as a blanket or stuffed animal

Not permitted:

- Toys from home

Families are encouraged to leave spare clothing and seasonal gear at daycare whenever possible. Please remember: kids are messy. Clothing may become stained, wet, muddy, or otherwise soiled during normal play. Cribbs to Crayons Childcare is not responsible for damaged, stained, or ruined clothing.

TOILETING AND POTTY TRAINING

Potty training is a developmental milestone that occurs when a child is physically, emotionally, and cognitively ready. Every child develops at their own pace, and successful potty training depends on readiness, consistency, and cooperation between the child, family, and provider. Potty training must begin at home before it begins at daycare. While I am happy to support and reinforce the skills a child is learning, I cannot potty train a child on a family's behalf. Children must demonstrate signs of readiness, such as

showing interest in the toilet, communicating toileting needs, helping with clothing, and beginning to recognize when they need to go.

Children who are learning to use the toilet will remain in pull-ups until they have demonstrated consistent success at daycare, including remaining accident-free and successfully using the toilet for bowel movements. Because daycare is a busy environment with many children to supervise, I am unable to provide one-on-one potty training or take children to the bathroom at frequent timed intervals throughout the day. Additional expectations and procedures regarding potty training are outlined in the Toilet Training Agreement.

MEALS & SNACKS

Cribs to Crayons Childcare participates in the Child and Adult Care Food Program (CACFP). Children are provided breakfast, lunch, and snacks each day that meet CACFP nutrition guidelines. Because meals and snacks are provided by the program, food, drinks, and candy from home are not permitted unless specifically approved for a documented dietary need. Mealtime at Cribs to Crayons is about more than food. It is an opportunity for children to develop independence, practice social skills, and learn appropriate table manners. Children are encouraged to use polite language, participate in conversation, remain seated during meals, and show respect for others at the table.

Children are encouraged, but never forced, to try new foods. I believe mealtimes should be positive and stress-free. Children are not required to clean their plates, and food will never be used as a reward or punishment. If a child chooses not to eat, they will have another opportunity to eat at the next scheduled meal or snack. I encourage children to be respectful of the foods served and the preferences of others. At Cribs to Crayons, I don't "yuck someone else's yum."

Food Allergies & Dietary Needs

Parents are responsible for informing Cribs to Crayons Childcare of any food allergies or medically necessary dietary restrictions and for keeping that information updated. Additional documentation from a healthcare provider may be required when appropriate. I will make reasonable accommodations whenever possible to support children with food allergies or medically necessary dietary restrictions. In some cases, families may be required to provide substitute foods if an appropriate alternative cannot be provided by the program.

The safety of all children is the highest priority. Foods that pose a significant allergy risk may be restricted or removed from the menu when necessary. Food preferences, picky eating, or family food choices that are not medically necessary may not be accommodated.

BREASTFEEDING AND INFANT FEEDING

Cribs to Crayons Childcare supports both breastfeeding and formula-feeding families. Parents are welcome to provide expressed breast milk or formula for their infant, and all bottles must be clearly labeled with the child's name. Infants are fed on demand based on their individual hunger and fullness cues rather than a rigid feeding schedule. Hunger cues, sleep patterns, and nutritional needs vary from child to child, and I base feeding decisions on the needs of the infant rather than adult convenience. Likewise, I will not encourage infants to finish bottles if they are showing signs of fullness.

Solid foods will only be introduced after they have first been offered at home. Foods with a higher risk of allergic reaction, such as eggs, should be introduced by the family before being served at daycare. In accordance with current best practices, I do not offer solid foods to infants under six months of age while in

care. When developmentally appropriate, I encourage baby-led weaning as a way to support independence, self-regulation, and positive lifelong eating habits.

HOLIDAYS AND CELEBRATIONS

Cribs to Crayons Childcare recognizes birthdays, holidays, and other special occasions throughout the year in simple, age-appropriate ways. Celebrations may include books, crafts, special snacks, games, stories, decorations, or other activities related to the occasion. Birthday celebrations are welcome. Families who wish to provide a birthday treat may do so with prior approval. Treats must be individually portioned and enough for all children present.

Families are welcome to share traditions, customs, or special celebrations that are meaningful to them. Participation in holiday-related activities is always optional, and I will make reasonable accommodations when requested by a family. Our goal is not to create elaborate parties, but to provide children with opportunities to celebrate special occasions, create memories, and enjoy time with their friends.

PARENTAL RESPONSIBILITIES

The best relationships between families and providers are built on honesty, mutual respect, and open communication. By working together as partners, I believe we can provide the best possible experience for your child.

COMMUNICATION

Parents are responsible for keeping me informed about anything that may affect their child's day, including illness, poor sleep, changes at home, medications, behavioral concerns, or other significant events. Likewise, I will communicate important information about your child's day through daily conversations, Brightwheel, phone calls, or text messages as appropriate. Questions or concerns should be discussed as soon as they arise. Open, respectful communication allows us to work together to resolve concerns before they become larger issues.

FAMILY PARTNERSHIP

Parents are responsible for following the policies outlined in this handbook, including those related to attendance, health, tuition, supplies, and pickup procedures. Timely tuition payments, keeping children home when they are ill, and providing required supplies help ensure the program operates smoothly for everyone.

PARENT CONFERENCES & FEEDBACK

Parent conferences are offered quarterly and provide an opportunity to discuss your child's development, progress, and any questions or concerns. Participation is encouraged but optional. As part of maintaining my Star 4 Rising Stars rating, families will also be asked to complete an annual parent survey. Your honest feedback is appreciated and helps support continuous quality improvement within the program.

ENROLLMENT & BUSINESS POLICIES

OPERATING INFORMATION

Cribs to Crayons Childcare is a state-licensed family child care home serving children from infancy through school age. The program operates Monday through Friday from 7:00 AM to 5:15 PM. As a solo provider, I personally provide all care, plan daily activities, prepare meals, communicate with families, and manage all aspects of the program. One of the benefits of a family child care program is that your child will see the same familiar provider every day, allowing strong relationships and continuity of care to develop over time.

Because I am the only provider, the daycare will close during scheduled vacations, holidays, required training, and in the event of illness or emergencies that prevent me from safely providing care. An annual calendar listing all planned closures is provided to families each year so they can arrange backup care in advance. Weather-related closures are uncommon because the daycare operates from my home. Families should use their own judgment when deciding whether travel is safe during severe weather. If I determine that weather or another emergency makes it unsafe to operate, families will be notified as soon as possible.

When I am ill, I follow the same illness policy that applies to the children in my care. Minor illnesses such as seasonal allergies, a common cold, or similar symptoms may not require the daycare to close. Families will be notified if I am ill and may choose whether to attend that day. If an illness prevents me from safely caring for children, the daycare will close until I am able to reopen.

CARE OPTIONS

Cribs to Crayons Childcare offers several care options to meet the needs of local families. All enrollment options are subject to available space and licensing ratios.

- **Full-Time Care** – Monday through Friday care for children enrolled on a regular weekly schedule.
- **Part-Time Care** – Limited part-time enrollment based on program availability.
- **Drop-In Care** – Available on an as-needed basis when space permits.
- **Date Night Care** – Offered by appointment and subject to availability.

Additional information regarding tuition, enrollment, and scheduling can be found in the sections that follow.

CURRENT RATES

The following tuition rates are effective from **July 2024 through July 2027**.

Care Option	Tuition Rate	Care Option	Tuition Rate
Infant (6 weeks–12 months)	\$210 / week	School-Age (School Year)	\$127 / week
Toddler (12–35 months)	\$200 / week	School-Age (Full-Time Summer)	\$170 / week
Preschool (3–5 years)	\$190 / week	Drop In & Date Night Care	\$50 / day / child

No sibling discounts are offered. Each child occupies an enrollment space and receives the same high-quality care, supervision, meals, activities, and individual attention regardless of family size. Families participating in the Child Care Affordability Program (CCAP) are responsible only for their assigned weekly parent fee, as determined by the program.

PAYMENTS

Tuition reserves your child's enrollment space, not simply the days they attend. Your weekly tuition guarantees that a space is available for your child each week, regardless of attendance due to illness, vacations, holidays, family schedule changes, or other absences. Likewise, tuition remains due during provider vacations, holidays, and other scheduled closures.

Tuition is due no later than the Friday before the upcoming week of care. All tuition payments must be made through Brightwheel, and families are required to enroll in AutoPay before care begins. Using AutoPay helps ensure payments are made on time and eliminates the need to remember weekly payments. Families are encouraged to link a bank account (ACH), which does not incur processing fees. Credit card payments remain available but may include additional processing fees charged by Brightwheel.

If tuition is not successfully processed by the due date, late payment fees will begin accruing immediately. A reminder will be sent through Brightwheel after the late fee has been assessed. Children may not attend care while an account has an outstanding balance, and late fees will continue to accrue until the account is paid in full. Timely tuition payments allow Cribs to Crayons Childcare to continue providing high-quality care, maintain program operations, and ensure your child's enrollment space remains available.

LATE PAYMENT CHARGES

Tuition not received by 5:15 PM on Friday is considered late. A late payment fee of \$20 per calendar day will be added to the account beginning immediately after the payment deadline and will continue to accrue each calendar day until the outstanding balance has been paid in full. Families will receive a reminder through Brightwheel after the late fee has been assessed. Children may not attend care while an account has an outstanding balance. Late payment fees encourage timely payment and help ensure the financial stability of my program. Repeated late payments may result in the termination of childcare services.

RATE REVIEWS

Tuition rates are reviewed periodically and may be adjusted to reflect changes in operating costs, inflation, minimum wage, market conditions, or program improvements. Families will receive a minimum of 30 days' written notice before any tuition change takes effect.

DROP-OFF PROCEDURES

A successful day begins with a positive drop-off. Children thrive when goodbyes are calm, confident, and consistent. After signing your child in and helping them settle in, a hug, kiss, reassurance that you'll be back later, and a prompt goodbye are often the best way to help them transition into their day. While some children may be upset for a moment, they typically settle quickly once the routine begins.

Parents are welcome to come inside during drop-off. Please take a moment to let me know about anything that may affect your child's day, such as poor sleep, changes in routine, medications, or other circumstances that may affect your child's mood or behavior. Attendance decisions related to illness should follow the Health & Illness Policy found later in this handbook.

Children should arrive at their scheduled time whenever possible. Families planning to arrive later than expected should notify me in advance whenever possible. Because we regularly leave the daycare for walks, outdoor activities, errands, or field trips, children arriving without prior notice may need to wait until the group returns.

PICK-UP PROCEDURES

Pick-up is an opportunity to briefly discuss your child's day and share any important information, including behavior, supplies needed for the following day, upcoming reminders, or other items that may be helpful for your family. Parents are responsible for signing their child out through Brightwheel at the time of pick-up. Once a child has been signed out and released to their parent or authorized adult, responsibility for the child's supervision transfers to that adult. Children will only be released to a parent or an individual listed on the child's approved pick-up authorization form. If someone other than a parent is picking up your child, please notify me in advance. Individuals whom I have not previously met will be required to present a valid photo ID before your child is released.

LATE PICK-UP POLICY

The daycare closes promptly at 5:15 PM. Children must be picked up and leaving the property by the scheduled closing time. Arriving in the driveway at 5:15 PM does not constitute an on-time pick-up. Late pick-ups affect my family time and personal commitments after providing care throughout the day. If you

anticipate being late, please notify me as soon as possible. Advance notice is expected whenever circumstances prevent you from arriving on time.

Late pick-up fees begin immediately after 5:15 PM and will be assessed according to the current fee schedule. If a child has not been picked up by closing time, I will contact the parents. If I have not received a response within approximately 15 minutes, I will begin contacting the individuals listed on the child's emergency contact form. If no authorized adult can be reached, I will follow applicable licensing requirements for an unclaimed child. Repeated late pick-ups may result in termination of childcare services.

ENROLLMENT PROCESS

After reviewing this handbook and participating in a virtual interview, families who are offered enrollment will receive an invitation to complete the enrollment process through Brightwheel. Before your child's first day of care, all required enrollment forms must be completed, the enrollment contract must be signed, and the first week's tuition must be paid. A childcare space is not considered reserved until all required paperwork and payment have been received. Families who do not complete the enrollment process or maintain communication may forfeit their opportunity to enroll, and the opening may be offered to another family.

CHANGES TO ENROLLMENT INFORMATION

Parents are responsible for keeping their child's enrollment information accurate and up to date. This includes contact information, emergency contacts, authorized pick-up individuals, medical information, health insurance, and any other information that may affect your child's care. Changes should be reported within a reasonable timeframe so records remain accurate in the event of an emergency. Any court orders affecting custody or the release of a child must be provided in writing. Without legal documentation, both parents will be treated equally regarding access to their child and enrollment information.

HOLDING AN OPENING

Because childcare openings are limited, families sometimes wish to reserve a future enrollment before they are ready to begin care. Holding a space means that I am committing that opening to your family and declining other enrollment opportunities during that time. Openings are offered on a first-come, first-served basis and cannot be reserved without a signed holding agreement and payment of the applicable holding fee.

Holding fees are equal to 50% of the normal weekly tuition fee and will be billed weekly through Brightwheel. Once a space has been reserved, it will not be offered to another family during the agreed-upon holding period. Holding fees compensate my program for keeping that enrollment space unavailable to others and are nonrefundable. Holding fees are separate from tuition and are not applied toward future childcare payments.

WITHDRAWAL & TERMINATION

My goal is to build long-term relationships with the families I serve. Most concerns can be resolved through honest communication, mutual respect, and a willingness to work together. For that reason, termination of childcare services is always considered a last resort. Parents are encouraged to provide at least two weeks' written notice when withdrawing their child from the program. Tuition remains due during the notice period, regardless of attendance.

I reserve the right to terminate care immediately or with notice when continued enrollment is no longer in the best interest of the child, the other children in care, me, or the program. Reasons for termination may include, but are not limited to:

- Failure to pay tuition or fees.

- Repeated failure to follow handbook policies.
- Dishonesty or a breakdown in communication.
- Disrespectful, threatening, or abusive behavior toward me.
- Behavior that poses a serious safety risk to the child, other children, or me.
- A child whose needs cannot be safely or appropriately met within the family child care setting despite reasonable efforts to support their success.

Whenever possible, concerns will be discussed with families before termination becomes necessary. However, situations involving safety or other serious concerns may result in immediate termination without notice.

HEALTH AND ILLNESS POLICY

The health and well-being of every child in my care is a top priority. Because illnesses spread quickly in a group childcare setting, children should attend daycare only when they are well enough to comfortably participate in normal daily activities and are not likely to spread illness to others. Please keep your child home if they have symptoms that prevent them from participating in the day's routine or if they meet the exclusion criteria outlined in this handbook. If you are ever unsure whether your child should attend, I encourage you to contact me before arriving so we can discuss the situation together. Current immunization records are required for enrollment and must be kept up to date. Maine childcare rules allow only medical exemptions as permitted by law.

WHEN YOUR CHILD MAY ATTEND

Children with minor illnesses or injuries are welcome to attend daycare when they are able to comfortably participate in normal daily activities and do not pose a risk to the health and safety of the other children or me.

Examples of symptoms or conditions that do not automatically require exclusion from care include:

- Mild runny nose
- Mild cough that does not interfere with normal activities
- A temperature below 100°F without the use of fever-reducing medication
- Seasonal allergies
- Minor injuries that do not prevent participation
- Ear infections after treatment has begun, provided the child is otherwise feeling well

If you are unsure whether your child should attend, please contact me before arrival so we can discuss your child's symptoms together.

WHEN YOUR CHILD SHOULD STAY HOME

Please keep your child home if they are ill, have symptoms of a contagious illness, or are unable to comfortably participate in the normal daycare routine. If you are unsure whether your child should attend, please contact me before arrival to discuss your child's symptoms.

Children must remain home if they:

- Have a temperature of 100°F or higher.
- Have vomited or had diarrhea within the previous 24 hours.
- Require medication to reduce a fever or mask symptoms in order to attend daycare.
- Have symptoms consistent with a contagious illness, including suspected contagious conjunctivitis (pink eye).

- Have live head lice or nits (eggs). Children may return after appropriate treatment and confirmation that no live lice or nits remain.
- Have excessive nasal drainage or coughing that cannot be reasonably managed in a group childcare setting.
- Have difficulty breathing or are experiencing respiratory distress.
- Have mouth sores accompanied by excessive drooling or are unable to comfortably eat or drink.
- Have an unexplained rash accompanied by a fever, behavioral changes, or other signs of illness.
- Are unable to comfortably participate in normal daily activities or require continuous one-on-one care due to illness.
- Have a condition that prevents the group from safely participating in normal daily activities, including outdoor play and rest time.

If your child becomes ill during the day but does not meet the exclusion criteria listed above, I will contact you to let you know how they are feeling. Together, we can decide whether an early pick-up would be in your child's best interest.

Illnesses and symptoms do not always fit neatly into a checklist. When there is uncertainty, I reserve the right to make the final decision regarding attendance based on your child's symptoms, their ability to participate, and the health and safety of the children and adults in my care.

DOSE AND DROP PROHIBITION

Administering fever-reducing or symptom-masking medication to a child before daycare in order to conceal illness or allow them to attend is commonly known as "dose and drop." This practice places other children, families, and me at unnecessary risk of illness and is strictly prohibited. Children who require medication to reduce a fever or mask symptoms are not well enough to attend daycare and should remain home according to the illness policy outlined in this handbook. Knowingly bringing a child to daycare after administering medication to conceal symptoms may result in immediate termination of childcare services.

WHEN CAN MY CHILD RETURN TO DAYCARE?

Returning to daycare is not based only on the calendar. A child may return when they no longer meet the exclusion criteria in this handbook, are well enough to comfortably participate in the normal daycare routine, and are not likely to spread illness to others.

In general:

- Children with a fever may return after they have been fever-free for 24 hours without the use of fever-reducing medication.
- Children who have vomited or had diarrhea may return after they have been symptom-free for 24 hours.
- Children with head lice may return after appropriate treatment and once I have confirmed that no live lice or nits remain.
- Children diagnosed with illnesses requiring treatment, such as strep throat, may return after meeting current public health recommendations and once they are well enough to participate.
- Children with other contagious illnesses, including respiratory illnesses, may return when they meet current public health guidance, no longer meet the exclusion criteria in this handbook, and are able to fully participate in the daycare routine.

A healthcare provider's note may be requested in certain situations; however, a doctor's note does not automatically override this illness policy. A child who has been medically cleared may still need to remain home if they are not well enough to participate in group care or if their symptoms cannot be safely managed in this setting.

The final decision regarding attendance rests with me based on the child's symptoms, ability to participate, and the health and safety of the children and adults in my care.

MEDICATION ADMINISTRATION

Whenever possible, medications should be administered at home. Medication will only be administered at daycare when the prescribed dosage schedule cannot reasonably be adjusted to allow administration outside of childcare hours. Medication at daycare is intended to support a child's normal participation in the program, not to conceal illness or allow a sick child to remain in care. The first dose of any new medication should always be given at home so parents can monitor for possible allergic reactions or side effects. I store medications securely in a locked location that is inaccessible to children.

Parents must provide all medications in their original container with the original pharmacy or manufacturer's label intact. Prescription labels must include the child's name, medication name, dosage instructions, and expiration date. All required medication authorization forms must also be completed before medication can be administered.

Helpful Tip: Ask your pharmacist if they can provide a second labeled prescription bottle. Many pharmacies will do this at no additional charge, allowing you to keep one bottle at home and one at Cribs to Crayons Childcare.

INJURIES, EMERGENCIES & SAFETY

MINOR INJURIES

Children learn by moving, exploring, climbing, running, and trying new things. While every reasonable precaution is taken to provide a safe environment, minor bumps, scrapes, and bruises are a normal part of childhood and cannot always be prevented. My goal is not to prevent every scrape and bruise, but to teach children how to take age-appropriate risks, build confidence, and manage their emotions when minor injuries occur. Minor injuries are those that can be treated with basic first aid and do not require professional medical treatment or prevent a child from returning to normal activities.

When a minor injury occurs, I will provide prompt comfort and appropriate first aid based on my training in Adult, Child, and Infant First Aid & CPR. Minor cuts and scrapes will be cleaned and bandaged as needed. Sometimes reassurance, a hug, or even a "boo-boo kiss" is all a child needs before happily returning to play. Open communication with families is an important part of my program. An Incident Report will be completed whenever an injury requires first aid or results in a visible mark, bump, bruise, or other physical injury. Parents will receive a copy of the report through Brightwheel. Head injuries that do not result in a visible bump or other signs of injury will be discussed at pick-up so families can continue to observe their child at home. If at any time an injury appears more serious than initially believed or a child's condition changes, parents will be contacted promptly and the appropriate medical care will be sought.

SERIOUS INJURIES

Although serious injuries are rare, families deserve to know exactly how they will be handled should one occur. If I believe a child has sustained a serious injury, my focus immediately shifts from routine care to ensuring the child's safety, obtaining appropriate medical attention, and keeping the family informed throughout the process. A serious injury is any injury or medical condition requiring emergency medical evaluation or treatment beyond routine first aid. Examples include, but are not limited to, suspected broken bones, deep cuts requiring stitches, significant head injuries, eye injuries, knocked-out permanent teeth, seizures, serious allergic reactions, or any injury requiring transportation to a hospital.

If I believe a child requires emergency medical attention, Emergency Medical Services (911) will be contacted immediately. Parents or legal guardians will be notified as soon as possible after emergency services have been contacted. Not every significant injury requires ambulance transportation. When appropriate, parents may be asked to transport their child for prompt medical evaluation. If emergency transportation is necessary, Emergency Medical Services will determine the safest method of transport. A Serious Injury Report will be completed and provided to the child's parent or legal guardian. Serious injuries will also be reported to Maine Child Care Licensing as required by state regulations.

MEDICAL EMERGENCIES

Medical emergencies are unpredictable, but preparation is one of the most important ways to protect children when they occur. Cribs to Crayons Childcare maintains current emergency contact information, written emergency care plans when required, and provider certification in Adult, Child, and Infant First Aid & CPR to ensure children receive prompt and appropriate care until emergency medical professionals arrive.

If I believe a child is experiencing a medical emergency, Emergency Medical Services (911) will be contacted immediately. Once emergency services have been notified, I will contact the child's parent or legal guardian as soon as possible. If a parent cannot be reached promptly, I will contact the child's authorized emergency contacts.

Children with diagnosed medical conditions such as severe allergies, asthma, diabetes, seizure disorders, or other conditions requiring emergency intervention must have a current Emergency Care Plan on file. Families are responsible for providing all required emergency medications and ensuring they remain current. Emergency medications will be administered according to the child's written care plan, my training, and applicable licensing regulations.

As a family childcare provider, I must also ensure the safety of the other children in my care during an emergency. Whenever possible, parents or another authorized adult should plan to meet Emergency Medical Services at the hospital. Additional emergency response procedures are outlined in my written Emergency Preparedness Plan. Parents are responsible for maintaining current emergency contact information, notifying me of any changes to their child's medical needs, and providing updated emergency medications and care plans as needed.

Cribs to Crayons Childcare maintains a comprehensive Emergency Preparedness Plan that addresses fire, evacuation, shelter-in-place, lockdown, reunification, and other emergency situations. While the plan is maintained separately from this handbook, emergency drills are conducted as required by licensing, and families will be notified if an emergency affects the program. Families may ask to review the non-confidential portions of the plan, including evacuation/reunification information.

SMOKING, ALCOHOL & PROHIBITED SUBSTANCES

Cribs to Crayons Childcare is a substance-free environment. Smoking, vaping, marijuana, alcohol, and the use of any illegal or impairing substances are prohibited anywhere on the property at 100 Station Road, including inside personal vehicles, at all times. The safety of the children in my care will always take priority over everything.

If an individual arrives to pick up a child and appears to be impaired by alcohol, marijuana, illegal drugs, or any other substance that may affect their ability to safely care for the child, I will not knowingly release the child to that individual. I will make every reasonable effort to contact another parent or an authorized emergency contact to arrange for safe transportation home. If an impaired individual refuses these

arrangements and chooses to leave with the child, law enforcement will be contacted immediately. If a child remains in care beyond their scheduled pick-up time while waiting for a sober, authorized adult to arrive, all applicable late pick-up fees will continue to accrue in accordance with the Late Pick-Up Policy.

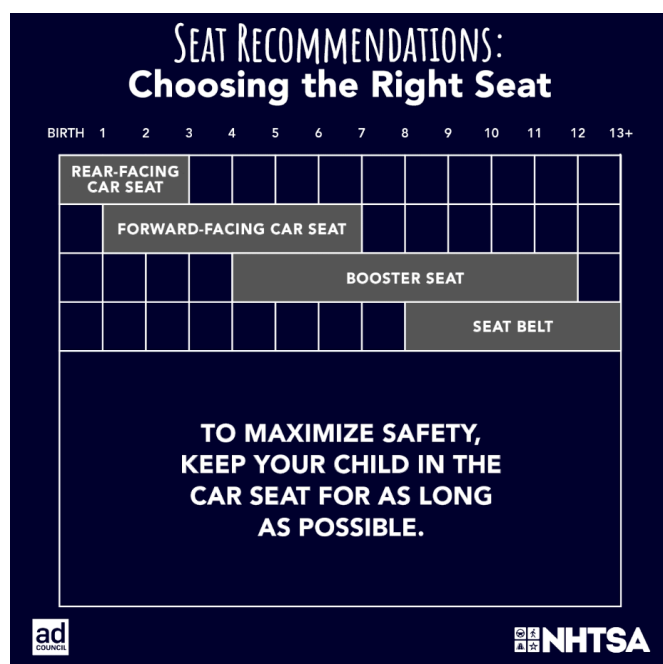
TRANSPORTATION

Children learn best through meaningful, real-life experiences. While much of their learning takes place at Cribbs to Crayons Childcare, some valuable lessons happen beyond the daycare walls. Whether we're taking a neighborhood walk, visiting a local park, attending one of my children's school events, completing a community errand, or enjoying a special field trip, each outing gives children opportunities to observe their community, practice appropriate behavior in public, build social skills, and connect everyday experiences to what they are learning.

As a family childcare provider, there are also times when I need to complete necessary errands during business hours. Rather than closing the daycare and inconveniencing families, children may accompany me on these outings when appropriate. Everyday experiences like grocery shopping, mailing a package, or attending a school assembly become opportunities for conversation, observation, and learning while allowing me to remain available to the families I serve.

Whenever children leave the daycare property, their safety remains my highest priority. Transportation is provided using my personal vehicle, which is properly insured, regularly maintained, and operated by a licensed driver. I complete Maine-approved transportation safety training as required by licensing regulations and follow all applicable child passenger safety laws. Children are always transported using the child restraint system appropriate for their age, height, weight, and developmental needs. Families provide infant car seats, while I provide age-appropriate harnessed car seats and booster seats for older children.

Although transportation emergencies are rare, I am prepared to respond appropriately should one occur. My first priority will always be the safety of the children. If necessary, I will contact emergency services, arrange appropriate assistance, and keep families informed of the situation and the plan for returning safely. Additional transportation emergency procedures are outlined in my written Emergency Preparedness Plan. Parents are responsible for maintaining current transportation permissions and emergency contact information and for communicating any changes that may affect their child's safety while being transported.



WATER SAFETY

Water play is an important part of childhood and a favorite activity at Cribs to Crayons Childcare during the warmer months. Beyond simply being fun, water activities encourage sensory exploration, creativity, cooperation, scientific discovery, and active play while helping children stay cool and comfortable. Whether children are splashing at the water table, running through a sprinkler, enjoying a slip 'n slide, or playing water games together, these experiences provide meaningful opportunities for learning through play.

Because water presents unique safety risks, all water activities are carefully planned and actively supervised. Standing water is never left unattended, water tables are emptied after each day's use, and equipment is cleaned regularly to maintain a safe and sanitary environment. Children are expected to respect one another's boundaries during water play. Dunking is never permitted, and children may not spray others with water guns or throw water balloons at anyone who does not wish to participate.

Children should arrive prepared for water play by wearing a bathing suit or clothing that can safely get wet and by bringing a complete change of dry clothes. Water play is an active, messy part of our curriculum, and children should expect to come home wet, dirty, and happy.

5-2-1-0 HEALTHY HABITS

Healthy habits are built one day at a time through everyday experiences. At Cribs to Crayons Childcare, children don't just learn about healthy living—they practice it. Nutritious meals, active outdoor play, limited screen time, and healthy daily routines are naturally woven into my program because I believe the habits children develop in early childhood lay the foundation for a lifetime of health and well-being. I proudly participate in the 5-2-1-0 Let's Go! initiative and am committed to creating an environment that supports healthy choices for every child.

My program promotes:

- 5 or more servings of fruits and vegetables each day by offering nutritious meals and snacks that meet or exceed CACFP guidelines.
- 2 or fewer hours of recreational screen time each day by emphasizing hands-on learning, imaginative play, outdoor exploration, and real-world experiences.
- 1 or more hours of active play each day through outdoor play, movement activities, music and movement, neighborhood adventures, and opportunities to develop gross motor skills.
- 0 sugar-sweetened beverages by serving water throughout the day and milk with meals as required by CACFP.

These healthy habits are supported throughout every aspect of my program. Children are encouraged to try new foods, develop positive relationships with healthy eating, spend time outdoors in every season, participate in active play each day, and build lifelong habits that support their physical, social, and emotional well-being.

Additional information about how these practices are implemented can be found throughout this handbook in the sections on Meals & Snacks, Outdoor Play, Farm to Early Care and Education (Farm to ECE), and Behavior Guidance.

FARM TO EARLY CARE AND EDUCATION (FARM TO ECE)

At Cribs to Crayons Childcare, some of our most meaningful learning happens in the garden. Gardening teaches children far more than how food grows. It encourages patience, responsibility, curiosity, healthy eating, problem-solving, and an appreciation for the natural world. Children who help grow food are often more willing to taste new fruits and vegetables, develop a greater respect for nature, and gain confidence as they care for living things.

My garden is an important part of my spring, summer, and fall curriculum. Children have opportunities to observe the changing seasons, plant seeds, water plants, harvest fruits and vegetables, investigate insects and pollinators, and learn where food comes from. Participation is always encouraged but never required. Children are free to engage at their own comfort level and interests.

Whenever possible, produce grown in my garden is incorporated into meals and snacks or enjoyed fresh while we're outside. Fresh cherry tomatoes, blueberries, apples, herbs, and other seasonal produce are often picked and tasted right from the garden. When available, extra produce may also be sent home with families to enjoy.

Families are always welcome to participate in my gardening efforts. Whether helping weed a garden bed, donating plants or supplies, sharing gardening knowledge, or simply celebrating a successful harvest, family involvement helps children see gardening as a meaningful part of everyday life and strengthens the connection between home, childcare, and our community.

Children should arrive dressed for outdoor play and gardening. Digging in the soil, watering plants, harvesting vegetables, and getting muddy are all part of the experience. Closed-toe shoes and clothing that can safely get dirty are encouraged on gardening days.

BEHAVIOR GUIDANCE & DISCIPLINE

At Cribs to Crayons Childcare, I believe children are not born knowing how to share, solve problems, regulate their emotions, or make good choices. These are life skills that are learned through patient guidance, consistent expectations, and everyday practice. My goal is not simply to stop unwanted behaviors, but to help children develop the self-control, respect, kindness, independence, and responsibility they will carry with them throughout life.

Behavior is viewed as an opportunity to teach. Every behavior communicates something, whether it is frustration, excitement, fatigue, or a skill that is still developing. While I strive to understand the reason behind a child's behavior, understanding it does not mean accepting behavior that is unsafe, hurtful, or disrespectful. Children are taught appropriate ways to express their feelings, solve problems, and repair mistakes when they occur.

Children are always treated with dignity and respect. Physical punishment, humiliation, yelling, intimidation, ridicule, shaming, threats, bullying, or the withholding of basic needs are never used as forms of discipline. Likewise, food, treats, prizes, toys, outdoor play, physical activity, rest time, or other routine parts of the day are never withheld as punishment. Food is never used as a reward for behavior.

HOW WE TEACH POSITIVE BEHAVIOR

Every child is unique, and guidance is individualized based on each child's age, development, temperament, and abilities. Rather than relying on punishment, I focus on teaching children the skills they need to make better choices in the future through consistent guidance, encouragement, and practice.

Building Communication Skills

Children are given opportunities every day to learn and practice important life skills, including:

- Communicating their thoughts and feelings using words.
- Solving problems peacefully.
- Sharing, taking turns, and cooperating with others.
- Making safe and respectful choices.
- Taking responsibility for their actions.
- Repairing mistakes and making things right.
- Recognizing and managing big emotions in healthy ways.

Developing Independence

Children are encouraged to build confidence and independence by:

- Trying new things.
- Making age-appropriate choices.
- Solving simple problems before asking an adult to solve them.
- Helping care for their classroom and belongings.
- Showing kindness, empathy, and respect toward others.

Learning Through Guidance

Depending on the situation, guidance may include:

- Modeling respectful behavior and appropriate social skills.
- Redirection to a more appropriate activity.
- Offering limited choices when appropriate.
- Helping children problem-solve independently.
- Natural and logical consequences that are directly related to the child's actions.
- Providing time, support, and space for children to calm their bodies before returning to play.

EVERYDAY EXPECTATIONS

As children learn and practice these important life skills, they are also expected to follow simple everyday expectations that help keep our program safe, respectful, and enjoyable for everyone. These expectations are introduced in developmentally appropriate ways and reinforced consistently through positive guidance and daily routines.

We Keep Ourselves Safe

- We use walking feet indoors and save running for outside.
- We sit while eating and drinking to help prevent choking and spills.
- We follow adult directions to help keep everyone safe.
- We use toys, materials, and equipment safely and for their intended purpose.

We Respect Others

- We use kind words and gentle voices.
- We keep our hands, feet, and bodies to ourselves.
- We respect each other's feelings, personal space, and belongings.
- We practice taking turns, sharing, and including others in play whenever possible.
- We solve problems by using words and asking for help when needed.

We Respect Our Environment

- We help clean up after ourselves before moving on to another activity.
- We treat toys, books, learning materials, plants, animals, and our environment with care.
- We take pride in helping keep our daycare clean, organized, and welcoming for everyone.

We Take Responsibility

- We tell the truth, even when it is difficult.
- We clean up our own messes.
- We help fix mistakes when we make them.
- We take care of our belongings and the things we borrow from others.

RESOLVING CONFLICT

Conflict is a normal part of childhood and provides valuable opportunities to learn important social skills. When disagreements occur, I help children understand the problem, practice appropriate solutions, and work toward resolving the conflict together. Children are encouraged to listen to one another, take turns, compromise when appropriate, and think about how their choices affect others. If necessary, children may be redirected to different activities or play areas until they are ready to play safely together again.

Rather than requiring automatic apologies, children are encouraged to think about how their actions affected others and how they can make the situation better. Sometimes that may include saying, "I'm sorry," while other times it may involve helping rebuild a block tower, replacing a damaged item, offering a hug, drawing a picture, or another meaningful act agreed upon by the children involved. Learning how to repair relationships is more meaningful than simply repeating words that may not yet have genuine understanding behind them.

PARTNERING WITH FAMILIES

Families are valued partners in supporting children's social and emotional development. Most age-appropriate behaviors are handled as part of the normal daycare routine. If ongoing behavioral concerns develop, I will communicate with families early so we can work together to identify consistent strategies at both home and daycare. When appropriate, behavior concerns and interventions will be documented to monitor progress and guide future decisions.

WHEN ADDITIONAL SUPPORT IS NEEDED

Every reasonable effort will be made to help each child succeed within the program. However, there may be times when Cribs to Crayons Childcare is no longer the best setting to safely or effectively meet a child's needs. If a child's behavior places themselves or others at risk, causes significant disruption to the program, or continues despite consistent guidance, family collaboration, and appropriate interventions, care may be terminated in accordance with the Withdrawal & Termination Policy. Parents or legal guardians are financially responsible for repairing or replacing property intentionally damaged by their child beyond normal wear and tear.

CHILD ABUSE, NEGLECT & MANDATORY REPORTING

Every child deserves to feel safe, loved, and protected. Creating a safe environment means more than preventing injuries within the daycare—it also means recognizing when a child may need additional protection. As a licensed family child care provider, the safety and well-being of every child in my care will always be my highest priority.

Under Maine law, I am a mandated reporter. If I have reasonable suspicion that a child has been abused or neglected, I am legally required to make a report to the appropriate authorities. My responsibility is to report concerns—not to investigate or determine whether abuse has occurred.

Reports of suspected abuse or neglect are confidential and are handled in accordance with Maine law. Depending on the circumstances, families may not be notified before or immediately after a report is made if doing so could interfere with an investigation or place a child at greater risk.

In addition to mandated reporting requirements, I report serious injuries, deaths, and other incidents to Maine Child Care Licensing and Investigation Services as required by state regulations. Additional information regarding serious injuries can be found in the Serious Injuries section of this handbook.

CONFIDENTIALITY

At Cribs to Crayons Childcare, every family deserves to have their privacy respected. Families often share personal information with me so I can provide the best possible care for their child. That trust is important, and I am committed to treating all personal information with professionalism, discretion, and respect. Every family should be able to trust that the same respect shown to other families will also be shown to them.

Information about children and families is shared only with the child's parent or legal guardian, when required by law, or with written parental authorization. While I may notify families when a communicable illness has been identified in the program or when there is information that affects the health and safety of the group, I will not share another family's personal, medical, financial, or private circumstances.

Parents and legal guardians are welcome to review their own child's records at any time by requesting access. Information relating to other children or families will not be shared. Photos and daily updates are shared securely through Brightwheel in accordance with each family's signed Photo & Media Release. Children will never be identified publicly or have their photographs shared outside the permissions granted by their parent or legal guardian. As a courtesy to all families, parents are asked not to post photographs or videos containing children other than their own on social media or other public platforms without the permission of the other child's parent or legal guardian.

HANDBOOK REVISIONS

Cribs to Crayons Childcare is committed to continually improving the quality of the program and maintaining policies that reflect current best practices, licensing regulations, and the evolving needs of the children and families I serve. For that reason, this Parent Handbook is reviewed periodically and updated whenever improvements or changes are needed.

When significant revisions are made, families will receive an updated copy of the handbook through Brightwheel and will be asked to acknowledge that they have received and reviewed the revised policies. Minor administrative changes that do not affect program policies or family responsibilities may be made without requiring a new acknowledgment.

CONTRACT & POLICY AWARENESS SIGNATURE FORM

By signing below, I acknowledge that I have completed and submitted the required enrollment forms for my child(ren) and that the information provided is accurate and complete to the best of my knowledge. I understand that these records will be maintained by Cribs to Crayons Childcare in accordance with Maine child care licensing requirements.

Forms Completed:

- Enrollment Agreement (Contract)
- Registration Form
- Emergency Contacts & Authorized Pick-Up Persons Form
- Emergency Medical Treatment Authorization Form
- Child & Family Personal History Form
- Toilet Learning Agreement (as needed)
- Photo & Privacy Permission Agreement
- Medication & Topical Care Permission Form
- Transportation Permission Agreement
- Outdoor Play & High-Risk Equipment Permission Agreement

PARENT HANDBOOK & REQUIRED LICENSING INFORMATION

I acknowledge that I have received access to the Cribs to Crayons Childcare Parent Handbook. I understand that the handbook contains the policies and information required by Maine child care licensing, including, but not limited to:

- Child guidance practices
- Suspension and expulsion policies
- Health and illness policies
- Emergency preparedness procedures
- Release of children
- Mandated reporting requirements
- Serious injury and child death reporting procedures
- Other policies governing my child's care while enrolled

PARENT ACKNOWLEDGMENT

By signing below, I certify that:

- The information I have provided is accurate and complete.
- I have received or completed the required enrollment documents.
- I have received access to the Parent Handbook.
- I understand that I am responsible for following the policies and procedures of Cribs to Crayons Childcare.

PARENT / GUARDIAN

DATE