

# Anchor Lutheran School Early Childhood Program Parent Handbook



## Anchor Lutheran School

8100 Arctic Blvd. Anchorage AK 99518

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[www.ALSalaska.org](http://www.ALSalaska.org)

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**The Mission of Anchor Lutheran School** is to proclaim the Gospel of Jesus Christ to the children and families whom we touch and to provide quality, and relevant education and Christian awareness, which will prepare children to become lifelong learners and successful adults.

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## **INTRODUCTION**

Anchor Lutheran School Early Childhood Program is a full day preschool program operated by Anchor Lutheran School. The program operates twelve months a year and during most in-service days and holidays.

Also offered by Anchor Lutheran School:

- Kindergarten to Eighth Grade tuition based Christian education
- Before and after school care (Child Watch)
- Full-day Summer Program
- Before and after school shuttle service to and from Campbell Elementary School.

## **FACILITIES**

All programs are held at the Lutheran Center at 8100 Arctic Blvd. This building is specifically designed to house a school and church. The office is located to the right as you enter the building.

## **PURPOSE/PHILOSOPHY**

All programs at Anchor Lutheran share the desire and responsibility to provide a sound Christian environment that strives to nurture each child treating them with love and respect. Sharing with children the message of love and forgiveness given to us by our Lord and Savior Christ Jesus, is an integral part of all programs. The purpose of our Early Childhood Program is to provide a safe, age and developmentally appropriate environment that enhances students development and learning.

## **GOALS**

Our program goals include striving to instill self-confidence, to build self-esteem and to help provide for the growth and development of each child. We work to assist children in developing school readiness, faith in God and the ability to make positive life choices.

## **ELIGIBILITY REQUIREMENTS**

Children ages 3-5 with self rest-rooming skills are eligible for the Early Childhood Program. Children ages 6-12 are eligible for our before-and-after school program, Child Watch. All children and their families are welcome to our program, regardless of sex, age, pregnancy, color, creed, race, ethnic origin, religion, physical handicap, disability or any other legally protected right.

## **ENROLLING YOUR CHILD**

The required forms must be completed prior to acceptance and information must be kept current. To enroll your child, you must complete: Enrollment Application with one-time registration fee.\*

- Financial Agreement\*
- Up-to-date emergency contacts and information with a list of individuals authorized to sign your child out from our program.
- Current record of State Required immunizations or authorized documentation of exemption.
- Physical exam: Municipal licensing requires a current exam given by a licensed physician, certified nurse practitioner or physician's assistant to be on file for each child. *Physicals expire every year and must be maintained while your child attends our program.*

*\*These items are required in order to be placed on our waitlist.*

## **TIME OF OPERATION**

**Program Hours:** 7:00 AM to 6:00 PM – Monday through Friday

**Program Closure Dates Include:** New Years Eve, New Years Day, Good Friday, Easter Monday, Memorial Day, one week in the spring before summer program, July 4<sup>th</sup>, three days prior to school starting each fall, Labor Day, Thursday and Friday of Thanksgiving week, Christmas Eve, and Christmas Day. Additional days vary yearly, depending on proximity of holiday to the weekend.

### **Snow Days - Emergency Closures**

If Anchor Lutheran School is closed for emergency reason, the Early Childhood and Child Watch programs will be closed unless notified differently. Closure information will be on our website ALSalaska.org as well as electronically broadcasted to parents. It is the policy of Anchor Lutheran School to close if the Anchorage School District closes due to weather conditions. In case of emergency requiring vacating the campus, our off site meeting place is Village Inn at Arctic and Dimond Blvd.

### **USAGE OPTIONS**

The Early Childhood program is available on a part-time or full-time basis. Usage Forms are used to schedule space for your child that meets your specific needs. Families using the program on a full-time basis may select full-time use and billing plan on the first month needed and then not be required to submit monthly usage forms. Part-time use requires the completion of a new form each month. **To secure your scheduling needs, you must submit your Usage/ Form to the office by the 15th of the preceding month.** Families turning in late requests may find that spaces have already been filled. We may not be able to accommodate all part-time requests. **Please turn in your form as soon as possible.**

### **SELECT ONE BILLING PLAN**

Usage Forms are available in the office. The forms are used to reserve space for your child and to select your billing rate. You may only select one billing plan (hourly, daily, or monthly) per month. These forms should be completed clearly indicating the days and times you would like to use our program. If you are requesting a rate change it must be submitted before the first day of the month, or you will be billed at the same rate you were billed the previous month.

## **PART-TIME SCHEDULING**

Usage Forms should be turned in by the 15th of the prior month so that we are able to continue to accommodate your schedule. When you are accepted into the program you will be assigned a specific part-time schedule (e.g., Tues./Thur. or Mon./Wed./Fri.). Any changes in scheduling involving adding or changing days may be unavailable. We will place you on a waitlist for the days requested and notify you if space becomes available.

## **SCHEDULE CHANGES & CANCELLATIONS**

Submitting a Usage Change Form allows you to add or cancel time that you have previously scheduled. **Two weeks notice is required for all cancellations or changes.** If we receive your cancellation notice at least two weeks before the scheduled reservation date, you will not be charged for the time you had reserved. If your cancellation is received less than two weeks before the scheduled use (including illness), **you will be billed for the time that you reserved.**

If you would like to add an additional day to your schedule, we will be happy to accommodate you – if space is available. You may request the additional day via phone or on a Usage Change Form available in the office.

**Program Withdrawal** - Complete the Withdrawal Form in the office to completely withdraw from the program and relinquish your space. Minimum of a two week notice is required.

## FEES

Billing rates are determined by your Usage Form. Fee choices for the Early Childhood Program are: Monthly / full-time, Daily / part-time, and Hourly / part-time.

**Late pick up fees:** You will be charged a \$1.00 per minute if your child is picked up after 6PM.

**Hourly billing** is based on the classroom Sign-In Sheets; if you do not sign your child into or out of our program, you will be billed from the time that the program opens or closes. There is a minimum charge of one half hour for each time your child is signed into the program.

## STATEMENTS & PAYMENTS

**Payment** is due at the beginning of each month. If you are using the program on a part-time basis, you are expected to make a pre-payment based on the space you have scheduled on your Usage Form. At the end of the month, you will receive a bill that will reflect your actual charges for the month. Any additional charges not paid by the 15<sup>th</sup> are subject to a \$25 late fee.

At the beginning of each month, **statements** are available in the office for pick up. If you do not have a chance to stop in within the first couple of days of the month, it will be mailed to you. The statement reflects your payments, usage fees and account balance. Any account that has a balance due after the 15<sup>th</sup> of the month will be charged a **late fee of \$25 per month**.

## HOW TO PAY

Payments may be made in person at the office, by mail, or over the phone by Visa or Mastercard. Also, there is a lock box near the front doors where payments can be placed if the office is closed. Plan ahead to assure that your payment is received in time to avoid any late fees. If you are interested in Automatic Payment, there is the form available in the office.

## **ATTENDANCE**

Regular attendance is important for the greatest possible academic, social, and emotional growth of your child. Parents are asked to inform the school when a child is or will be absent.

Extended absences - We ask for notification in advance. The return of your child will go more smoothly if the teacher knows the situation and can respond accordingly. Also, please remember to let the office know within two weeks of planned vacations/absences.

## **SUPERVISION**

Supervision is critical to the well being of the children in our program! There is a great need for quality supervision in our program. Below is a description of the kind of supervision that our program establishes and maintains.

Quality Supervision = Pro-active supervision

### **FIELD TRIP SUPERVISION**

**These are some of the items that we keep in mind when we prepare to take field trips with children.**

- A Field Trip Checklist Form must be completed and turned into the office.
- Count your numbers constantly – KNOW that everyone is still with you!
- Know exactly where you are going and when you are scheduled to return

- Be Prepared & Be Aware!

**AN ADULT MUST SERVE AS A LINE LEADER AND CABOOSE!  
MAKE SAFETY A PRIORITY!**

### **RATIOS (Number of children per staff member)**

It is the intent of the Anchor Lutheran School Early Childhood and Child Watch program that the Municipal adult/child ratios are met or exceeded at all times. Current licensing ratios for the children in our program are one adult for every ten children. (Our rooms are licensed for 20 children, total of 155 in the program)

### **ILLNESSES**

You will be notified and we will request you take your child home if he/she shows any of the following symptoms:

- Listlessness, confusion, or unusual behavior
- Severe runny nose, cough, and/or sore throat
- Fever
- Red eyes with discharge
- Abnormal irritability
- Nausea, vomiting, diarrhea
- Unknown rash
- Difficult or rapid breathing
- Pain or discomfort
- Skin lesions
- Head lice
- Swollen joints or glands
- Stiff neck
- Or any symptoms as required by AMC 16.55.520

In the event we request your child be taken home due to illness, your child will be kept in the office under staff supervision until your arrival.

*If your child has a fever or is vomiting, we ask that you keep them home at least 24 hours after symptoms subside.*

## **ABSENCES**

Parents are required to inform the school when a child will be absent for any reason. In the case of illness, the staff would appreciate knowing the nature of the illness in case it might be contagious. When advisable, a release form from a physician will be necessary for a child to re-enter the program. Parents will be advised of any communicable diseases to which the children may have been exposed. *If your child has a fever or is vomiting, we ask that you keep them home at least 24 hours after symptoms subside.*

## **MEDICATION**

Medication must be brought into the office and left with the secretary, administrator or program director. All medication must come to the office in the original container with instructions on the label. Medication must not be left in the child's bag, backpack or pockets.

If a child must take a non-prescription medication during the day, the school must have a written consent form on file in the office. Children may not take non-prescription medication for more than 4 days without a doctor's authorization form on file. Parents must also give written permission for topical products, which are non-prescription items applied externally, such as ointment, lip balm, sunscreen, insect repellent, skin creams, and lotions.

In the case of prescribed medication, it is recommended that parents bring the medication to the office and complete an Authorization Form. The prescription must be labeled with doctor's name, child's name, name of medication, special care needed (such as refrigeration), date prescription was filled, dosage and dosage intervals.

All medication must come to the office in the original container with instruction on the label. We will only administer medication in the amounts printed on the label or indicated by a physician. Accurate

records will be kept by staff of the date, time, and dosage of all medication administered.

## **EMERGENCY MEDICAL CARE**

In the event of an emergency, a trained staff member will administer first-aid and paramedics will be called if deemed necessary. We will contact the hospital/doctor of your choice if possible, but cannot guarantee a specific hospital/doctor if the paramedics are called. Parents will be financially liable for emergency service including ambulance and emergency room cost. However, if your child is injured while in our care, our insurance will cover what is not covered by the parent's insurance, up to limit of our policy.

## **RELEASE OF YOUR CHILD**

If a parent is unable to pick up your child, we will not release your child to anyone who is not authorized on the emergency card or enrollment form unless prior arrangements have been made by the parent or guardian. Identification will be required. After authorization for release is approved, individuals will receive a form from the office and be directed or escorted to your child's classroom.

## **ARRIVAL & DEPARTURE**

Children must be brought into the building by an adult and physically signed in on the Sign-In Sheet. Please escort your child to his/her teacher as needed. When your child is picked up, they must be signed out on the Sign-In Sheet by an authorized person 16 years or older. Signing In/Out is required for Municipality compliance and attendance in case of emergency. \*The Early Childhood program does not offer transportation to and from the facility. Families are responsible for all transportation.

## **DEVELOPMENTALLY APPROPRIATE ACTIVITIES**

Your child will be assigned a specific classroom based on your child's date of birth. The staff members plan schedules, weekly themes, and age appropriate learning activities based on the developmental level of the group.

## **DAILY SCHEDULE SAMPLE**

- 7:00** – Program opens in the Library
- 7:40** – Move to the classroom (Free Choice)
- 9:00** – Circle (Theme Based)
- 9:30** – Snack
- 10:00** – Themed Based Activity
- 11:00** – Outdoor Play
- 12:00** – Lunch
- 1:00** – Circle (Bible Story)
- 1:30** – Nap Time (2:15 non-nappers get up)
- 3:00** – Snack
- 3:30** – Outside or gym
- 4:30** – Free Choice in Classroom
- 5:30** – Move to the Library
- 6:00** – Program Closes

## **CLOTHING**

Children should be dressed in comfortable play clothes. Parents are asked to use their discretion in choosing appropriate clothing for their children considering weather conditions, floor activities, and outdoor play.

Each child must also have a change of indoor clothing (underwear, pants, socks, and a shirt) at school for emergencies. Please mark all items with your child's name and place them in a ziplock bag to be kept in their cubby.

## **OUTDOOR CLOTHING**

The children will spend time outdoors each day, weather permitting. Outdoor recess is canceled if the temperature falls below 10 degrees Fahrenheit including wind chill factor. Please provide appropriate outdoor clothing which may include hat, coat, mittens, snow-pants, and footwear. Footwear includes boots *and* shoes for indoor play. Shoes for outdoor play are required to be closed toe.

## **CHAPEL & PRAYER**

Participants of our Early Childhood program will join the rest of Anchor Lutheran School for chapel weekly. Spiritual songs and a short message will be shared. Parents are welcome to join us Wednesdays at 9:10 a.m. for chapel.

Additionally each day, bible stories are shared in class. Prayers are said before snack and lunch.

## **SNACKS**

We provide healthy snacks each morning and afternoon. Each snack consists of two components from the following list: a dairy or protein product, a grain product, a vegetable, a fruit, fruit juice or milk. Please remember to indicate on the application form if your child has any food allergies. We will substitute another food or drink if needed or ask you to provide snacks for your child in the case of extreme allergic reactions.

## **LUNCHES & WATER BOTTLE**

Anchor Lutheran School Early Childhood Program does not have a hot lunch option. We ask that you send a lunch with your child. We have a refrigerator, a hot water tap, and a microwave if your child needs lunch heated. Please send utensils as needed. \* A labeled water bottle must be brought everyday to program.

Per licensing code **7 AAC 10.1065** all meals or snacks brought from a child's home are to be labeled with the child's name and the date.

Nutritious lunches are important in helping children grow and learn. We urge you to send a lunch that meets USDA requirements, which include:

- Protein (meat, cheese, egg, fish or peanut butter)
- Bread (or other grain product)
- Milk
- Two fruits, vegetables, or one of each.

We also ask that you only send one dessert with your child, for example if you send cookies in the lunch do not also send candy. We will encourage your child to eat most of their "healthy" food before they eat their sweet treat.

## **MILK CARDS**

Punch cards for half-pints of milk are available for purchase in the office. Teachers will keep the milk cards in the classroom and punch the cards as served with lunch.

## **NAP TIME**

The children will be asked to lay down on their cots and rest quietly for 45 minutes each day from 1:30 to 2:15 p.m. At 2:15 p.m., children who have not fallen asleep will be allowed to get up and play quietly. The children who have fallen asleep will be allowed to sleep and then awakened at 3 p.m. Your child may bring a blanket, small pillow, and favorite stuffed animal for a "nap time buddy".

## **ITEMS FROM HOME**

Show-n-Tell is an important part of language development and your child will be invited to bring items from home to share with the class during circle time on Show-n-Tell days. Items will be kept in their individual backpacks until share time. Consider carefully your decision to send items of value with your child because we will not assume responsibility for any items your child may bring from home. We provide plenty of toys and games for the children to use, so we try to discourage bringing items from home for general play. We ask that when you decide to send personal items from home, that you have them well marked with your child's name.

Electronic games/phones and are not allowed. For safety reasons at no time will the children be allowed to wear headphones brought from home.

## **ANIMALS**

On occasion, animals are brought into the program for exhibit. Parents will be notified of these times. Please be sure to inform the office if your child has any allergies. From time to time a classroom may have pets. If a pet is a part of a particular classroom environment, a notice will be posted outside the classroom door.

## **DISCIPLINE**

Discipline action is intended to correct misbehavior rather than punish. Our first steps to discipline will be through re-direction and positive reinforcement of acceptable behavior. Other corrective measures may include, but are not limited to: a reminder of the rule or sitting with an adult to discuss other possibilities for their action.

When a child physically harms another individual or continually breaks rules, corrective measures include, but are not limited to, separation from the group (within the room), a denial of some privileges, discussions with the child, and timeout.

In timeout, the child is removed from the situation where he/she is having difficulty and asked to sit for one minute per year of age up to five minutes. This gives the child the opportunity to cool down and

communicate with the caregiver. Together, the child and the caregiver work on resolving the problem. The child is allowed to return to activities when the behavior is under control.

Parents will be contacted and consulted in the event that there are reoccurring behaviors. In no instance will corporal punishment be administered.

## **SUSPENSION AND EXPULSION POLICY**

SUSPENSION: In rare cases, children may be temporarily removed from the program/classroom for unwanted behaviors. This could be sending a child home early or removing the child from his/her classroom for more than ten minutes. Parents will be notified if such incident occurs.

EXPULSION: If our program is not able to adequately fill the behavioral needs of a child, the Director or the Anchor Lutheran School Administrator will meet with the parents of the child and together they may decide to dismiss the child from the program.

\*Licensed facilities are required to immediately report all suspensions and expulsions to licensing.

## **TECHNOLOGY**

Computer learning or iPad activity may be an occasional part of the classroom curriculum. Content must be of educational value and screen time is limited. There shall be no more than one hour in a 24 hour period, except special occasions. G-rated movie viewing is sometimes a part of program activities. Children will be offered an alternate activity to the movie.

## **FIELD TRIPS**

Field trips will be held on a regular basis during the summer. Parents will grant permission for their child to participate by signing a permission form for each event. Parents will be notified of the nature of the trip, date, time, cost, etc. Parents are welcome to join us on any field trip. If at any time you would rather your child not attend a planned field trip, you should contact the Program Director so that alternative arrangements can be made for your child.

Our program is equipped with school vehicles for field trips, all regulations will apply. When transportation is needed, parents will be notified in the permission slip as to the type of transportation being used. You may be required to provide a car safety seat labeled for your child's use.

## **VISITING**

Families are encouraged to visit the program at any time. We do require background checks for all parents who visit longer than 30 minutes.

## **SUBSTITUTES & VOLUNTEERS**

We strive to maintain consistent staff in the Early Childhood Program. In some instances the Director will fill in for an absent caregiver, but if the need arises we will bring in other paid substitutes. Substitutes and volunteers will be required to meet the same standards as regular caregivers. Parents wishing to volunteer in the classroom on a regular basis should see the Program Director for information on additional licensing requirements for volunteers.

## **REGULATORY AGENCY**

Anchor Lutheran School Early Childhood Program is licensed by the regulatory agency for licensed child care centers in Anchorage (Municipality of Anchorage, Department of Health and Human Services Child and Adult Care Office) as a Care and Education Center. This agency supervises, monitors, and investigates complaints involving child care centers. A licensing specialist is assigned to our program. You may contact (907) 343-4758 or 343-4206 for additional information or stop by the office located at 825 "L" Street, 3<sup>rd</sup> floor

## **LICENSING & INSURANCE**

The Early Childhood Program is covered by liability insurance in an amount equal or greater than that required by the Municipality of Anchorage. A copy of the policy is in the school office for your review.

## **PROGRAM RESPONSIBILITY**

The Program Director is responsible for supervision of planning and implementation of the program. The Director is the immediate supervisor of all program personnel. Lutheran School Association of Anchorage, Inc. owns and operates Anchor Lutheran School as directly supervises the Program Director.

## **PROCEDURES & POLICY CHANGES**

Parents will be notified in the form of a written letter, electronic notification and/or school newsletter at least 30 days prior to any change in procedure or policy that will affect their family. Parents who want to make suggestions are welcome to share them with the Program Director.

## **PROGRAM SIZE & RATIOS**

The licensed program is presently limited to a maximum of 155 children. Early Childhood classroom group size is twenty students per classroom. An adult to child ratio of 1 to 10 is always met or exceeded. Your child is assigned to one of our four classrooms and staff based on his/her age.

## **STUDENT RECORDS**

All personnel will maintain confidentiality regarding a child and the child's family. However, Municipality of Anchorage Child & Adult Care Department & designees will review compliance of our records and examine records during inspections.

## **NON-SMOKING**

Smoking is not allowed on school grounds, in the building, vehicles used to transport children, parking lot, or play areas. Our program is smoke free. Caregivers are not allowed to smoke in the presence of any children enrolled in our program during hours of operation.

## **LEARNING OR PHYSICAL DISABILITIES**

We strive to meet the needs of all children. If staff cannot meet a child's needs, we will suggest agencies through which parents can find a program better qualified to meet their needs. Our program is limited by the restroom facilities and requires that all children are able to use the restroom independently.

## **REQUIRED REPORTING OF CHILD ABUSE/NEGLECT**

Alaska State Statutes and Anchorage Child Care Center Regulations require that all licensed child care providers report all incidents of suspected or actual abuse or neglect of children, regardless of whether they occur or are related to the facility. We are obligated by law to report such instances within 24 hours to the Child Protection Office of Children's Services (Alaska Department of Health and Social Services) at 907-269-4000.

Centers are also required to notify the Municipal Child Care Licensing Office at (907) 343-4758 of any incidents that allege that a child was abused or neglected during any time the center is responsible for the child.

## **GLOSSARY**

**Administrator** –The school administrator is the chief administrative official of Anchor Lutheran School and is the direct supervisor of the Program Director of the Early Childhood Program and Before-and-After School Program.

**Anchorage Lutheran Church** – One of the three Missouri Synod Lutheran Churches that own and operate the Lutheran School Association of Anchorage, Inc. Anchorage Lutheran is located at 1420 “N” Street.

**Anchor Lutheran School (ALS)** – The school owned and operated by the Lutheran School Association of Anchorage Inc., that meets in the Lutheran Center. ALS offers enrollment for students in kindergarten through eighth grade, as well as operating the Early Childhood and Before-and-After School Programs.

**Beautiful Savior Lutheran Church** – One of the three Missouri Synod Lutheran Churches that own and operate the Lutheran School Association of Anchorage, Inc. This church is also located in the Lutheran Center.

**Early Childhood/Child Watch Staff (EC)** – Typically refers to the staff of the Early Childhood and Child Watch, who directly supervise the children.

**Early Childhood Program** – The name given to the all-day, licensed care care and education program for children ages 3-5.

**Child Watch (CW)** - The before and after-school program for students attending kindergarten through sixth grade. Child Watch operates full time in the summer months and most days school is not in session.

**Lutheran Center** – The name given to the building at 8100 Arctic Blvd., that is owned by Anchor Lutheran School and Beautiful Savior Lutheran Church.

**Lutheran School Association** – The owner and operator of Anchor Lutheran School and the Early Childhood program at ALS. The association is composed of Anchorage, Beautiful Savior and Zion Lutheran Churches.

**Multi-Purpose Room** – The room which serves as a worship facility and gymnasium. Students sometimes call it the “gym”, church members sometimes call it the “church”.

**Program Director** – The administrator of the Early Childhood Program and Before-and-After School Program who supervises the operation of both programs.

**Zion Lutheran Church** – One of the three Missouri Synod Lutheran Churches, that own and operate the Lutheran School Association of Anchorage, Inc. Zion is located at 2100 Boniface Parkway



## CHILD CARE LICENSING PROGRAM

### PARENTS' GUIDE TO LICENSED CHILD CARE

This form is required to be included in a child care facility's policies and must be provided to parents at the time of enrollment.

◆ **Choosing care for your child is a significant decision.**

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care homes and centers. Your choice depends on what you want and need for your child.

◆ **Licensing is a key to quality child care.**

Licensing promotes good care by setting basic health and safety standards. Before a home or center is granted a child care license, it must meet minimum regulatory standards such as: health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Licensing Program conducts on-site inspections at a facility to monitor regulatory compliance and to investigate reports of concern. The goal of licensing is to prevent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

◆ **An informed parent is a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

◆ **What to do if you have questions or concerns about the care your child is receiving:**

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, **contact the Child Care Licensing Program at 907-343-4758.**

#### CHILD-TO-CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES

CHILD CARE HOMES	CHILD CARE CENTERS	
<ul style="list-style-type: none"> <li>• 1 caregiver required; must be at least 21 years of age</li> <li>• No more than 5 children younger than 13 years of age, including the caregiver's own children, without fire safety approval</li> <li>• No more than 8 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval</li> <li>• No more than 3 children under the age of 30 months</li> <li>• No more than 2 children may be non-ambulatory</li> <li>• No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours</li> </ul>	<p>of 10:00 p.m. and 6:00 a.m., with fire safety approval</p> <ul style="list-style-type: none"> <li>• Administrator and/or Child Care Associates must be at least 21 years of age</li> <li>• 9 or more children in care, with safety approval</li> </ul> <p>The number of caregivers, who are at least 18 years of age, need to meet child-to-caregiver ratios:</p> <ul style="list-style-type: none"> <li>• 1 caregiver for every 4 young infants (birth through 11 months)</li> <li>• 1 caregiver for every 5 older infants (12 months through 18 months)</li> <li>• 1 caregiver for every 6 toddlers (19 months through 35 months)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 caregiver for every 10 preschool children (3 to 4 year olds)</li> <li>• 1 caregiver for every 10 kindergarten children (5 to 6 year olds)</li> <li>• 1 caregiver for every 10 school age children (7 through 12 year olds)</li> </ul> <p>See AMC 16.55.170 for allowable maximum group sizes in a center</p>

# CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS

## TO BE LICENSED

- Required to apply for a Provisional or Biennial License
- Must meet all licensing standards and requirements
- Must be in compliance with all licensing regulations
- Must allow the Child Care Licensing (CCL) program access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
- All staff/household members must have valid criminal history check
- All caregivers must meet the licensing early child development training requirements

## OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form
- Child emergency information
  - must be updated by parent when changes occur or at least semi-annually
- Permission for:
  - medication administration
  - transportation
  - field trip participation
- A plan of care for a child identified with a special need
- A behavior guidance plan for a child with a behavior issue

## PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must prohibit screen time viewing including T.V., computers and hand held devices for children under two years of age
- Must ensure screen time viewing for children two years and over is limited to 1 hour in a 24-hour period except for special occasions
- Must have a specialization approved by CCL to provide nighttime care or allow children to participate in a moderate risk activity

## SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

## SAFETY

- Must meet CCL and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

## BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes: shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling or any other action that seeks to induce pain.

## HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver's own child and all children in care are treated equitably

## EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

## SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
  - 35 square feet of usable indoor space per child
  - 75 square feet of usable outdoor space per child