

# PARENT HANDBOOK



LITTLE BEARS PLAYHOUSE, INC.

**"A Community Non-Profit Learning Center"**

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# MISSION STATEMENT

The mission of Little Bears Playhouse, Inc. is to provide a safe, caring environment that promotes sound emotional, social, cognitive and physical development of children while strengthening and encouraging positive relationships among childcare professionals, families and our community.

## WELCOME!

Little Bears Playhouse, Inc. is a non-profit early childhood learning facility serving the families of Girdwood and the Four Valleys area. We believe children need a positive self-concept, a safe healthy environment and opportunities for self-discovery, socialization and creativity. Our goal is to provide children under our care with these opportunities through a child-centered program. Hands-on experiences allow children to express themselves as individuals and to expand their ideas about the world around them. We have designed a program and daily schedule for your child that provides the appropriate balance between early education, which prepares your child for their education career, and free play time, which allows opportunity for children to foster friendships and develop life skills.

For toddlers (12 month through 3 years), our goal is to provide an increasingly interesting and stimulating environment that allows children to develop physically, mentally and socially. For preschoolers (3 - 5 years), the program is designed to enhance learning through activities that focus on the child's interests. By providing developmentally appropriate activities and choices, the preschool child will pick up on letter recognition, basic number concepts, pre-writing and other pre-primary skills. For school age (6-9 years), we focus on establishing caring, mentoring, adult relationships, nurturing their social and emotional growth, and promoting physical activity and healthy life choices.

Children also develop life skills through activities such as playing in the housekeeping area, building with blocks, reading books, role playing and working with other children in a cooperative setting. We strive to provide individual attention to each child using an emergent learning philosophy to encourage all areas of development and engagement.

## LICENSING INFORMATION

The Municipality of Anchorage, Department of Health and Human Services, Child and Adult Care Office is the agency responsible for licensing childcare centers. This agency supervises monitors and investigates complaints involving childcare centers and carries out annual licensing inspections. Children's files are subject to inspection at these times. Representatives from this department will carry out investigations of complaints. Little Bears carries liability insurance as mandated by the Municipal Code AMC 16.55.210. The address and phone number for the Department of Health and Human Services, Child and Adult Care Program is as follows:

825 L Street, P O Box 196650  
Anchorage, AK 99519-6650  
907) 343-4758.

Little Bears Playhouse, Inc. is licensed to care for up to 30 children ages 12 months to 9 years.

Parent's Guide to Licensed Child Care (see Appendix A)

## OPERATING SCHEDULE

Little Bears is open from 7 am to 6 pm, Monday through Friday throughout the year. We are closed on the following holidays or the federally recognized holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, 4<sup>th</sup> of July, Friday of Forest Fair, Labor Day, Thanksgiving, day after Thanksgiving and Christmas.

## ENROLLMENT POLICIES

On or before your child's first visit, you must fill out an Emergency Information Record and return the required Statement of Understanding from this handbook. You must also provide a copy of your child's immunization record (or an approved exemption form), a recent physical exam and the \$50 membership fee by your second visit. Physical exams must be updated annually for children up to age 5 and must be signed by an MD, DO or nurse practitioner. You will be asked to review and update the Emergency Information Record quarterly. We reserve the right to turn down any child whose records are not complete. The records are kept at Little Bears and all information kept within a child's file will remain confidential.

We offer two sessions per year: the school year coincides with the ASD; fall session runs mid-August through May 30<sup>th</sup>. The summer session runs June 1<sup>st</sup> through mid-August. The minimum commitment for enrollment is one full day per week (or equivalent - two  $\frac{1}{2}$  days). Once a child is enrolled, you must give 30 days written notice to cancel or change your reservation. Without proper notice, you will be responsible for paying one month's tuition, regardless of attendance. Drop in reservations will be accommodated on a space available basis.

Before your child's first day, you must schedule an orientation visit. During this visit, parent and child spend time getting acquainted with the teachers, classmates and classroom environment. Please plan on spending about one hour for your first visit.

What to bring (to be stored in child's cubby):

- Lunch (see food section)
- Bottles, formula, pacifiers (infants)
- One full change of clothing (more if potty training)
- Indoor shoes
- Appropriate outdoor clothing and footwear
- Diaper and wipes (if needed)
- Blanket or comfort item for rest time (optional)

What NOT to bring:

- Toys from home (not allowed)
- Candy, gum or sweets

Little Bears does not discriminate against families in admission on the basis of sex, marital status, pregnancy, parenthood, race, religion, color, national origin, age or physical disability.

## RATES AND PAYMENT POLICIES

(see Appendix B for current rates)

- Tuition is due on the 1<sup>st</sup> of each month. Bills will be issued on the 25<sup>th</sup> of the previous month. Children may not attend until tuition is paid in full or a signed payment plan is in place.
- Cancellations: There are no make-ups or credits allowed for sick days, vacation days or no shows. There will be no reimbursement for emergency closures due to conditions out of our control.
- Drop in payments is due when a reservation is made. If payment is not made, the reservation may be cancelled. If a child is dropped off without paying for a reservation, a \$10 late fee will be charged in addition to the drop in rate.
- No reservations will be accepted for families that have outstanding unpaid bills.
- Families that qualify for government assistance plans must set up programs prior to any reservations being accepted. Families are responsible for any portion of the fees not covered by their plan, which will result in additional billing beyond the co-pay at the end of the month. DCAP bills will be issued by the 5<sup>th</sup> of the month and are due by the 10<sup>th</sup> of the month.
- Late pick-up fee: There is a \$1 per minute fee for any child picked up after 6:00 pm.
- A fee of \$30 will be charged on all checks returned by the bank unpaid.
- Membership fee is \$50 per family per year and is due every September.
- Exceptions: No exceptions or reimbursements will be granted without Director and Board approval. Requests need to be made in writing and addressed to the Director.



**DAILY SCHEDULE FOR INFANTS AND TODDLERS  
(12 months through 3 years)**

- 7:00 - Arrivals and interaction with teachers (guided play)
- 8:30 - Breakfast time
- 9:00 - Diaper changes (also done as needed)
- 9:30 - Circle time (stories, songs, rhymes)
- 10:00 - Toddler project time (clay, crafts, etc)
- 10:30 - Transition for outside play
- 10:45 - Outside play AND/OR
- 11:15 - Free choice of activity centers
- 11:45 - Transition for lunchtime (clean-up, hand-washing, etc)
- 12:00 - Lunchtime
- 12:30 - Diaper changes (also done as needed)
- 1:00 - Nap time
- 2:30 - Wake up slowly to cuddles and diaper changes
- 3:00 - Interaction with teachers (guided play)
- 3:30 - Afternoon snack time
- 4:00 - Transition for outside play
- 4:15 - Outside play
- 4:45 - Diaper changes (also done as needed)
- 5:15 - Free choice of activity centers
- 6:00 - Program closes

**DAILY SCHEDULE FOR PRESCHOOLERS  
(3-5 years)**

7:00 - Arrivals and free choice activities

8:30 - Breakfast

9:00 - Free choice activities

9:45 - Circle time (calendar, songs, stories, social skills)

10:15 - Project time (crafts, art, etc) Learning activities (science, pre-reading, pre-writing, dramatic play, etc.

10:45 - Dress for outdoor play, outdoor play

11:45 - Transition to lunchtime (clean-up, hand washing, etc)

12:00 - Lunch

12:30 - Clean-up, use the bathroom, find cot and choose books

12:55 - Story time, quiet reading

1:10 - Quiet/rest time

2:30 - Wake up slowly to music and hugs

2:45 - Outside play/gross motor activities

3:30 - Afternoon snack time

4:15 - Table activities (directed play)

5:15 - Free choice of activity centers

6:00 - Program closes

\* Every Friday, as scheduled by the public library, preschoolers will take a field trip to the library building and attend story time from 11:00 to 11:45 am.

**DAILY SCHEDULE FOR SCHOOL AGE (6-9 years)  
DURING FVCS SUMMER PLAYGROUND**

7:00 - Arrivals and free choice activities

8:30 - Breakfast

9:00 - Free choice activities

9:45 - Learning activities (science, art, mathematics)

10:30 - Outdoor play

12:00 - Lunch

12:45 - Transition and drop off to Summer Playground (clean-up, bathroom breaks, walk to Girdwood Community Room and sign in)

1:00 - Program ends

**AFTER FVCS SUMMER PLAYGROUND**

7:00 - Arrivals and free choice activities

8:30 - Breakfast

9:00 - Free choice activities

9:45 - Learning activities (science, art, mathematics)

10:30 - Outdoor play

12:00 - Lunch

12:45 - Clean-up, use the bathroom, quiet reading

1:30 - Afternoon outdoor activity (water play, science experiments, art projects, field trips, nature walks, etc.)

3:30 - Snack

4:15 - Table activities

5:00 - Outdoor play

6:00 - Program closes

## MEALS AND SNACKS

Little Bears will provide breakfast and an afternoon snack daily. Food is prepared on site and served family style. Menus are posted monthly on the kitchen door and by the sign-in sheet and meet the USDA nutritional requirements. Milk is served at every breakfast and lunch. Water is served for snack.

The children assist with the setting of the table and are provided with bowls or plates for each item. They learn to serve themselves, how to pass the food around the table and pour milk and water (toddlers, too!). They are encouraged to try all food offered but food is never used as a reward or punishment. Children then clean up after themselves.

### BREAKFAST:

Some sample menu ideas: bagels with cream cheese or jelly, cereal, oatmeal, scrambled eggs, raisin toast, milk is served every breakfast as well as fruit. If your child has an allergy please advise their teacher and/or Director.

### LUNCH:

Parents are required to provide lunch for their child. The following policies apply to the lunches being served:

- Lunch must be self-serve. We are unable to heat up food dishes.
- Lunches must contain at least one of the following five items:
  1. Protein: meat, cheese, yogurt, egg, peanut butter, lentils
  2. Grain: bagel, bread, muffin, pasta, rice, pita
  3. Fruit: real fruit, not fruit snacks or roll ups
  4. Vegetable: or you can substitute two servings of fruit
  5. Milk (provided by Little Bears)
- If you supply a drink, it must be 100% fruit juice
- Do not pack candy or foods high in sugar or fat

Some sample menu ideas: peanut butter/jelly sandwich, banana and apple slices. Ham and cheese sandwich, carrot sticks, and applesauce. Hard-boiled egg, crackers, orange and fresh broccoli

The family's role in the lunch program is important for the health and development of the child. Helping children by sending a lunch that can be managed independently promotes self-sufficiency and builds confidence. Parents should pack his/her child's lunch with success in mind. To help reduce the amount of waste and to promote responsible environmental habits, it is recommended that each child's food be sent in plastic containers that can be reused. We will try to send uneaten food home so parents know accurate amounts of food eaten by the child.

### **SNACK:**

Some sample menu ideas: carrots, hummus, strawberries, crackers, cubed cheese, broccoli, salmon dip, goldfish, edamame, raisins, apple sauce, hard-boiled egg; water is served at every snack.

### **FOOD SURCHARGE**

Our enrollment rates will include the cost of groceries provided at breakfast and snack.

### **NAP AND REST TIME**

Licensing regulations require that each child is provided a quiet time each day. Our nap time is from 1:00 pm - 2:30 pm. In order to help the children settle into naptime, we play soft music, dim the lights and rub their backs. After about 20 minutes of quiet rest, children who are unable to sleep are allowed to do quiet activities on their rest cots, such as look at books, work puzzles or color a picture.

### **POTTY TRAINING**

The teachers at Little Bears are happy to help with your child's transition from diapers to the potty. We believe that potty training should be a positive experience. It should only take a short period of time, if and when, your child is truly ready. Communication with your child's teachers is extremely important during this time. Please notify the Director for any specific requests your child needs.

During the potty training process you can expect your child to be brought to the bathroom every hour to practice the potty training steps: learning to pee, wipe, flush, and wash hands. While your child is attended in the bathroom we are going through each step to promote self-help skills. This process will be important when they transition to the preschool side. It is our goal for each toddler to master these skills before transitioning to the preschool classroom.

If you have a different process at home please communicate with your child's teachers so we can appropriately assist your child.

## ILLNESS AND INJURY

Due to the nature of group childcare, Little Bears does not accept children who are ill. Children displaying any of the following symptoms will be considered too ill to attend:

- Severe pain or discomfort, particularly in joints, ears or abdomen
- Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours
- Two or more episodes of acute vomiting within 24 hours
- Severe coughing or sore throat
- Oral or axillary (under the armpit) temperature of 101.5 F or more
- Yellow skin or eyes
- Red eyes with discharge
- Infected, untreated skin patches or lesions
- Difficult or rapid breathing
- Severe itching of body or scalp
- Skin rashes, excluding diaper rash, lasting more than one day
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood or pus from ear, skin, urine or stool
- Unusual behavior for the child characterized by no playing, confusion, persistent inconsolable crying
- Loss of appetite characterized by refusing all solids or
- Symptoms which indicate any of the following diseases:
  - A. Chicken pox
  - B. Impetigo
  - C. Lice
  - D. Scabies
  - E. Strep Throat
- Any reportable communicable diseases

Children who have been diagnosed with a communicable disease that must be reported to the Health Department may return to the center only when written documentation from a licensed physician states that they have been evaluated and present no risk to other children. Little Bears will notify

parents of all occurrences of, or exposure to, communicable diseases or contagious conditions, other than colds. Written notice will be posted near the sign-in sheets. Parents will be immediately notified in the case of illness or symptoms or any injury that is more serious than minor cuts, bruises and scratches, in order to obtain instructions for actions to be taken. If we are unable to contact parents, we will contact the person you have listed as the emergency contact on your Emergency Child Record Form. If necessary, the parents will be required to pick up the child within one hour of the request or arrange for a medical evaluation. The sick or injured child will be provided a place to rest quietly, as separate from the other children as possible, and provided supervision until removal from the facility. The Director will obtain emergency medical treatment through the 911 emergency systems without specific parental instructions in cases where the illness or injury warrants no delay in seeking treatment.

An accident form will be completed for any injury that leaves a mark on a child. Parents will be provided a copy of the form and one copy will be placed in the child's file. Please notify the Director of any unexplained injuries or marks on your child. We also request that you notify us of any injuries or marks that may be on your child that they received away from the center.

## **MEDICATION**

If your child requires prescription medication, over the counter medication or topical medication (sunscreen, bug spray, diaper ointment, lip balm, skin cream, etc.) a Medication Authorization Form allowing staff to administer the medication to your child must be completed and signed by the parent. These forms must be updated daily for prescription and over the counter medication (See appendix C). Topical products may be authorized for an entire season in the case of sunscreen and bug spray. Prescription medication must be in the original container with a prescription label including the child's name, name of medication, dosage intervals, name of prescribing physician and date the prescription was filled. Over the counter and topical products must also be in their original containers with the manufacturers instructions. If an over the counter medication is necessary for more than four consecutive days, a physician's order is required.

## **EMERGENCY PROCEDURES**

In case of emergency, an orderly evacuation will be conducted and children will be accounted for by using the daily sign-in sheet. Please be sure to sign your child in and out daily. If a major emergency occurs in which Little Bears becomes unusable, we will move to the radio station or the Fire Department building. You will be called from this location. If you cannot be reached, your child's emergency card will be used to contact people you have listed. It is important to keep this card updated with current information. We will keep the fire hall dispatcher (783-2511) informed of our location. In cases of other emergencies, the center may be closed at the Director's discretion in concurrence with the President of the Board of Directors. The Director will contact parents or emergency contact persons with instructions. In the event that parents and/or emergency contact persons are not available, the Director will make emergency housing provisions for all children that are affected. The parents should contact the Director to find out where his/her child is being housed. Some examples of situations in which Little Bears will be closed include: power outage for 1 hour or more, extreme snow load on the building, if two exits are not available from the building, fire in the building, severe earthquake or lack of clean running water.

## **SPECIAL NEEDS**

Children with special needs will be included in the program after an evaluation of the child's situation and consultation with the parents and other professionals who may be involved in the child's developmental needs. The child may need an IEP and other additional care factors associated with their needs. Little Bears practices inclusion in our program and will accommodate special needs children on this basis.

## **LENGTH OF STAY**

Children may not be in care at Little Bears for more than 10 hours per day. There is a charge of \$2.50 per time this happens.



## **CHILD ABUSE REPORTING**

Alaska state statutes and Municipal codes require that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. Little Bears is therefore obligated by law to report such incidents within 24 hours to the Child Protection Office of Children's Services (Alaska Dept. of Health and Human Services) at 269-4000. It is not the responsibility of center staff to question parents about or inform them of a report. Centers are further required to notify the Municipality Child and Adult Care Licensing Office of incidents which allege a child was abused or neglected while in the center's care.

## **OPEN DOOR POLICY**

Little Bears operates with an open door policy. This allows parents or visitors to drop in at any time. Please come and play, read books or have lunch with your child. We highly encourage parents to visit the program and spend time with their child in the program. The Director will be available most days or an appointment can be scheduled.

## **SIGN-IN/SIGN-OUT**

The parent or parent designee is required to sign the child in upon arrival and sign the child out just before leaving for the day. Not only are the daily sign-in sheets important for state and Municipal reporting but they are also used in an emergency situation to account for the children. The sign-in/sign-out sheet is located near the front door for the preschoolers and by the gate for the toddler class. Your designated pick up person needs to be listed on the child's emergency card and will be required to show ID if we are unfamiliar with them.

## **FIELD TRIPS**

We may take the children on periodic field trips. All of our field trips are within walking distance, such as to the Girdwood Library, Fire Station or Glacier Creek Bridge. We must have signed permission slips on file before a child can participate in an activity that takes us away from the center (see appendix D).

## **OUTDOOR PLAY**

The children at Little Bears will go outside twice daily unless the temperature is below 0 degrees F or the weather is extreme. We feel that if your child is well enough to come to the program he/she is well enough to go outside. It is very important that the children get the opportunity to use their large muscles and get fresh air daily. We use the community park and playground, the small playground at the back of the building and the tennis courts. We also go on numerous walks.

## **LIBRARY TIME**

If you wish your child to participate in checking out books with us please be sure his/her library card is available at Little Bears on Fridays when we go to story time. Preschoolers and toddlers attend story time at the public library on Friday mornings 11:00 am - 11:45 am as provided through the library's schedule.

## **TELEVISION/VIDEOS/COMPUTER**

Little Bears does not own a television or VCR. At times, we may have a computer set up with educational games in the preschool area or use a hand-held device for an educational activity. Screen viewing time, including TV, computers, and hand-held devices is prohibited for children under the age of two years. These items are used sparingly and are mostly saved for rainy day activities. The total amount of time spent using the computer, TV/VCR, or hand-held device shall not exceed 1-1/2 hours per week. We will show only appropriate materials suitable for children and learning. If you have objections to your children participating in these types of activities, please let your child's teacher know.

## **ANIMALS**

Animals and pets can be a part of the program as long as the animal has a health record, current shots and is not a health or safety concern. Cages for those small pets kept at the center must be cleaned on a daily basis. We will notify all parents if an animal is brought into the facility.

## **SMOKING**

Our center maintains a smoke-free environment, including any vehicle used to transport children. Smoking is prohibited inside the center and in the play yard. The approved smoking area is behind Glacier City Hall near the far corner, which is farther than 20 ft. from the openings into interior space which children access. Child care personnel may not smoke while responsible for the care of children and they may not expose children to second-hand smoke.

## **STAFFING AND TRAINING**

Little Bears is administered by a Director who answers to the Board of Directors. The Director is responsible for the hiring and training of all staff. Staff must be 18 years old and free from serious physical and mental health problems. A criminal record check and fingerprinting are required of all staff, substitutes, and volunteers who have contact with children according to specifications set forth by the Municipality. Prior to being counted in the staff to child ratio, new staff members will attend an orientation to the program and basic early childhood education practices. Staff members and substitutes receive a minimum of 24 hours per year of in-service training. There are always at least two staff members on site when children are in care. At least one staff member on site will be trained in CPR and first aid. The center occasionally uses volunteers from the local community and Anchorage for special projects and events. Volunteers are counted as additional staff and are not counted into the required ratios. They must meet qualifications as specified by the municipal code. When members of our regular staff are ill or on leave, substitutes and volunteer caregivers are available to fill in as needed to maintain proper ratios.

## **PLAN OF SUPERVISION**

On site, our staff to child ratio is as follows:

- |                         |                     |
|-------------------------|---------------------|
| - 6 months - 18 months  | 1 staff/5 children  |
| - 19 months - 35 months | 1 staff/6 children  |
| - 36 months - 5 years   | 1 staff/10 children |
| - 6 years - 9 years     | 1 staff/10 children |

These ratios are maintained at all times, indoors and outdoors and during nap time. On field trips, ratios will be determined based on the nature of the trip. No child will ever be left unsupervised, caregivers are within the same room as and within sight or sound of children at all times including when the children are sleeping during nap time.

## OUTSIDE EMPLOYMENT OF STAFF

On occasion, staff members may offer their services to Little Bears families for childcare on nights and/or weekends, or families may request staff members to provide childcare in their homes. Families of currently enrolled children are welcome to employ our staff as long as it is outside of our normal operating hours and does not interfere with the staff member's work schedule.

## RULES AND GUIDANCE TECHNIQUES

Children of all ages look to adults for guidance. As professionals, we strive to provide children with an environment that encourages exploration, interaction, decision-making, self-sufficiency and self-control. When adult guidance is needed, it is important to understand individual needs and behaviors of children at varying developmental levels. The goal of discipline is to promote self-discipline and problem-solving skills while maintaining a sense of well-being, security and self-confidence. It is important that the safety of the children be the priority. The rules we have established ensure the children remain safe and that all staff members remain consistent with what is permitted or not permitted. The following are the center rules:

- Follow directions
- Use your walking feet
- Use quiet voices inside
- Use kind and gentle touches
- Use your words
- Keep your hands and feet to yourself
- Clean up what you play with
- Stay where the teacher can see you

To help us guide children in following these rules, we have integrated the 1, 2, 3 Magic discipline plan for children aged 2 years and up. This plan uses counting as a means of warnings and short time-outs when necessary. Time-outs are always conducted in a comfortable, quiet spot within the room and are never longer in duration than minutes equal to the child's age (3 yrs = 3minutes). This program is well-researched, well-documented and effective. We have the DVD and book available for parents to borrow and review the program at any time. For children under 2 years of age, we utilize distraction and re-direction to modify inappropriate behaviors. Little Bears does not practice corporal punishment and consistently uses positive reinforcement to nurture good behaviors and practices. We guide children to use words and conflict resolution techniques to resolve problems. We provide role-playing and mini-lessons to teach prosocial skills that are integrated into our curriculum. If you would like further

information on appropriate guidance and discipline techniques, please see the Director. Serious inappropriate behaviors that raise safety concerns for the child and/or others including staff, or that are aggressive, abusive, harmful and/or destructive will result in the Director contacting the child's parents for a conference to work toward a collaborative plan for correcting the behaviors. In the event the behavior continues the Director will meet with the Board of Directors to discuss further action. It may be determined that the child will be suspended or dismissed from the program. If a child is suspended or dismissed from the program, a determination will be made by the Director about possible re-admittance. Parents will be called to pick up their child immediately if their child's behavior is out of control and/or harmful. A parent conference will need to occur prior to the child returning to the center.

## **COMMUNICATION WITH PARENTS**

Working together as a team will provide the optimum preschool experience for your child and lay the foundation for future successes. Please be sure to contact us with any concerns and/or questions you may have. We will keep you well informed of events and changes that go on at Little Bears through newsletters, memos, and flyers. Please check our bulletin boards, your child's bin and email communications routinely to keep up-to-date with all our news.

Parents will be notified one week in advance of any changes or additions in programs or policies.

# APPENDICES

# APPENDIX B

## Little Bears Playhouse, Inc Rate Sheet

### Member's Rates

	Infants 12-18 months	Toddlers 19-36 months	3 – 5 years	6 – 9 years
<b>Daily enrollment</b>	\$55/full \$36/half	\$50/full \$32/half	\$46/full \$30/half	\$35 per day \$520 flat rate

**Monthly enrollment:** 10% discount for children who attend full days Monday-Friday

Half days sessions: 7:00am-12:30pm or 12:30pm-6:00pm

Membership fee is \$50 per family per year and is due every September. Non-members may attend one week without becoming members, but non-member rates apply. See Director for non-member rates. Membership fees do not apply for Camp Grizzly (school age).

### Payment Policies

- All tuition must be paid in advance. Monthly tuition is due by the 1<sup>st</sup> of the month. Bills will be issued on the 25<sup>th</sup> of the previous month and children may not attend until tuition is paid in full or a signed payment plan is in place.
- Cancellations: There are no make-ups or credits allowed for sick days or no shows.
- Families that qualify for government assistance plans must set up programs prior to any reservations being accepted. Families are responsible for any portion of the fees not covered by their plan, which will result in additional billing beyond the co-pay at the end of the month.
- Late pick up fee: There is a \$1 per minute fee for any child picked up after 6:00pm.
- A fee of \$30 will be charged on all checks returned by the bank unpaid.
- Membership fee is \$50 per family per year and is due every September.
- Once a child is enrolled, you must give 30 days written notice to cancel or change your reservation. Without proper notice, you will be responsible for paying one month's tuition regardless of attendance.
- Exceptions: No exceptions or reimbursements will be granted without Director and Board approval. Requests need to be made in writing and addressed to the Director. Vacation notifications are to be submitted 30 days in advance to ensure you are not financially responsible for your child's reservation.

APPENDIX C

**AUTHORIZATION FOR THE ADMINISTRATION OF  
MEDICATION BY AUTHORIZED CHILD CARE FACILITY**

I authorize the administration of \_\_\_\_\_

which I have provided to LITTLE BEARS PLAYHOUSE INC.

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

Time and amount for each dosage: \_\_\_\_\_

Caregiver designated to administer medication: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

NOTE TO PARENTS: Anchorage child care regulations prohibit the child care provider from giving any medicine, including vitamins and mineral supplements, to a child unless those medicines are provided by the parent. The child care provider must have the parent's permission for each dose of over-the-counter medication (including aspirin) given to a child. Prescription medication must have a current label with the prescribing person's name, the child's name, the specific period of time that the drug may be administered and the dosage required. Parents must designate a caregiver to administer the medication.

DATE                      TIME                      AMOUNT                      COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPENDIX D



### LITTLE BEARS PLAYHOUSE, INC.

P O Box 350

Girdwood, AK 99587

Phone: 907-783-2116

Fax: 907-783-2118

"A Community Non-profit Learning Center"

### Field Trip Permission

Dear Parents,

Little Bears goes on various walks around Girdwood and to the library.

MOA Health and Human Services Child and Adult Care Program requires that a form be signed by parents that gives permission for their child to play in or walk to spaces away from the center (they consider it a field trip).

Please sign and return the form below. Thank you!

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I give my permission for my child to go on various walks and to the library for frequent field trips.

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX E



**LITTLE BEARS PLAYHOUSE, INC.**

**P O Box 350**

**Girdwood, AK 99587**

**Phone: 907-783-2116**

**Fax: 907-783-2118**

**"A Community Non-profit Learning Center"**

Authorization to use child's photograph

Dear Parents,

We are hereby asking your permission to use photographs of your child for use in promotional and in house publications for Little Bear's Playhouse, Inc.

Please fill out the form below and indicate 'yes' or 'no' for permission.

Thank you!

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I hereby give Little Bears Playhouse permission to use my child's photograph for brochure ads, newsletters and other publications, including a Facebook site, promotions and documentation, without incurring any debts or liabilities to Little Bears, Inc. of any kind.

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

# STATEMENT OF UNDERSTANDING

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

Parent Name: \_\_\_\_\_

I have read and understand the Little Bears Playhouse, Inc. parent handbook and agree to comply with the policies therein. I am aware that I will be notified, in writing, thirty days in advance of any changes in policies.

Parent Signature : \_\_\_\_\_

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

Please complete and sign the above and return this to the Director on or before your child's first day of attendance.

## Anchorage Department of Health &amp; Human Services

## CHILD CARE LICENSING PROGRAM PARENTS' GUIDE TO LICENSED CHILD CARE

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

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

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

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

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

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

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

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

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

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

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

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

## **OBTAIN FROM PARENTS**

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

## **PROGRAM REQUIREMENTS**

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

## **SUPERVISION**

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

## **SAFETY**

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

## **BEHAVIOR GUIDANCE**

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

## **HEALTH**

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure 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