



Little Eagles and Ravens Nest (LEARN) Child Care

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# Parent Handbook



LITTLE EAGLES AND RAVENS NEST (LEARN) CHILD CARE

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CENTRAL COUNCIL OF TLINGIT & HAIDA INDIAN TRIBES OF ALASKA  
BUSINESS & ECONOMIC DEVELOPMENT DEPARTMENT

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**APPENDICES**

# LEARN Child Care Parent Handbook

## ✦ SECTION I – OPERATIONAL INFORMATION

### Purpose, Mission Statement & Values

Little Eagles and Ravens Nest (LEARN) Child Care provides year-round child care and early learning for children birth through six years in a licensed Center. The mission of LEARN is to offer high quality early education to children in a welcoming, creative, culturally-reflective environment. LEARN will foster imagination in its students, cultivate critical thinking skills and help its children develop healthy social and emotional maturity. Curriculum will be child centered, place-based, rich in movement and culturally responsive. While the curriculum will be flexible and fluid to accommodate each child, it will simultaneously align to the State of Alaska’s Early Learning Guidelines and demonstrate developmentally appropriate practices. LEARN is also committed to nurturing its employees to become life-long learners and high-quality early educators. LEARN understands the utmost importance of meaningful relationships and stimulating environments during the first years of life.

LEARN staff and programming will uphold and reflect the **Southeast Traditional Tribal Values.**

#### “Our Way of Life”

- Discipline and obedience to the traditions of our ancestors
- Respect for self, elders and others
- Respect for nature and property
- Patience
- Pride in family, clan and tradition is found in love, loyalty and generosity
- Be strong in mind, body and spirit
- Humor
- Hold each other up
- Listen well and with respect
- Speak with care
- We are stewards of the air, land and sea
- Reverence for our creator
- Live in peace and harmony
- Be strong and have courage

## **Administration**

LEARN is one of many social enterprises operated by Central Council of Tlingit and Haida Indian Tribes of Alaska (CCTHITA) Business & Economic Development (BED) Department. It is funded through federal and state grants as well as tuition and fundraising efforts. The BED Department oversees its operation and its administrator. The Tribe leases space from Juneau Christian Center.

Families will receive 30 day notice of any change to the following policies.

## **Non-Discrimination**

LEARN is an equal access child care center and does not discriminate on the basis of race, color, religion, disability, national origin, sex, age, or marital status.

## **Program Description and Philosophy**

LEARN Child Care integrates the perfect blend of early education philosophies and pedagogies including Waldorf, Reggio, and culturally-responsive practices. Play and exploration will be the heart of the program which will naturally build independence and foster imagination. Educators will act as guides in each child's critical thinking skills and social and emotional development. The program emphasizes the importance of culturally relevant and place-based curriculum. Movement will be a major part of the learning day, incorporating dance, music and creative arts into the academic subjects.

The programs and policies of LEARN have been designed to accomplish the following goals:

- Provide children with high quality care and education in a nurturing, natural, inclusive, creative and safe environment
- Help children develop their intrinsic motivation, curiosity, creativity, independence, self-control and self-esteem
- Help children and families build connections to their cultures while providing exposure to and developing appreciation of others' cultures
- Follow an ever-changing, culturally responsive curriculum inspired by children's interests, the environment and events naturally surrounding them while simultaneously following the State of Alaska's Early Learning Guidelines for developmentally appropriate practices
- Support educators to continue their education and training and to become life-long learners

## Staff

LEARN understands the success and longevity of a high-quality child care program hinges on the quality, level of education, and tenure of its staff. It is our goal to hire, train and retain our team members. The staff will understand the importance of relationship-based care, developmentally appropriate practices and be culturally responsive in their approaches to children and families. Although staff will be divided into their own “homerooms”, the Center will function as a team and honor our tribal value of holding each other up.

The Center is overseen by the Child Care Administrator. A staff Administrative Assistant will help carry out daily operations, bookkeeping, expense tracking, reporting and providing assistance to the Administrator and teaching staff. The teaching staff will be comprised of two lead Early Childhood Educators; one will over-see the infant room and younger toddler room, and the second will over-see the older toddler and preschool rooms. Under each ECE, there will be six Early Childhood Education teachers; six dedicated to the infant room, four to the toddler room and two to the preschool room.

Volunteers, substitutes and Emergency Care Providers or any people who interact with children at LEARN will be responsible individuals of reputable character who exercise sound judgement. All people who interact with and work with children at LEARN will:

- Pass background and fingerprinting checks through the State of Alaska
- Be CPR/First Aid certified for infants-adults
- Participate in continuing professional development
- Be required to complete 24 hours of training annually (12 hours for part time employees) within the field

The large capacity of the program and environment will not hinder or restrict the high-standards of operation. The LEARN Administrator and staff will uphold a high level of professionalism required in a successful business while still providing a home-like, high-quality early education program.

### Care Provider to Child Ratios

LEARN will be licensed by the State of Alaska Health and Social Services Child Care Program Office (CCPO) to provide care for 64 children. The staff-to-child ratios are described below:

**The Infant room (0-18months)** will be divided into two spaces; one for younger infants and one for mobile infants. Each space will accommodate up to 10 infants. The maximum ratio of infants to adults is 1:5 per CCPO regulation however. We plan for 1:3.

**The Toddler room (19months-35months)** will be divided into two spaces, one for younger toddlers, and one for older toddlers. Each space will accommodate up to 12 toddlers. The maximum ratio of toddlers to adults is 1:6, per CCPO regulation however, we plan for 1:5.

**The Preschool room (3-5years)** will accommodate up to 20 preschoolers in one class. The adult to child ratio for this age group is 1:10.

## Enrollment Procedures

### Enrollment Eligibility (The WHO)

As a social enterprise operating under Tlingit & Haida (T&H), providing services to our tribal citizens is our priority. LEARN Child Care is available to T&H employees at a discounted price and works closely with the T&H Child Care Department to set aside spaces for families participating in tribal programs. LEARN Child Care is also open to the broader community of Juneau. In the future, LEARN will be exploring partnership opportunities with other local organizations/companies to offer priority enrollment.

#### *Enrollment Priorities*

1. Siblings of T&H Employee's children already attending the Center
2. Children of T&H Employees
3. Children of families participating in T&H programs
4. Siblings of non-T&H Employee children already attending the Center.
5. Children from partnering agencies
6. Children from the community at large

### Enrollment Start UP (The WHAT)

- Schedule a time to tour the space, meet with the Administrator and staff
- Sit down for a two-way interview to be sure the program is a right fit for your family and to allow the Administrator and Educators to ensure your family is a right fit for the program
- This is a good time to **bring your child** and observe them playing in the space
- Read all policies; ask questions
- Fill out and submit an application to the LEARN administrator
- Ensure your child has immunizations up to date

### Time to Enroll (The HOW)

After both parties decide LEARN is the best fit for your family and we receive a complete application and the registration fee of \$25.00, the family and Administrator and/or Educator will meet for an Enrollment Orientation. This time, parents come **without their child**. It's a time for a lot of paperwork. You will need to bring/complete and provide:

- A registration form
- Pay a one-time non-refundable (one per family) \$25 registration fee; payable by check or cash or online with an accessible email address
- An Emergency Release Information Form for each child being registered
- Up-to-date immunization records (child cannot attend without)
- General permission slips (Field trips, photo release, first aid)
- Child & Adult Care Food Program enrollment form (income statement filed annually)
- Signed agreement or Contract for Care
- First month's tuition
- Any applicable documentation for Child Care Assistance funding
- Family and student photos for classroom use
- Register on the Brightwheel App for daily check-in and invoicing
- Complete a developmental screening for each child using Ages & Stages Questionnaire (ASQ)

### What if there is a waiting list?

From time to time LEARN may be full. You may request to be placed on a waiting list. To be on the waiting list, an application form must be completed.

## Cost of Care

A non-refundable one time \$25 registration fee is charged when enrolling. The tuition schedule is posted in the front entryway of the Center, listed in the Appendices section of this handbook, available online at the website ([www.LEARNJUNEAU.com](http://www.LEARNJUNEAU.com)) and is available upon request from the Administrator. Tuition is established by the Administrator and T&H Business & Economic Development (BED) Department and is subject to change with at least 30 days' notice.

Tuition fees cover (up to a maximum of) 9.5 hours of full-time, high quality care in a highly nurturing environment and daily breakfast, lunch and a snack. Half-day/week situations are considered on a case-by-case basis and will require the parent to find another family to fill the other half of the day and or week.

Parents will be given at least 30 days' notice of any fee increases.

Tuition fees for the following month are due on the first of the month prior to the month of service. For example, tuition for July is payable on the first of July. Initial enrollment mid-month will be prorated. Late payments are charged a fee of \$5 per day starting on the 2<sup>nd</sup> day of the month. Non-payment or frequently late payment may result in termination of care.

Tuition is due **for all days** of reserved care including such days as the child might be absent due to illness or family vacations, and days that the Center has designated for holidays and staff development closures.

In addition, late fees will be charged if a child remains at the Center past normal business hours. Refer to the following section for details.

The Administrator will consider emergency tuition reduction on a case by case basis.

## Hours of Operation

LEARN Child Care Center is open Monday-Friday from **7:30 a.m. – 5:30 p.m.** **The Center must be vacant of all children and parents by 5:30 p.m.**

The number of hours that a child may regularly be left in our care is **9.5** hours per day unless arrangements for longer care are approved in advance. Extended hours may be provided occasionally to accommodate special parent meetings or Center functions with prior approval.



Parents are responsible for signing the child in and out of the classroom daily using the Brightwheel application.

#### Late pickup

If children are not picked up by closing time, parents are assessed a late fee of **\$1.00 per minute per child** beginning at 5:31 in the evenings.

Parents who are habitually late in picking up their children may be asked to find other care.

If children are still in the classroom one hour after closing time and no authorized adult can be reached by staff, the Juneau Police Department (JPD) and the Office of Children's Services (OCS) will be called and the child will be placed in their custody. When the program is closed, staff cannot legally remove or transport a child.

## Closures

#### Holidays and Inservice

LEARN observes most State and Federal holidays. We also try to follow the Juneau School District calendar as closely as possible (with the exception of an extended summer vacation and Spring Break). In addition to holidays, LEARN will close for up to four staff in-services days each year including the Alaska Association for the Education of Young Children Southeast conference in March. The management may also authorize additional days for facility maintenance when deemed necessary. These days will be posted at least one month in advance.

#### Inclement Weather

If additional closures are announced for the Juneau School District due to weather, the Center will also be closed.

Families will need to find alternative child care for the days the Center is closed. Please see the calendar in the appendices for specific days of operation and closures.

#### Unplanned closures

Unplanned closures unfortunately do occur due to weather or staff illness. These will be communicated by email and/or personal phone calls/texts and limited to only severe, unavoidable circumstances. LEARN understands the importance of reliable child care for families.

Please see the Classroom Calendar for specific days of closure & operation.

## ✦ SECTION II – PROGRAM INFORMATION

### **Family Involvement**

Family involvement is strongly encouraged. Parents or guardians of children currently enrolled are welcome to visit unannounced at any time. Regular staff members supervise all visitors and volunteers.

Parents will be invited to participate in classroom activities and occasional field trips. Parents are also welcomed to assist staff by repairing toys and books, providing recycled materials for children's projects or items for dramatic play, donating gently used toys or books, making playdough or other tasks as needed. Parents are encouraged to ask about volunteer/assistance opportunities.

Parents and staff may request conference appointments whenever there is a need to discuss confidential information about the child, staff or other aspects of the program. LEARN will make every effort to incorporate parent requests and feedback into daily classroom activities while maintaining the integrity of the program and meeting licensing requirements.

### **Volunteers, Substitute Teachers and Emergency Caregivers**

On occasion, community workers, experts and volunteers may be asked to come into the classroom to share experiences, materials or activities. In the event of staff availability that effects meeting staff/student required ratios, the Administrator and/or Educators may have on-call LEARN substitute teachers to cover shifts. Parents will be notified of any additional person coming into the classroom and be asked to share in the learning if possible.

### **Building Security & Access**

The Center will be under constant video surveillance accessible at all times by the Administrator and T&H BED Director. Regular patrol rounds will be conducted by T&H Security teams. Parents will be required to check in all children on Brightwheel daily and sign them out before leaving. Children will only be permitted to leave with those listed on the Emergency Contact document. If person not listed is going to pick up your child, they must be added to your Emergency Contact list prior to pick-up. The main door will remain unlocked during Center hours of operation and secured after hours. There will be a sound system to notify staff whenever the door is opened. A dead bolt will be used and alarm system will be activated in the evenings and weekends.

### **Daily Schedules**

All classrooms will have an established schedule that is posted by the main entrance and in each care space. The schedule includes free play, meals and snacks, outdoor play and circle, teacher-led activities and guided learning for older students.

Children thrive in a structured environment however, flexibility is also important. The daily schedule will become a well-established routine for the children at LEARN, but on occasion times may extend or cut short activities based on the children and their needs and interests.

The daily schedule can be found in the Appendices at the back of the Parent Handbook and is posted at the main entrance to the Center for parent and visitor reference.

## **Television & Technology Use**

As LEARN follows a Waldorf and Reggio philosophy, very limited television or recreational technology will be used in the Center. The teachers may utilize the internet, cellphone and computer for research and communication but children will not be given direct access to any sort of digital technology. The occasional use of a television for a movie on a special holiday or event may happen but screen time will never exceed more than two hours per week.

## **General Center Information**

LEARN groups children in three different settings. These settings are designed to meet the developmental needs of children and State licensing requirements for various age groups. A child's placement into a room is not solely based on the child's chronological age. The child-staff ratio in the classroom and the developmental level of the child are also taken into consideration when considering a child's room placement.

### **Infants (birth-18months)**

LEARN's goal is to provide a nurturing, calming and loving environment with appropriate materials to provide stimulation to infants. Textures, materials and furnishings will encourage development, movement and exploration. Relationships and bonds are developed between care providers and infants. Team work between the staff provide consistency and reliability for those infants. Infants will dictate their own schedules, feeding on demand and sleeping when showing cues while care provides will still try to guide them toward a consistent age appropriate rhythm. Infants will be grouped by mobility.

### **Toddlers (19months – 36months)**

Toddlers will have ample opportunity to play, move, explore and be active. High quality learning tools will be presented to encourage curiosity, independence, social interactions, language development and gross/fine motor skills. This group shows a wide variety of developmental levels and will be grouped into two smaller groupings within their space. This will also allow teachers to work in smaller groups and give children more individual attention.

### **Preschool (3-5years)**

Curriculum will be place-based and interest led. Play will be the framework where all learning takes place with a focus on art and movement. Music, dance, art, science and self-help skills will

all be incorporated into the play materials and exploration opportunities. Field trips and guest story tellers or elders are included in the planning available.

### **Additional Information**

Weekly learning themes, guests, field trips and any other announcements will be distributed to parents weekly and posted on the classroom bulletin board. They will also be posted online in the parent social media group or the Brightwheel app.

All personal belongings need to be labeled with child's name. Each child will be assigned a cubby or space where personal belongings can be stored. See the Appendices for the list of what is needed for the child in each classroom.

Active outdoor play is a part of our daily routine even in the rain or in cold temperatures. Children must come dressed appropriately for daily outings. The teacher will use their discretion to extreme weather conditions on the duration of outdoor play, but please send children prepared. Suspension of outdoor play due to severe weather conditions will follow the guidelines set out by the Juneau School District.

We have plenty of toys and learning tools at LEARN. Please keep toys home so they don't get lost or broken or create a problem for the teachers & children.

### **Animals in the Classroom**

Small domestic animals, such as guinea pigs, rats, insects, frogs, hamsters and fish may be present as a class pet.

### **Field Trips**

There are two types of field trips offered to children. Standard field trips usually involve a walk to a nearby destination and are considered low risk. Regular classroom staff/child ratios apply to these outings. Upon enrollment, parents fill out a general permission slip authorizing these spontaneous outings.

Other types of field trips are those considered to be of greater risk because of their distance away from the Center, and/or due to environmental conditions at the destination. In planning such outings, staff will seek additional parent volunteers to accompany the group in order to reduce the ratio of children to caregivers. A special field trip notification will be publicized in advance and a permission slip will be required for participation. If parent volunteers are unavailable, the field trip may not occur or be rescheduled. Field trips out of the Center's walking distance generally rely on public transportation (city bus).

A cellular phone and first aid kit are taken on all field trips as a safety precaution in cases of emergency.

## **Supervision of Children**

Children are supervised at all times even when they are sleeping. Staff members are actively involved with the children in the classroom and outside. They position themselves in their classrooms in a manner that allows them to oversee what is happening in the entire classroom and to interact with the children.

In the Infant and Toddler areas, staff are able to both see and hear all children including while sleeping.

Some children can use the bathroom without direct staff supervision however all children must tell a teacher when they will be going to use the bathroom.

While outdoors, staff will roam the play area to ensure the safety of all sections of the playground. Walkie-talkies will be provided so staff can call back up from inside the Center if they need assistance, a child needs to go inside and an emergency happens. Outside play will be independent, peer-led and teacher initiated.

As noted above, supervision for fieldtrips is increased by asking parents to accompany us and/or adding extra staff for the outing when possible. Children walk in pairs holding hands, and a teacher leads the way and one follows behind.

## **Nutrition**

LEARN follows the USDA Child and Adult Care Food Program (CACFP) guidelines for food preparation and menu planning. Wholesome home-style breakfast, lunch and afternoon snacks and beverages are provided by Smokehouse Catering each day.

A menu will be posted on a weekly basis. Older infants, toddlers and preschool children are offered meals served family style and an afternoon snack. Families provide formula/breast milk and commercially processed baby food to meet the needs of their young infants. Infants are fed when they are hungry rather than on a strict schedule. Nursing mothers are supported and encouraged to continue nursing at the Center.

LEARN will document possible and documented food allergies in children. Children with food allergies will receive necessary accommodations when possible, though parents may be asked to provide food for their child on a case-by-case situation. Medical statements may need to be presented for food alternatives to be provided.

An example of a menu can be found in the Appendices.

## Notification of Change in Status

Parents are expected to notify the Center whenever there is a change of status in their enrollment. This includes planned absence, and the intent to leave the program. All parents are required to provide **30 days written notice** prior to un-enrolling from the program. If a parent fails to provide the required 30 day written notice they are still responsible for paying for their child's regular tuition for the full 30 calendar days of care, even if the child is not attending. Tuition remains the same for planned absences including extended vacations.

A change in the placement of children from one classroom to another is also considered a change of status and parents will be notified before the transition from one classroom to the next will begin. The parent or the staff may initiate a requested change in classroom assignment. Children will be considered for placement in the toddler room after they have reached 19 months and to the preschool program sometime after 36 months if they can dress selves and with completion or near completion of toilet training. Transition to a new room will be based upon the individual readiness of the child not solely on their chronological age, and the child-staff ratio in the new classroom. Transition is a gradual process and includes a time where children visit the new classroom for part of the day and return to their original classroom for the rest of their day at the Center. The time in the new classroom is gradually increased until the child is settled in the new environment.

## Serving Children with Special Needs

LEARN will strive to accommodate the special needs of children and their families. Parents of children with special needs are requested to communicate those needs to the Administrator so that a plan for providing the best possible care can be developed. When special needs are identified, LEARN will work with parents and other qualified representatives to evaluate whether or not our program can meet the needs of the child. The program abilities and limitations are dependent on the needs of all children in the program, the preparation and ability of the staff to meet the child's special needs and the impact of the needs upon staffing and costs.

If it is agreed care can be provided with special provisions, the provisions will be written down, shared with the staff and maintained in the child's file. Parents who have children with individual education plans (IEPs) from other agencies are requested to provide a copy for the program.

The progress of the child with special needs and the ability of the program to provide care will be evaluated by the parent and the Administrator on a regular basis. If the Administrator determines, through observation and documentation, that continuing to serve the child places a severe burden upon staffing or costs of the program, or that staff lacks the necessary skills to care for the child, the parent may be asked to seek other care.

If through the Ages & Stages Questionnaire or observations in the Center a developmental concern is noticed, parents will be informed and after consultation, experts will be contacted to provide follow up assessments and services to the child. Zero to three year old services are provided by the Reach Infant Learning Program (ILP) and 3 to 5 years by the Juneau School District.

## ✦ SECTION III – CHILD GUIDANCE POLICIES

The purpose of LEARN Child Care is to ensure the safety and well-being of the families that we serve and our staff. The procedures described below are presented so that parents understand how behavior challenges will be addressed. Because the Center deals with children at various stages of development, inappropriate behavior will be identified on a case by case basis. Behavior that causes injury to the child, another child or a teacher shall be considered inappropriate regardless of age.

### **Behavior Guidance**

At LEARN, we think of discipline as instruction, training and correction which helps the child develop self-control. We follow the Waldorf methods; modeling positive behavior is the biggest tool we have as teachers and parents. Waldorf behavior guidance also uses more action versus words to redirect behavior in children. Being consistent and firm is also important.

We try to be:

- fair by setting rules that are age appropriate and necessary for the safety and enjoyment of the group (i.e. no harm to self, others or preschool property),
- firm by insisting that the limits be recognized consistently and
- friendly by expressing disappointment or disapproval concerning an action without expressing judgment of a child.

We use the following methods of guidance: redirection, communication, natural consequence, logical consequence, and reinforcement. Children are asked to keep other's bodies, feelings and property safe and free from harm. Physical restraint or containment of a child will only be applied by the child's parent or the Administrator/lead educators except in situations requiring immediate intervention by the nearest adult for the child's own safety or that of others. The child may be removed from other children until the child's behavior has stabilized. Additionally, a plan will be developed with the child's parents to teach the child the skills they require to function in a group setting. If the plan does not result in the end of the challenging behavior, the family may be asked to find alternative care. See Handling Aggressive Child Behaviors below and Suspension and Expulsion Policy in the Appendices for more information.

As mandated by law, staff must file suspected child abuse and neglect reports with the Alaska Office of Child Protective Services.

### **Handling Aggressive Child Behaviors**

In certain cases, children may not react favorably to the on-going guidance procedures at the Center or in a group environment. There is cause for concern to staff and parents whenever a child behaves in such a way that he or she endangers the well-being and safety of themselves, children and/or staff. LEARN staff will follow specific guidelines and procedures to assure parents are

informed and involved in selecting an effective plan to address the unwanted behaviors. These procedures include:

1. The behaviors will be considered in light of the child's stage of development and on an individual, case-by-case basis. Cause for the behavior will be explored so that the environment may be changed or an individual need met.
2. Staff and parents will engage in ongoing discussions about any behavior patterns that require intervention. Interventions may include asking the child to go home for the day or asking the parent to come to the Center and assist with the child. Staff will document these discussions. The staff and parent will look for ways to prevent the behavior from occurring by analyzing possible causes and triggers, and ways to recognize and reward the child for desirable behaviors and during the absence of the unwanted behavior.
3. Staff will notify parents in Brightwheel and in writing if their child has injured or been injured by another child or staff member. The name of the children will be considered confidential; only the details incident will be reported. A copy of such reports will be retained in the child's file.
4. If the Administrator determines that the child continues to exhibit the inappropriate behaviors, the following steps shall be taken:
  - a.) Staff and parents will hold a conference and develop a written Behavior Plan of action for addressing the inappropriate behavior(s). The Behavior Plan will indicate a time frame for correcting the behavior. One copy of the plan will be for the parent and one will be retained in the child's file.
  - b.) Staff will document all observations and occurrences of identified behaviors and improvements and report findings at least weekly to parent or guardian.
  - c.) The parent or guardian shall be informed when their child has injured another child.
  - d.) LEARN may seek professional assistance or make a referral, when necessary.
  - e.) If the inappropriate behaviors are not corrected within the targeted time period, the parent may be asked to find other care.
5. If in the determination of the Administrator, based on observations and documentation, the child continues to exhibit inappropriate behavior in spite of the intervention, a letter will be presented to the parent which contains the following:
  - a.) A summary describing the efforts to address inappropriate behavior,
  - b.) the needs of the child which cannot be met,
  - c.) referral recommendations for assisting the parent to find other care, and
  - d.) the date at which care at LEARN will terminate.

#### ✦ SECTION IV – HEALTH POLICIES

In order to maintain a healthy environment and meet licensing requirements for health precautions for group child care, the following practices are enforced:



## Precautions

LEARN staff are trained in, and practice universal health precautions including:

- Use of latex/nitrile gloves when dealing with open wounds
- Washing hands before and after diaper changing
- Washing hands before feeding children
- Regular washing and cleaning of children's sleeping mats/sheets, toys, tables and changing areas and
- Isolating tissues used to wipe children's noses, followed by hand washing of the caregiver

In addition, the following health and safety precautions are practiced:

- Children are required to be immunized prior to enrollment and up-to-date shot records must be on file before the child's first day at the Center and updated when required while the child is enrolled in the Center.
- Staff is required to have first aid and CPR training.
- Good nutrition, rest, and exercise are a major part of the program
- Evacuation drills are conducted monthly

## Immunizations

LEARN provides care for infants who are not yet old enough to receive immunizations. The Center also may provide care for children who cannot receive immunizations for medical reasons. As a precaution to protect LEARN's children from contagious diseases, the Center will not allow under-immunized children to attend care unless they have a medical exemption completed by a medical practitioner. In accordance with Alaska State Licensing Requirements, children without a medical exemption must be current on immunizations (according to Alaska Immunization Guidelines) to attend the Center. If an attending child who is under-immunized displays symptoms of a disease that is vaccine-preventable, he/she will be excluded from care until the Center receives a note from a medical provider stating the child is not a risk to other children in the program. The term under-immunized is defined to mean a person who has not received the recommended number or types of vaccines for his or her age in accordance with the Alaska Division of Public Health.

## Sick Children

Children who wake up at home with fevers or other signs of infection, such as sluggishness, vomiting, or diarrhea are expected to stay home until well. It is expected that children who are attending are well enough to participate in normal activities including going outdoors. If they are unable to do so, they need to stay home until they can. Children who vomit, have uncontained diarrhea, or develop a fever of 101 or higher while at the Preschool will be sent home.

If serious medical conditions are suspected, parents will be referred to an appropriate specialist.

If a child is injured while at the Center, the staff will provide care to assure the child's wellbeing. An Accident Report describing the event will be written and a copy of it given to the parent. If the child requires professional medical care, the staff will follow emergency procedures and contact the parent immediately.

LEARN carries all required insurance through Tlingit & Haida's policy but the parent's health insurance carrier is primary and is expected by the Center to pay first.

## **Medications**

Medications may be administered for non-contagious symptoms but LEARN encourages parents to work with their medical professionals to find medicines that do not need to be given during the hours their child is in care. Medicines should be administered at home by parents whenever possible.

If care providers must administer medicines, LEARN will follow State of Alaska Department of Health and Social Services child care licensing requirements regarding authorization, storage and administration. Authorized medication for fever suppression will only be given to children by staff for fevers under 100. Parents of children with fevers over 100 will be contacted to take them home.

Over the counter medicines must be in the original container labeled with the child's name, dosage, and written directions for administration. Prescription drugs must be labeled with the child's names, the attending physician's name and the required dosage/ duration and direction for administration.

## **✦ SECTION V – COMMUNICATIONS**

### **Confidentiality**

LEARN Child Care maintains files on individual children and their families. Your files are only open to you, the Administrator and the licensing staff from the State Department of Health and Social Services.

### **Mandated Reporting of Child Abuse**

In Alaska, staff of child care centers are required by State law to report actual or suspected child abuse. Staff report by directly contacting the Alaska Department of Health and Social Services, Office of Children's Services (OCS). OCS investigates the report independently of the Center. LEARN staff does not investigate suspected child abuse Reports of suspected child abuse are

confidential and are not kept on file at LEARN. Due to their confidentiality, parents and families do not receive notification of reports to Health and Social Services.

## **Parent Concerns Protocol**

Parents are encouraged to bring any concerns directly to the Administrator at the Center. Many issues can be resolved with open communication. The Department of Health and Social Services Child Care Licensing Program provides a publication called **PARENTS' GUIDE TO LICENSED CHILD CARE** that is part of the enrollment package. If parents have concerns and the problem concerns non-compliance with licensing requirements, parents are encouraged to bring any concerns directly to the Administrator at the Center. Many issues can be resolved with open communication. Parents can report a concern directly to the Department of Health and Social Services, Division of Child Care Licensing. A Licensing representative investigates all complaints brought to their attention. They can be contacted at:

Department of Health and Social Services  
Division of Child Care Licensing  
P.O. Box 110640  
Juneau, AK 99811  
(907) 465-4756

### **Policies and procedures are subject to change.**

All families will be notified of changes at least 30 days in advance.

# ***Appendices***

## Infant Daily Schedule

### Infants (birth-18months)

LEARN's goal is to provide a nurturing, calming and loving environment with appropriate materials to provide comfort and stimulation to infants. Textures, sounds, materials and furnishings will encourage development, movement and exploration. Relationships and bonds are developed between care providers and infants. Team work between the providers is ongoing with consistency and reliability for those infants.

### Birth to mobile/walking

Each infant will be assigned a primary caregiver who will be the person to change, put to sleep and comfort that child. In addition, all staff will develop a relationship with all infants. Parents will be interviewed to collect information about the child's temperament, routines, preferences and non-verbal cues. The primary caregiver and Infant lead will develop an individual schedule for each child based on their preferences and current needs including feeding on demand and sleeping when showing cues. All schedules will remain flexible with the primary goal of meeting the infants needs on an ongoing basis. Caregivers will provide opportunities for tummy time, active movement, introduce toys of increasing complexity and carry on conversations to stimulate language development and create a close bond.

### Mobile/walking to 19 months

When a child becomes mobile, they will move to the other half of the infant room where they will have expanded opportunities to pull up, walk, and climb in a safe and stimulating environment. Infants eating solid food will eat in small groups in buckled chairs at tables. More complex toys, books and social interaction will be provided in the mobile infant room. Rich and responsive language will continue to be a primary focus of interactions. Whenever possible, their primary caregiver will move with the child to the mobile infant room for continuity of care.

The below schedule will be a guideline, but each infant will dictate their own schedule for sleeping and feeding.

7:00-9:00 -	Arrival and play time
8:15-8:45 -	Breakfast
8:45 -	Diaper changes
9:00-11:00 -	Play time
10:45 -	Diaper changes
11:00-11:30 -	Lunch
11:30-1:00 -	Play time
1:00 -	Diaper changes and Rest time
1:00-3:00 -	Play time
3:00-3:30 -	Snack
4:30 -	Diaper changes
3:30- 5:30 -	Play time
5:30 -	Center Closes

## Toddler Daily Schedule

### Toddlers (19months – 36months)

Once in the Toddler room, children will follow a more uniform schedule that will accommodate children's needs and seasonal opportunities. There will be two Toddler areas each with 12 children assigned to a team of 2 teachers. The group will be composed of either multi- age or young/older toddlers depending upon the composition/abilities/needs of the children. Toddlers display a wide variety of developmental levels and can benefit from observation and interaction with older peers. If the discrepancy in developmental abilities is large, the group may be split by age/ability to meet the needs of children.

Throughout the day, toddlers will have ample opportunity to play, move, explore and be active. High quality learning tools will be presented to encourage curiosity, social interactions, self-help skills, cognitive development and gross/fine motor skills. Free play, guided play and small group instruction will all be planned or spontaneously occur throughout the day. Language will be a primary focus for these emerging speakers and reading will be encouraged independently as well as for small group read aloud and before naptime.

7:30 -	Independent play (room 1)
8:15 -	Breakfast
8:45 -	Diaper change
9:00 -	Outdoor play (Big playground)
10:15 -	Centers, sensory table, story time
12:00- 12:30 -	Lunch
12:30 -	Diaper change
12:45 -	Story Time
12:45-3:00 -	Rest Time
1:30-2:00 -	Quiet play (for short nappers)
2:00-2:30 -	Outdoor play (Small play yard)
2:45-3:00 -	Snack
3:00 -	Diaper change
3:15 -	Art projects and Centers
4:00 -	Movement/songs
5:00-5:30 -	Free play and Center Closes

## Preschool Daily Schedule

### Preschool (3-5years)

Curriculum will be place-based, and interest led. Play will be the framework where all learning takes place with a focus on art and movement. Music, dance, art, science and self-help skills will all be incorporated into the play materials and exploration opportunities. Field trips and guest story tellers or elders are included in the planning when possible.

7:30 – Morning begins inside with a quiet activity or free play

8:00 – Breakfast

Creative play in classroom, quiet activity

8:40 – Morning circle

Songs, calendar, weather, intro to materials and activities for the day

9:00 – Centers/Free Play

10:15 – Outside play, community exploration

11:15 – Hand washing, read aloud

11:30 – Creative movement/Gross motor activity

11:45 – Prepare for lunch

12:00 – Lunch served

1:00 – Transition to nap (dim lights, story, rest mats)

1:30 – Nap/Rest

3:00 – Nap/Rest and quiet activities for those children who are awake

3:30 – Nap/Clean up and afternoon snack

4:00 – Centers/Free Play

5:00 – Clean up, outside time weather permitting

5:30 – Classroom Closure

## **Infants** Items Needed Check List

Welcome to LEARN Child Care. We want to provide you with an environment that is comfortable and nurturing for your little one. There are several items that you will need to bring along for your child and please be sure to LABEL EVERYTHING!

- \_\_\_\_\_ Bottles/nipples/bottle bags
- \_\_\_\_\_ Formula and/or breast milk
- \_\_\_\_\_ Jarred foods, cereal (needs to arrive at the center in unopened commercial package)
- \_\_\_\_\_ 2 Extra sets of clothing
- \_\_\_\_\_ Diapers (disposables only)
- \_\_\_\_\_ Weather appropriate outer wear (year-round)
- \_\_\_\_\_ Pacifiers (if using)

\*Bottles, nipples, and pacifiers will need to go home each night to be washed and sanitized. LEARN will supply eating utensils, bibs, & dishware. LEARN will supply wipes.



## Toddler Items Needed Check List

Welcome to LEARN Child Care. We want to provide you with an environment that is comfortable and nurturing for your little one. There are several items that you will need to bring along for your child and please be sure to LABEL EVERYTHING!

- \_\_\_\_\_ Diapers (disposables only)
- \_\_\_\_\_ Naptime blanket / comfort item (to leave in classroom)
- \_\_\_\_\_ Water bottle (to leave in classroom)
- \_\_\_\_\_ Two extra sets of clothing (shirt, pants, socks)
- \_\_\_\_\_ Pair of “indoor” shoes (to leave in classroom)
- \_\_\_\_\_ Raincoat with hood (year-round)
- \_\_\_\_\_ Rain/snow boots (as needed)
- \_\_\_\_\_ Hat, waterproof mittens, snow pants (cold months)
- \_\_\_\_\_ Light weight coat OR heavy coat (as needed)

\*LEARN will supply wipes.

## Preschool Items Needed Check List

Welcome to LEARN Child Care. We want to provide you with an environment that is comfortable and nurturing for your little one. There are several items that you will need to bring along for your child and please be sure to LABEL EVERYTHING!

- \_\_\_\_\_ Backpack or satchel (daily)
- \_\_\_\_\_ Diapers or pull-ups (disposables only)
- \_\_\_\_\_ Water bottle (to leave in classroom)
- \_\_\_\_\_ Naptime blanket/comfort item (to leave in classroom)
- \_\_\_\_\_ Extra sets of clothing (shirt, pants, socks, underwear)
- \_\_\_\_\_ Pair of “indoor” shoes (to leave in classroom)
- \_\_\_\_\_ Raincoat with hood (year-round)
- \_\_\_\_\_ Rain/snow boots (as needed)
- \_\_\_\_\_ Hat, waterproof mittens, snow pants (cold months)
- \_\_\_\_\_ Light weight coat OR heavy coat (as needed)

## (Sample) Menu

<b>LEARN Menu</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Breakfast</b>	Cream of Rice Pineapple Chunks 1% Milk	Waffles Strawberries 1% Milk	Cold Cereal Apple sauce 1% Milk	Scrambled Eggs WW Toast, Potatoes 1% Milk	Oatmeal Blue berries 1% Milk
<b>Lunch</b>	Chicken Breast Brown Rice Green Beans Oranges 1% Milk	Chicken Alfredo Three Bean Salad Apple slices 1% Milk	Roast Pork Carrot Salad Roasted Squash Peaches 1% Milk	Roast Turkey WW Sage dressing Green peans Fresh Fruit 1% Milk	Spaghetti WW Garlic Bread Fresh Fruit Fresh Vegetables 1% Milk
<b>Snack</b>	String cheese 1% Milk	Pretzles 1% Milk	Granola Bar 1% Milk	Goldfish 1% Milk	Cheese & crackers 1% Milk

LEARN Child Care center is a USDA Equal opportunity provider



## CHILD CARE LICENSING PROGRAM

Division of Public Assistance  
Child Care Program Office



### 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 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, group 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 center, group home, or home 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 Program Office conduct 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 Program Office toll free at 1-888-268-4632 or via email at [CCPO@alaska.gov](mailto:CCPO@alaska.gov)

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

### **CHILD CARE HOMES**

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- 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 of 10:00 p.m. and 6:00 a.m., with fire safety approval

### **CHILD CARE GROUP HOMES**

- 2 caregivers required, one must be the Administrator and must be at least 21 years of age
- Caregivers must be at least 18 years of age
- No more than 12 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 5 children under the age of 30 months
- No more than 4 children may be non-ambulatory
- 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 of 10:00 p.m. and 6:00 a.m., with fire safety approval

See 7 AAC 57.505 for child-to-caregiver ratio requirements allowing 1 caregiver in a Group Home.

### **CHILD CARE CENTERS**

- Administrator and/or Child Care Associates must be at least 21 years of age
- 13 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, needed to meet child-to-caregiver ratios:

- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4 year olds)
- 1 caregiver for every 14 kindergarten children (5 and 6 year olds)
- 1 caregiver for every 18 school age children (7 through 12 years old)

See 7 AAC 57.510 for allowable maximum group sizes in a Center.

### **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 Child Care Licensing 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 from the State of Alaska Background Check Program
- 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 ensure screen time viewing is limited to 1½ hours in a 24- hour period
- Must have a specialization approved by Child Care Licensing 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 Child Care Licensing 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

# COMMON CHILDHOOD ILLNESSES

These procedures are based on a collection of medical opinions. They are intended to minimize the spread of contagious illness to the benefit of all families enrolled in child care homes and centers.

Wellness: Children are able to go to child care homes and centers when they can fully participate in all activities. Children who cannot go outdoors or participate in the daily events are generally not ready to return.

## **GENERAL SIGNS OF ILLNESS**

Fevers: Fever is the body's reaction to infection or inflammation; it is a symptom of illness. Please keep your child home if they have a fever of 100 or more. Children with fevers of 101 or higher at the Center will be sent home

Vomiting: Vomiting may be caused by stress, inflammation in the stomach, a reaction to food, motion sickness and other reasons. Vomiting will be considered a sign of illness unless there is some other cause known by the staff. A child who vomits while at the Center will be sent home.

Diarrhea: Diarrhea has many causes. Distinguishing between diarrhea and normal runny stool is a way to tell if a child is ill. If the stool is separating and watery you should consider you child to be ill. If the diarrhea can not be contained in a diaper or a potty trained child can not make it to the bathroom, they will be sent home.

ILLNESS	WHEN A CHILD MAY RETURN TO CENTER
Colds	No cloudy discharge/No persistent coughs or sneezes
Flu	Absence of fever, chills, cold symptoms, sore throat, vomiting, diarrhea aches
Fevers	When fever has subsided for 24 hours, without the use of medication and child is able to participate in an active program
Strep	24 hours after medication is given if no fever is present
Pink Eye	24 hours after medication is STARTED
Ear Infections	Absence of pain, discharge, fever
Chicken Pox Shingles	All pox are completely scabbed over & not weeping. Must be checked by staff at arrival time.
Hand, Foot, & Mouth	All blisters must be dried & not weeping, no fever. Must be checked by staff at arrival time
Impetigo	24 hours after medication is STARTED
Head lice	No nits present. Must be checked by staff. Hair must be reshampooed 10 days after first shampooed
Scabies	24 hours after medication. Must be reshampooed 10 days after first shampooed.
Ringworm	24 hours after medication is STARTED.
Giardia	Doctor's written release. Absence of vomiting.
Hepatitis	Doctor's written release.
Meningitis	Doctor's written release.
Vomiting	24 hours with out vomiting.



## **Suspension and Expulsion Policy Statement**

At LEARN Child Care we are committed to ensuring that all children are given every opportunity to learn in an environment that is safe, healthy, playful and engaging. However, when a child exhibits a repeated pattern of out-of-control behavior we will ensure that the child is given developmentally appropriate behavior guidance as stated in the Regulation 7 AAC 57.535.

For children who exhibit patterns of out-of-control behavior our program staff, in partnership with the parent or guardian, shall develop a written plan that provides individualized social and emotional intervention supports as necessary to help the child resume learning in a safe, healthy, playful and engaging environment. It is our goal to reduce and prevent suspension and expulsion of children from our program.

Should the written agreed upon plan not eliminate the behavior, staff will assist families in locating a more suitable child care setting.

Thank You,

Administrator, LEARN Child Care

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