

# Under the Willow Tree

## A Creative Preschool

2022 - 2023

*Lara Cannon 2010*

## Overview

Under the Willow Tree is an educational program for children ages three to five years old. It is open to a class size of 16 students and meets Monday through Thursday, from 8:00 a.m. to 11:00 a.m. The creative preschool program implements a child-centered approach using small-group and hands-on activities to provide students with a diverse learning environment. Our teachers give instruction and guidance to children in ways that foster imagination, creativity, and critical thinking. The educational program uses a variety of teaching tools and resources that engage all the senses and give students the opportunity to learn at their own pace.



# Preschool Schedule and Rates for the 2021/2022 School Year



**Days and Hours:**

Monday – Thursday

8:00 a.m. – 11:00 a.m.

Program aligns with the MSAD#1 School Year Calendar

\*The first day of school is scheduled for **September 6, 2022.**

\*Preschool will be closed on any days that MSAD#1 is closed due to vacation weeks, in-service, delayed start, or weather, i.e. “snow days.”

\*The last day of school is estimated to be **June 8, 2023.**

An Under the Willow Tree Calendar is included in this Family Handbook.

**Rates:**

\$85.00 a week

(There is no charge for vacation weeks.)

A \$340 deposit is required at the time of registration and applied to the last four weeks of the school year. If at any time a family decides the program is not right for their child, the balance of their deposit is returned as soon as the child’s spot is filled.

**Payment is expected on the first day of each school week, unless other arrangements have been made with the program director. Payment is due for each week regardless of absence.**

Please make checks payable to WINTERGREEN ARTS CENTER.

**Under the Willow Tree, A Creative Preschool is licensed by the Maine Department of Health and Human Services (DHHS), Office of Child and Family Services.** We follow the Family Child Care Provider Licensing Rule [10-148 Code of Maine Rules, Chapter 32.](#)

*Most Recent Update: Effective September 27, 2021*

# **Daily Schedule**



**Welcome (8:00-8:15)**

**Circle Time (8:15-8:45)**

**Centers (8:45-9:15)**

**Snack Time and Play (9:15-9:45)**

**Art (9:45-10:15)**

**Movement (10:15-10:45)**

**Goodbye (10:45-11:00)**

## **Daily Schedule Description**

### **Welcome, Cubby, Sign-In:**

Children are greeted by the teachers and welcomed into the arts center. They hang up their coats and backpacks on their assigned hooks. Then, children sign in for the day by finding their name tag. Parents are welcomed to assist their child through sign-in and to stay until their child feels settled. 😊

### **Circle Time:**

Circle time is a morning meeting that consists of several fun activities. In general, the schedule of this gathering looks the same each day. Circle includes singing, assignment of helpers, a flag salute, calendar, weather chart, sign language alphabet and movement letter sounds, and story. Thursdays include Show and Tell.

### **Centers:**

There are different centers set up on a weekly basis. Each center lasts all week. During small-group center time, children are given the opportunity to explore each center. The teachers make sure that every child visits each center at least once a week. These centers may include math, science, letters, shapes, and colors. The teachers also incorporate sensory activities on a weekly basis.

### **Snack Time and Play:**

Centers lead into snack time. Students bring their own snack each day. After snack time is finished, children have another opportunity to play.

**Art:**

This creative part of the day is devoted to an art activity the entire class does together. Visual art is the main focus most of the time, but sometimes it will be used to work on a different creative project, such as a class skit or a puppet show.

**Movement:**

Movement time gives children another opportunity to get up and move. Yoga, dance, parachute play and other movement activities are some of the activities that occur during this time.

**Clean-Up and Goodbye:**

With the teachers' help, students are responsible for cleaning up workspaces and making sure the arts center is somewhat tidy before leaving. We then all gather together on the carpet once again to recite a goodbye poem and get ready to leave.

## **Caregiver Code of Conduct**

- We do not allow any form of physical punishment as a method of discipline. We do not restrain or touch an upset child unless they are presenting a danger to her/himself or to others. We do not isolate or shame children who are being disciplined;
- We make sure that the safety of your child is a primary goal. Therefore, we make sure that the children are supervised at ALL times. We also have potentially dangerous items locked and out of sight so that they do not present a risk to students;
- We treat each child equally, regardless of race, religion, culture, family background, disability, or economic status;



- We maintain appropriate expectations of children based on their developmental age and abilities. We manage a child's behavior using developmentally appropriate techniques;
- We are aware of our body language and the way we speak to the children knowing they learn from what we do and what we say;
- We interact with children at their eye level;
- We make sure to engage children in conversations that are sincere and age appropriate, never using language that is vulgar, sarcastic, or judgmental. We do not tolerate teasing, nagging, humiliation, threats, or embarrassment of any child under our care;
- We communicate in a respectful manner to parents and guardians;
- We understand that children make many mistakes and we use mistakes and mishaps as teachable moments;
- No child is ever punished for soiling or wetting themselves;
- We may initiate and return signs of affection with children in our care, such as hugs. We will hold or carry children who wish to show affection in this manner if it is an appropriate situation;
- We do not tolerate tickling, roughhousing, pulling, yanking, tripping, etc.;
- We help children establish problem-solving skills and establish limits in their environment to discourage physical aggression;
- We do not withhold or force-feed food as punishment or discipline;
- All information about each student is confidential and we uphold and practice confidentiality to maintain professionalism in the learning environment.

## **Rights of Children**

It is a child's right:

- To be free from emotional, physical and/or sexual abuse, neglect and exploitation;

- To be free from harmful actions or practices that are detrimental to the child's welfare, and to practices that are potentially harmful to the child;
- To have an environment that meets established health and safety standards;
- To be provided services without regard to race, age, national origin, religion, disability, sex or family composition;
- To be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the teachers and staff;
- To the implementation of a plan of service that has been developed for that child in conjunction with community or state agencies;
- To have developmentally appropriate activities, materials, and equipment;
- To have reasonable modifications to Under the Willow Tree policies and practices for children with disabilities.

## **Parent / Legal Guardian Rights and Responsibilities**

It is a parent's and legal guardian's right:

- To know all characteristics and cost of Under the Willow Tree;
- To know the program is licensed by DHHS and inspection results are public information and posted at the arts center;
- To be notified within two business days of any actions taken by the licensing agency against Under the Willow Tree;
- To know about their child's experience in the program;
- To feel welcome visiting, calling, or observing;
- To ask the teachers and staff questions;
- To feel assured that their beliefs, concerns, and values are welcomed and respected;



- To feel an assurance of complete confidentiality on all matters involving the welfare of their child and family.

It is a parent's and legal guardian's responsibility:

- To read and acknowledge the contents of this Family Handbook and follow all policies and procedures;
- To keep all important information current, including contact information, medical exams, etc., and to respond to requests for information from teachers and staff;
- To respect preschool staff as professionals who provide quality care for children.

## **Parental Access to Records**

Parents and legal guardians have full access to records kept by Under the Willow Tree regarding their children and themselves. Parents and legal guardians maintain the right to have their child's record corrected or amended. Change requests are made to the program director.

## **Attendance / Suspension**

Children enrolled at Under the Willow Tree are expected to attend on a regular basis. If a child is to be absent, a message to staff is expected. After an extended period of unexcused absence (longer than two weeks), Under the Willow Tree has the right to terminate a child's enrollment.

## **Transportation**

Under the Willow Tree does not provide transportation. Children need to be transported to and from the program by a parent, legal guardian, or authorized individual designated by the parent or legal guardian.

## **Drop-Off Policy**

Doors are opened at 7:50 a.m. for children to start being dropped off.

## **Late Pick-Up Policy**

If a parent or caregiver does not pick up their child at or before the scheduled closing time of 11:00 a.m. A \$10 late fee may be charged for each 15-minute period beyond 11:00 a.m.

## **Custody**

Documentation must be signed and kept on record of each child's legal parent(s) or guardian(s). A child will only be released to a parent, legal guardian, or person listed on the emergency contact form, or when written permission is given and signed by a parent or legal guardian.

For the safety of all children, visitors will not be allowed into the arts center without the permission of a teacher or staff.

## **Positive Discipline**

Teachers and staff will use positive methods of child guidance which encourage self-control, self-direction, self-esteem, and cooperation. Child guidance will meet the individual needs of each child.

Under the Willow Tree teachers and staff will implement constructive levels of guidance such as conflict resolution, encouraging the use of language skills, redirecting, providing choices, using positive reinforcement, recognizing a child's strengths, and allowing for individual differences.

## **Play and Clothing**

Time set aside every day for active movement, whether that takes place inside or out. There will also be messy, creative activities conducted at Under the Willow Tree on a regular basis. Therefore, children will need to wear comfortable clothes that are able to get dirty. Parents need to pack a change of clothes and underwear in their child's bag and provide an extra pair of shoes and socks that can be kept at school.

Children will not be taken outside during preschool hours if the temperature is above 90 degrees or below zero. Wind chill factors and best judgment will be taken into consideration.

## **Toilet-Trained Policy**

Under the Willow Tree requires all students to be toilet-trained before starting our preschool program. The student-to-teacher ratio, and the daily schedule, does not allow teachers to take on the task of training individual children. However, teachers are willing to assist in the bathroom as needed, so long as those needs are communicated clearly and agreed upon before leaving a child at preschool.

## **Medication**

Any regular medication that a child receives is expected to be given before coming to preschool each morning. If a child needs to be given medicine while attending preschool, the child's caregiver must administer the drug personally.

Teachers will not be responsible for administering drugs with the only exception being emergency medication such as an epinephrine autoinjector (EpiPen) provided by parents along with specific medication administration instructions. A form will be provided.

## **Illness**

If you think your child is sick or contagious, please do not send them to preschool! A child will be sent home if their temperature is 100.5°F or higher. A child will not be allowed to come to school if they have vomited within the past 24 hours. A child will also not be allowed at school (or sent home) if they have severe coughing, difficulty breathing, pinkeye, head lice, infected skin patches, unusual spots or rashes, sore throat or difficulty swallowing, unusual dark urine or pain urinating, yellowish skin or eyes, gray or white stools, diarrhea, severe headache or stiff neck, or severe itching. Please use your best judgment and consider others when making sure your child is healthy enough to attend!

## **Management of Communicable Illnesses**

Under the Willow Tree teaches children proper hand-washing techniques and to cover coughs and sneezes. Teachers and staff properly disinfect surfaces and toys. Children are monitored for symptoms. Each child is provided with an individual pencil (supply) box and is discouraged from sharing snacks and personal items.

## **Immunizations**

A current list of your child's immunizations must be provided upon their admission to Under the Willow Tree and updated as needed thereafter. Or, a blood test documenting immunity to measles, mumps, rubella and varicella (chickenpox) is to be placed in your child's record and updated in a timely manner.

Students should be up-to-date on all immunizations in accordance with the Childcare Immunization Standards established by the Maine DHHS, Maine Center for Disease Control and Prevention as follows:

## Childcare Immunization Standards

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>

<sup>1</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

<sup>2</sup> If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

<sup>3</sup>For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy the requirement.

If you have questions regarding catching your child up on immunizations, please contact the Maine Immunization Program at: (207) 287-3746 or (800) 867-4775, Email: [ImmunizeME.DHHS@Maine.gov](mailto:ImmunizeME.DHHS@Maine.gov).

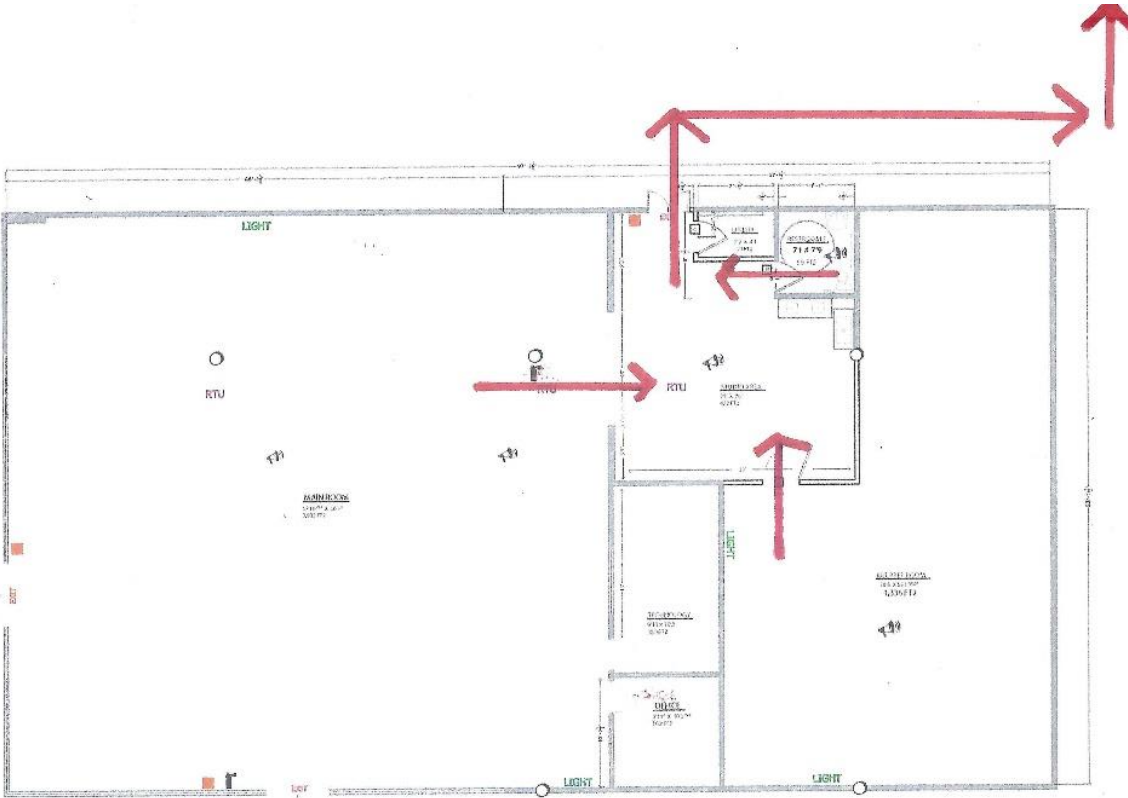
For questions regarding the childcare facility rule change, please contact the Office of Child and Family Services at: (207) 207-624-7900.

Revised: August 8, 2021

Exceptions are made to this list of immunizations only if the child's physician, nurse practitioner, or physician assistant provides documentation that immunization is medically inadvisable.

## Emergency Procedures and Relocation

Teachers and students conduct a monthly Fire Drill following a predetermined evacuation route and designated gathering site as indicated in the following diagram:



***The evacuation route is out through Back Door #5 of the Aroostook Centre Mall (where children enter in the morning) and the gathering place is near the steps visible to the northeast of the door.***

In the event of a real emergency teachers must have immediate access to a digital or hardcopy list of contacts (phone, text, email) for all children. Once safely in the designated gathering site, teachers will notify all parents or legal guardians to come pick up their children.

Teachers and staff will have their cellular phones set to receive wireless emergency alerts from local emergency management officials. In the event of a weather or outside perceived threat, teachers may determine to shelter-in-place while notifying parents and legal guardians.

All children (with and without special needs) will be in the immediate supervision of teachers at ALL times throughout emergency procedures.

## **Incident Reporting, Serious Injury, Child Death, and Mandatory Reporting of Child Abuse or Neglect**

Teachers or staff must document all accidents, injuries, incidents, or emergencies in the child's record on the day of the occurrence and immediately notify the parent or legal guardian.

Parents and legal guardians must review and sign the document within two business days. DHHS must be notified within 24 hours.

Teachers or staff must immediately notify emergency medical personnel and parents or legal guardians of all child deaths and serious injuries that require medical care by a licensed medical provider.

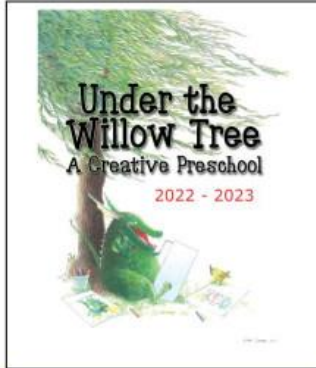
Teachers or staff must immediately contact the Department of Health and Human Service's Child Protective Service's Child Protective Intake hotline (800) 452-1999 whenever there is reasonable cause to suspect child abuse or neglect.

## **Resources for Developmental Screenings**

Child Developmental Services (CDS) regional site is located at:

CDS Aroostook  
985 Skyway Drive  
Presque Isle, ME 04769  
Phone: (207) 764-4490  
Fax: (207) 769-2275





## Under the Willow Tree 2022 – 2023 School Calendar

September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Sept 1** Cookies & Juice
- Sept 6** First Day of School
- Green** School Day
- Red** NO School Day
- Holiday/Vacation
- June 8** Last Day of School

	<p><b>Teachers:</b> Lisa Brewer (207) 227-0601 Katie Greenlaw (207) 356-0722</p> <p><b>Director:</b> Dottie Hutchins (207) 462-1313</p>	<p><b>HOLIDAYS:</b>            Labor Day            Columbus Day            Veterans' Day            Thanksgiving Day            Christmas            New Year's Day            Martin Luther King            Presidents Day            Good Friday            Easter            Memorial Day</p> <p style="font-size: small;">             Sep 5, 2022              Oct 10, 2022              Nov 11, 2022              Nov 24, 2022              Dec 25, 2022              Jan 1, 2023              Jan 16, 2023              Feb 20, 2023              Apr 7, 2023              Apr 9, 2023              May 30, 2023           </p>
---	---	---

830 Main Street • P.O. Box 1252 • Presque Isle, Maine 04769  
[wintergreenarts@gmail.com](mailto:wintergreenarts@gmail.com) • 207.762.3576 • [wintergreenarts.org](http://wintergreenarts.org)

**EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM**

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them. This form should accompany the child in the event of off-site trips or emergency relocation of the program.

Minor’s Full Legal Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Gender:  Female  Male

Physician’s Name and Location of Practice: \_\_\_\_\_

Physician’s Phone # (if known): (\_\_\_\_) \_\_\_\_\_

Medical Insurer/Health Plan: \_\_\_\_\_ Policy #: \_\_\_\_\_

Allergies to Medications: \_\_\_\_\_

Allergies (Other): \_\_\_\_\_

Please note all conditions for which the child is currently receiving treatment: \_\_\_\_\_

\_\_\_\_\_

Note any other significant medical information: \_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)**

I do hereby state that I have legal custody of the aforementioned Minor. I grant my authorization and consent for Wintergreen Arts Center staff (hereafter “Designated Adult”) to administer general first aid treatment for any minor injuries or illnesses experienced by the Minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize the Designated Adult to summon any and all professional emergency personnel to attend, transport, and treat the minor and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. I agree to assume financial responsibility for all expenses of such care. It is understood that this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Designated Adult in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

This authorization is effective through \_\_\_/\_\_\_/\_\_\_.

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

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

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

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

## Permission to Take/Use Photographs

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

I hereby grant permission to Under the Willow Tree to photograph the child named above for the following purposes:

Marketing materials, including brochures and on-line materials

Classroom and/or program posting in the child care program

Other: \_\_\_\_\_

I DO NOT authorize Under the Willow Tree to take or use photographic or video images on the child named above.

I understand that my child may be photographed at preschool hours, field trips, or activities. I understand that these photographs may be used in promoting educational services, either in print or on the Internet. I agree that this form will remain in effect during the term of my child's enrollment. **I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses.** I understand that there will be no payment for me or my child's participation.

\_\_\_\_\_  
Parent Guardian Name (Printed)    Parent/Guardian Signature    Date

## Parental Release Form

I hereby authorize the following people to pick up my child from preschool:

**Name:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

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

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

## **Parent/Guardian Acknowledgement**

I hereby acknowledge that I have received, read, and understand the Family Handbook for Under the Willow Tree, A Creative Preschool.

Parent/Guardian Printed Name: \_\_\_\_\_

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

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