YMCA OF ALASKA SCHOOL AGE CHILD DEVELOPMENT PROGRAM

Parent Packet
(Info for you to keep)

YMCA MISSION
To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA of Alaska
5353 Lake Otis Parkway
Anchorage, AK 99507
(907)563-3211
Email: kids@ymcaalaska.org
Website: www.ymcaalaska.org
Kari Kenney, Youth Program Director
Dave Koch, Youth Program Director
Important Dates to Remember:

Program starts August 18th and closes May 20th

Vacation programs are not held at all sites

We do have limited spaces, so check with site for registration dates.

Vacation Camps are as follows:

- College Gate (80 spots)
- Kasuun (80 spots)
- Kincaid (80 spots)

Winter Vacation: 12/21, 12/22, 12/23, 12/28, 12/29, 12/30

Spring Break Vacation: 3/8 – 3/12

In-Service Days: Program will be open at College Gate, Kasuun and Kincaid. Limited spots are available.

- 10/16, 10/23, 11/11, 12/18, 2/12, 3/5

Parent/Teacher Conferences: Programs will be open at all sites. Spots in afternoon are only for Before/After & After care children only.

- 10/21, 10/22, 2/10, 2/11

No Programs:

- 9/7, 11/26, 11/27, 12/24, 12/25, 12/31, 1/1, 1/18, 2/15
YMCA SCHOOL AGE CHILD DEVELOPMENT PROGRAM (SACD) POLICIES

ATTENDANCE
1. If your child will not be attending the program on any given day, please leave a message with the Child Care Associate (CCA). You can call the site and leave a message (see SITES)
2. No drop-in participants will be permitted.
3. A child must be signed in and out of the program each day by a person 16 years of age or older.
4. Children must report to our program within ten minutes of school dismissal. All children that are enrolled in our after school program must be accounted for by staff during this time. If a child is missing, staff will check with the school office to determine if the child left school early, rode the bus home, walked home or was absent from class. If the location of the child cannot be confirmed, the parent will be called. Parents are asked to call the site by 3:30pm when their child will not be attending the afternoon program for any reason.

BEHAVIOR
1. All children are given clear, consistent guidelines to follow.
2. If a child chooses to disregard guidelines, the following steps are taken:
   A. Minor misbehavior will be monitored, unobtrusive interventions, positive redirection.
   B. Intervention: counselor/child will acknowledge the problem immediately and discuss better alternatives.
   C. If behavior continues the child may be taken aside from the activity so a counselor can explain to the child, why his/her behavior is being disruptive. The child’s actions may be documented with an incident report or message to parent and a discussion with the parent at the time of pick up.
   D. The site director may request a parent to immediately pick up a child if the child’s behavior is endangering him/herself, harming other children or staff, or putting the site at risk.
3. Some of these steps may be skipped if a child is endangering him/herself, staff or other children.
4. If any child repeatedly harms other children or staff, he/she may be permanently suspended for the program.
5. Other related uncontrollable misbehaviors may be cause for suspension.
6. Offensive language will not be tolerated in the program and will be treated the same as misbehavior.

INCIDENT REPORTS
1. 1ST Incident: Parent Signature
2. 2nd Incident: Parent Signature & meeting with parents
3. 3rd Incident: Parent Signature & suspension for 3 days (depending on severity of offense)
4. 4th Incident: Parent Signature & suspension for 2 weeks (depending on severity of offense)
5. 5th Incident: Removal or possible removal from program.
   (See YMCA Suspension and Expulsion Policy)

CHANGES
Parents will be notified in writing of any changes in the program 30 days in advance.
CHILD ABUSE AND NEGLECT
1. Alaska State Statutes and Anchorage Child Care Center Regulations require that all licensed childcare providers be mandated reporters and report all incidents of suspected or actual abuse and neglect of children, regardless of whether they occur in or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the Alaska Office of Children’s Services 800-748-4444.
2. Centers are required to notify Anchorage Health Department – Childcare Licensing of allegations that a child was abused or neglected within the centers care. Anchorage Health Department – Childcare Licensing Office 907-343-4758.
3. Any adult making a threat against a child will be turned into the proper authorities immediately.

CLOSURES
1. Programs close May 20, 2021 for the end of the school year. SEE HOLIDAYS

CONFIDENTIALITY
1. All staff in a childcare facility shall maintain confidentiality of information about a child and the child’s family.

CORPORAL PUNISHMENT
1. Corporal punishment is NOT ALLOWED at the YMCA Before / After School Programs. (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, pinching, pulling or any other action that seeks to induce pain.”)
2. Any employee found to be physically abusing any child, is subject to dismissal.

DISCRIMINATION
1. YMCA does not discriminated per AS 18.80.230 and AMC 5.20.

EMERGENCIES
1. In case of a life-threatening emergency, the staff will obtain necessary treatment without parental consent according to Municipal regulations. Every effort will be made to contact the parent(s) as soon as possible.
2. For non-life-threatening emergencies, parents or emergency contacts will be notified prior to treatment.

EXCEPTIONAL CHILDREN
1. Children with special needs are welcome and will be accepted on an individual basis where the child, parents, and staff agree that it is an appropriate placement. Individual Education Plans (IEP) are not optional, if a child is diagnosed with a special need, we must have a current IEP or other plan of care to address the child’s needs.
FEES
1. To enroll in our program your child must be a YMCA member with fees on auto withdrawal ($11.25 monthly child membership fee and a one-time $11.25 registration fee). We also offer family memberships to those interested. Call the YMCA 907-563-3211 for prices.
2. Child Care Monthly Fees: AM/PM - $450, AM - $300, PM - $400.
3. There is a 10% discount on additional children from the same family for childcare.
4. There is a 15% military discount for all programs and membership at the YMCA.
5. Holiday camps – The fee is $50 per day. However, there is limited space. So, make sure you sign up early to get a spot.
6. In-service days – The fee is $50 per day. Space is limited, so make sure you sign up early to get a spot.
7. Snow Days - The fee is $50 per day per child to attend emergency snow days. If your child attends, this fee will be added to your account (See Snow Day Sites).
8. There is a reduced rate for the months of August, December, March and May.
9. Parent/Teacher conference days are included for AM/PM and PM enrollment. Tuition is due on the 1st of the current month starting in August. Any fees not paid by the 1st will be considered late and will be charged a $20 late fee. If the bill is not paid by the 7th the child will be suspended from the program until the bill is paid. If the bill is not paid by the 25th of that month, enrollment is terminated unless a payment plan has been agreed upon.
10. Payments can be made at the YMCA located at 5353 Lake Otis Parkway or by phone at 563-3211.
11. Refunds are not given because of illness, vacation or suspension.
12. We encourage payments by bank draft or credit card on a monthly basis. The YMCA will protect financial information and take care of the drafting or charging every month.
13. A late fee of $1.00 per minute per child is charged when the child or children are left beyond closing time. Payment is due at time of pick up. Excessive abuse of this policy may result in termination of enrollment.
14. The YMCA tax ID number is 92-0034878.
15. If the child is on an assistance authorization the authorization sets the terms of enrollment. You must already have the authorization to enroll your child without payment. If your authorization expires during the school year, you must have a new authorization issued before the end of the month when we bill assistance. If we do not have your authorization it is your responsibility to pay your monthly bill in full. If you are unable to pay and do not have a current authorization your child will be suspended until payment or authorization is received.
16. The parent registering the child in our program is responsible for all fees.
17. If you enroll your child on or before the 15th of the month you will be charged the monthly rate. If you enroll your child after the 15th of the month you will be charged half the monthly rate.

FINANCIAL ASSISTANCE
1. The YMCA School Age Child Development Program is eligible to serve families receiving DCAP, JOBS, OCS, CITC and most other forms of assistance.
2. The YMCA charges a $50 registration and processing fee for families using child care assistance. The registration fee may or may not be covered by child care assistance programs.
3. Call the YMCA at 563-3211 for information on our Open Doors Scholarship Program.
HOLIDAYS
1. The YMCA School Age Child Development Program will be closed in observance of the following holidays: Labor Day, Thanksgiving Holiday, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Martin Luther King Jr Day and Presidents Day.

HOURS
1. Before School Program hours are 7:00am-8:50am.
2. After School Program hours are from school dismissal until 6:30pm.
3. Northern Lights ABC is only available in the afternoons from 2:45pm-6:30pm.
4. When the schools are closed because of weather, natural disaster or any other emergency, the school age programs will be open on a first come first serve basis at the following sites: College Gate, Kasuun and Kincaid from 7:30am-6:30pm (ie. Snow days).
5. College Gate, Kasuun and Kincaid will be open on in-service days. Parents will receive written notice of all in-service days. Sites will open at 7:00am-6:30pm. Teacher conference will be held at all sites from school dismissal time until 6:30pm.
6. Most school sites will be closed for Christmas Vacation and Spring Break. We will be open at College Gate, Kasuun and Kincaid only. Although there is an extra fee, space is limited and you will need to register. Registration for Holiday Camps will be done on a first come first serve basis.

ILLNESS
1. Your child need to be kept home for illness such as:
   A. Signs of any serious or communicable illness
   B. An oral temperature above 100 degrees
   C. Diarrhea or vomiting
   D. Any undiagnosed rash
2. If any of the above problems occur while your child is in the program, the child will be isolated and you will be called to come pick up your child ASAP.
3. Parents will be informed of known exposure to communicable diseases.
4. For children who receive medication (prescription or over the counter), the parent must fill out and sign a medication authorization form. The same applies for any topical products, for example: sun screen, lip balm or mosquito repellent. They must be in the original containers with the original label. OTC medication may only be given for four consecutives days. After four days a doctor’s order is needed for further administration. Authorization for OTC medication must be filled out daily.
5. Prescription medication must be in its original container and will only be given if prescribed for that child and will only be given to label instructions.
6. Designated staff will administer the medications and topical products as required.

IN-SERVICE DAYS
1. Registration for in-service days will be given priority on a first come first serve basis. Each site will have a limited number of spaces.
2. On teacher in-service days special full day programs will be offered for a fee of $50 per child. However, your site may need to go to a different nearby site.
3. On these days children need to bring a nutritious lunch including protein, bread, fruits and vegetables. Include foods that are easy to handle, such as “finger” sandwiches and slices of sectioned fruit. Milk is provided at lunch. Some suggestions for an easy nutritional meal are: Sun butter and apple butter on whole wheat bread, green pepper rings, apple slices and milk, Ham & cheese in pocket bread, pineapple chunk, cherry tomatoes and milk, Cheese or hummus lettuce, tomato and green pepper on rye, Salad with strips of turkey and cheese with favorite dressing (in separate container), bananas, crackers and milk.

Pack items that need to be refrigerated in a thermos or use an ice pack lunch box. Put individual packages of mayonnaise and mustard in lunch box to spread on sandwich before eating.

Be certain that every lunch includes at least the following:
   2 oz. of meat or meat equivalent serving
   2 or more fruits and/or vegetable serving
   1 slice of bread or bread alternative

Recommended lunch items: Fresh or canned fruit, raw vegetables, crackers, bread, bagels & cheese, beef jerky, hummus, sun butter, etc.

Non recommended lunch items: Fun fruit, fruit rolls, pudding, capri sun, soda pop, kool-aid, chips, candy, candy bars, twinkies, ding-dongs or any other high sugar content foods.

INSURANCE
2. School Age Child Development (SACD) staff will do their best to insure the safety of each program participant. However, accidents may still occur.

LICENSING
1. The Municipality of Anchorage, Anchorage Health Department Child Care Licensing Office is the agency responsible for licensing childcare centers. This agency supervises, monitors and investigates complaints involving childcare centers. The Child Care Licensing Office is located at 825 L Street, 3rd floor. Phone number is 907-343-4758.

LOW MONTHLY ATTENDANCE
1. Service to schools may be discontinued due to low monthly attendance.
2. Before school programs may be discontinued due to low monthly attendance, without affecting the after-school participation.

OUTSIDE FOOD AND DRINK
1. The YMCA promotes healthy eating and lifestyles choices.
2. Outside food and drinks that are high in sugar content such as cookies, brownies, doughnuts, soda and other drinks that are not 100% fruit juice are to be avoided. If parents send a child to the program with an excluded item, YMCA staff may ask the child to set it aside until the child goes home or is signed out of the program.
PARTICIPATION
1. Children are expected to participate in the whole program, including activities of clean up and indoor/outdoor play.
2. Children are expected to be prepared everyday to play in the gym and play outdoors. This means they must have gym shoes and appropriate clothing for outdoor play everyday.

PERSONAL BELONGINGS
Please label all belongings! It is hard for us to track things down without a name tag.
1. The YMCA assumes no responsibility for loss, damage or theft of items brought to our program. Please do not send:
   Toys, games, trading cards, electronic devices, money, cell phones, head phones, etc.
2. Baskets are provided for the storage of children’s belongings.
3. For lost and found items check with the CCA. Items are kept for 30 days and then will be donated to Big Brother Big Sister organization.
4. If a child brings a cell phone it needs to be turned off during program hours and not used. The only exception is made when the phone is needed to call the parent. This call is made with a staff person making the phone call to the parent and standing beside the child during the call.

PETS
1. Pets are not permitted at the school site. However, on occasion animals might be brought in for educational purposes. Notice will be given in case of allergies.
2. If any animals are brought in they will be presented to the group for viewing only and not for direct interaction.

REGISTRATION
1. According to Municipal regulations, the following items are required for your child to attend the School Age Child Development Program:
   a. A valid physical examination—Is not older than one year prior to the first date of attendance or is no later than five weeks after the first date of attendance. This must be updated biennially (every 2 years).
   b. Emergency Record Card
   c. Shot Record or Legal Exemption from Shots
   d. Parent Authorization Sheet
2. The program is open to elementary school children age 5 – 12 years.
3. Northern Lights ABC is open for children age 5 – 14 years.
4. There is a 24-hour waiting period from the time the completed registration packet is turned in until the child can attend the program to allow processing of the paperwork.
5. All registration is done on a first come first serve basis until maximum numbers are reached.

REFUNDS
1. Refunds are not given for illness, vacation, non-attendance or suspensions.
2. Refunds for withdrawal from the program requires a two-week written notice.
RELEASING CHILDREN
1. Children will be released to those persons 16 years of age or older designated on the child’s emergency record card. We must have written authorization for anyone other than the parent to pick up the child.
2. Identification is required for all persons to sign out children from the program.

SITES
Mailing address for all sites is 5353 Lake Otis Parkway, Anchorage, AK 99507
Phone number Main 907-563-3211 Email kids@ymcaalaska.org

Baxter – 2991 Baxter Rd, Anchorage, AK 99504 907-332-3770 or 907-306-9549
Bayshore – 10500 Bayshore Dr, Anchorage, AK 99515 907-280-8956
Birchwood – 17010 Birchtree St, Chugiak, AK 99567 907-223-7628
Bowman – 11700 Gregory Rd, Anchorage, AK 99516 907-348-8905
College Gate – 3101 Sunflower St, Anchorage, AK 99508 907-333-9622
Kasuun – 4000 E 68th Ave, Anchorage, AK 99507 907-344-3245
Kincaid – 4900 Raspberry Rd, Anchorage, AK 99502 907-248-8948
Lake Hood – 3601 W 40th Ave, Anchorage, AK 99517 907-268-9526
Northern Lights ABC – 2424 E Dowling Rd, Anchorage, AK 99507 907-301-6763
Tudor – 1666 Cache Dr, Anchorage, AK 99507 907-717-6118
Willow Crest – 1004 W Tudor Rd, Anchorage, AK 99503 907-742-1000

SNOW DAY SITES
College Gate – 3101 Sunflower St, Anchorage, AK 99508 907-333-9622
Kasuun – 4000 E 68th Ave, Anchorage, AK 99507 907-344-3245
Kincaid – 4900 Raspberry Rd, Anchorage, AK 99502 907-248-8948

SMOKING
1. No smoking is permitted in the YMCA licensed center space, vehicle, parking lot, or in play yard.
2. Counselors are not allowed to smoke on work time and may not smoke in front of the children. Failure to comply will result in termination of employment with the YMCA of Alaska.

SNACKS
1. A snack following USDA Federal Food Program guidelines is provided to children in both the before and after school program.
2. A weekly menu is posted at each site.

SUBSTITUTE CAREGIVERS
1. Substitutes will be utilized when necessary to keep the staff to child ratio at 1:10. Requirements for substitutes are the same as for regular staff.
SUPERVISION

1. The YMCA of Alaska will ensure the children in its care receive responsible supervision appropriate to their age, developmental needs and activity. The YMCA will provide a staffing plan where applicable and a plan for supervision of children.

2. The YMCA of Alaska will ensure children are always under supervision by a caregiver, except when providing a degree of freedom to a school age child, appropriate to age and developmental level.

3. In the school age program supervision requires the caregivers are in the same room or group area, near, focusing on children, and able to directly see, hear and quickly respond to children, except in the restroom where children are provided age appropriate degree of privacy.

4. A child seven years of age and older may participate in activities and visit friends away from the facilities licensed space, if the plan for getting there is safe and developmentally appropriate, and it is approved in writing by the child’s parent or guardian and by the facility.

5. School Age YMCA staff will know the whereabouts of the children in their care at all times.

6. School Age YMCA staff will always maintain a 1:10 ration. Each caregiver will be assigned 10 specific kids.

7. The School Age Staff will have attendance records kept current as children and staff arrive and depart and will be up-to-date. They will be available for review at all times. The groups will keep the records.

8. Child care staff is allowed to participate in duties other than the direct care of the children and be counted towards the caregiver to child ratio required under this chapter as long as the caregiver remains on duty and the caregiver’s primary responsibility continues to be the direct care and supervision of children.

9. The YMCA School Age Program will prevent exposure of children to individuals, animals and situations posing possible danger. School Age staff will not expose a child to high risk activities or hazards.

10. The YMCA School Age Program will obtain written permission from the parent or guardian for a child to participate in moderate risk activities, including but not limited to swimming, water parks, vehicle trips or horseback riding. When a specific activity is held repeatedly on a scheduled basis, the parent may sign off once for the series.

11. School Age staff will arrange the use of appropriate safety equipment where needed.

SUSPENSION AND EXPULSION POLICY

A. PHILOSOPHY

To provide an environment that fosters social-emotional and behavioral development of all children by preventing or limiting expulsion and suspension practices in our school-age child care programs. To accomplish this goal we will build strong partnerships between families, outside programs, and government agencies. We will invest in caregiver wellness, preparation, and training, along with development of policies that are implemented consistently without bias or discrimination of the individual child, family, or community.

B. PREVENTION– The YMCA strives to create a positive environment and focus on prevention.

1. Promoting children’s social emotional and behavioral health and addressing challenging behavior.

2. Forming strong, supportive, nurturing relationships with children.

3. Forming strong relationships with parents and families.

4. Develop clear, appropriate, and consistent expectations for children’s behaviors.

5. Having a strong understanding of culture and diversity.
6. Providing reasonable modifications to the environment.
7. Identifying and accessing community resources, specialists, and early intervention providers.

C. Suspension
Temporary suspension of a child for persistent and challenging behaviors will be limited and implemented if there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. If a temporary suspension is deemed necessary, The YMCA of Alaska will support the child’s return to childcare as quickly as possible by continuing to engage with parents and utilizing community resources and specialists (if necessary). A written plan will be developed to ensure the action steps and supports needed are in place to promote the child’s successful return to YMCA childcare.

D. Expulsion
In the event that a child’s behavior continues to present a serious safety threat to the child, other YMCA participants, or staff in the school-age program, and it is determined that The YMCA of Alaska before and after school program is not the appropriate placement for the child, we will work with appropriate agencies, consultants, and the child’s family to help facilitate transition for the child to the most appropriate placement. The YMCA of Alaska will provide the child and family a written notice of expulsion with a designated date allowing a reasonable amount of time for the family and child to locate and transition to a new child care facility.

TELEVISION, MOVIE VIEWING, COMPUTER/VIDEO GAMES AND ELECTRONIC GAMES
1. Children in the before and after school program on occasion will be allowed the opportunity to view age appropriate movies with written permission from the parent. This will only take place on a special occasion or in–service day.
2. Computer/video games or hand held electronic computer devices are not permitted in the School Age Program.

TERMINATION OF SERVICE
1. The YMCA of Alaska reserves the right to terminate service to any participant with a 2-week written notice.

TRANSPORTATION
1. An on-site program is available at Baxter, Bayshore, Birchwood, Bowman, College Gate, Kasuun, Kincaid, Lake Hood, Northern Lights and Tudor. Children from other schools may attend our program but parents are required to provide transportation.
2. The YMCA will contact 911 in case of medical emergency and for transporting children in emergencies when necessary.
3. Parents will be notified prior to all field trips and specific permission will be obtained for all activities of moderate risk.
4. Occasionally the YMCA rents school busses with drivers for special field trips.
5. Children will never be left unattended in a vehicle.
6. The YMCA does not allow staff to transport children in their private vehicles.

VISITORS
1. Parents are welcome to visit at anytime and we encourage you to do so.
VOLUNTEERS
1. The YMCA welcomes volunteer talent and may use trained volunteers and parent volunteers in its programs. All volunteers must meet the same qualifications as staff.

WEATHER
1. The YMCA School Age Program follows the Anchorage School District weather guidelines. If the children do not go out during the school day, they do not go out during the YMCA School Age Program.
2. During high winds, ice and bad air quality the YMCA School Age Program will follow the Anchorage School District’s guidelines.

WITHDRAWAL FROM PROGRAM
1. A two-week written notice is required for withdrawal from the program.

YMCA
This facility is operated in accordance with U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington D.C. 20250. Any person who believes that he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington D.C.
YMCA BEFORE AND AFTER SCHOOL PROGRAM
SAMPLE SCHEDULE

BEFORE (AM)

7:00 am  Program opens– Individual Activities / Quiet Games
8:00 am  Active Gym / Games / Crafts / Reading / Snack
8:40 am  Clean up and get ready to leave for class
8:50 am  Bell rings for class
9:00 am  Program Closes

AFTER (PM)

3:30 pm  Program opens – Attendance
4:00 pm  Snack / Active Outside Play
4:30 pm  Gym / Arts & Crafts / Homework / Quiet Activities
5:30 pm  Group Activity
6:00 pm  Self Directed Free Time
6:30 pm  Program Closes
IN-SERVICE DAY SAMPLE SCHEDULE

7:00 am  Program opens- Individual Activities / Quiet Games
8:00 am  Active Gym / Games / Crafts / Reading
8:30 am  Snack
9:00 am  Group 1 Art Project / Group 2 Gym
9:30 am  Group 2 Art Project / Group 1 Gym
10:00 am All Children Outside
10:30 am Inside Group Game
11:00 am Circle Time / Get Ready for Lunch
11:30 am Lunch
12:30 pm Clean Up / Get Ready for Outside
12:45 pm All Children Outside
1:30 pm  All Children Inside
1:45 pm  Group Activity
2:15 pm  Group 1 Art Project / Group 2 Gym
2:45 pm  Group 2 Art Project / Group 1 Gym
3:15 pm  Circle Time / Get Ready for Snack
3:30 pm  Snack
4:00 pm  Active Outside Play
4:30 pm  Gym / Arts & Crafts / Quiet Activities
5:30 pm  Group Activity
6:00 pm  Self Directed Free Time
6:30 pm  Program Closes
This form is required to be included in a child care facility’s policy 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 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 or via email at HHSCCL@muni.org.

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

The number of caregivers, who are at least 18 years of age, need to meet child-to-caregiver ratios:
- 1 caretaker for every 4 young infants (birth through 11 months)
- 1 caretaker for every 5 older infants (12 months through 18 months)
- 1 caretaker for every 6 toddlers (19 months through 35 months)
• 1 caregiver for every 10 preschools children (3 to 4 year olds)
• 1 caregiver for every 10 kindergarten children (5 to 6 year olds)
• 1 caregiver for every 10 school age children (7 through 12 year olds)

See AMC 16.55.170 for allowable maximum group sizes in a center

CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS TO BE LICENSED

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 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 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