

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.

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 16.55.120 and 7AAC 57.240. 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.

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 **baby toddlers and toddlers 12 months 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.

OPERATING SCHEDULE

Little Bears is open from 7 am to 6 pm, Monday through Friday throughout the year. We run two sessions per year, fall/school year and summer. We are closed on the following holidays or the federally recognized holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, ASD Spring Break*, Memorial Day, 4th of July, Friday of Forest Fair, Labor Day, Thanksgiving, day after Thanksgiving and Winter Break*.

*Families will be notified at the start of our school year session for annual dates.

ENROLLMENT POLICIES

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 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 fall/school year coincides with ASD; the session runs September 1st through May 31st. The summer session runs June 1st through August 31st. 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. 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 30 minutes for your first visit.

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

- Lunch (see food section)
- Bottles, formula, pacifiers (if needed for baby toddlers)
- One full change of clothing (more if potty training)
- Indoor shoes
- Appropriate outdoor clothing and footwear
- Diapers and/or pull-ups (wipes if a specific brand is needed)

- Blanket or comfort item for rest time (optional)

What NOT to bring:

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

NON-DISCRIMINATION POLICY

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)

- **Rates are based on enrollment, not attendance.** Tuition is due on the first day of attendance, and by the first day of the month thereafter. A billing period is identified as one month of services. Invoices will be sent on the 1st of the month via email. It is each family's responsibility to submit a timely payment, failure to pay fees that exceed two months will result in the termination of the child from the program. There is a 10-day grace period, failure to pay the full balance within this time period will result in a late fee in the amount of \$50.00. Families who are unable to pay tuition on time must discuss this with the Executive Director before the deadline.
- **Tuition payments:** Standard method is cash, check, or ACH bank transfer. A fee of \$25 will be charged on all checks returned by the bank unpaid.
- **Membership Fee:** is \$100 per family and \$50 for each additional child, and due every September
- **Attendance:** A child **cannot** be dropped off after **11 am** unless previously discussed and approved by the Director. Families are required to pay full tuition each month regardless of emergency closures, or absences due to illness and family vacations. Fees will not be prorated.
- **Government assistance plans:** Families that qualify 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.

- **Little Bears Playhouse Hardship Fund:** Little Bears Playhouse (LBP) Hardship Fund to support currently enrolled students, in good standing, whose family is experiencing an emergency financial crisis and needs assistance covering the cost of tuition for their children at Little Bears Playhouse. Nomination Form and Specifications on Appendix F.
- **Late pick up fee:** There is a \$5 per minute fee for any child picked up after 6:00 pm.
- **Cancellations:** 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.

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

7:00 – Arrivals and interaction with teachers (guided play)	12:30 – Diaper changes (also done as needed)
8:30 - Breakfast time	1:00 – Nap time
9:00 - Diaper changes (also done as needed)	3:00 – Wake up slowly to cuddles and diaper changes
9:30 – Circle Time	3:30 – Afternoon snack time
10:15 – Morning Snack	4:00 – Outside play
10:30 – Sensory play	5:00 – Diaper changes (also done as needed)
10:50 – Outside play	5:15 – Free choice activities
12:00 – Lunch	6:00 – Program closes

*Due to the size of our current facility, baby toddlers and toddlers share a classroom. Baby toddlers must be walking before enrollment can occur. We are not licensed for Infant care, so walking is a requirement set forth by child care licensing. *

DAILY SCHEDULE FOR PRESCHOOLERS (3-5 years)

7:00 – Arrivals and free choice activities	12:30 – Clean-up, use the bathroom, find cot and choose books
8:30 – Breakfast	12:40 – Story time, quiet reading
9:00 – Free choice activities	1:00 – Quiet/rest time
10:15 – Circle Time	3:00 – Wake up slowly to music and hugs
10:50 – Transition to Outside play	3:30 – Afternoon snack time
12:00 – Lunch	4:00 – Outside play

5:15 - Free choice of activities

6:00 – Program closes

DAILY SCHEDULE FOR SCHOOL AGE (6-9 years)

7:00 - Arrivals and free choice activities

8:30 – Breakfast

9:00 – Free choice activities

9:30 – Circle Time

9:50 – Free choice activities

10:50 – 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 – Free choice activities

5:00 – Outdoor play

6:00 – Program closes

*Our facility acclimates to the need of the community. While we are licensed for children ages 1-9, our scheduling priority will be for children ages 1-5 yrs. old, due to the high demand of applications. When space and teacher availability allow, we will do our best to accommodate school age friends.

MEALS AND SNACKS

Little Bears will provide breakfast, morning snack for Toddler classroom, 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 you're 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:

- 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: infant and toddler vegetables must be softened
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. All lunchboxes must be labeled with the child's name and the date prepared on the containers inside per Child Care Licensing requirements.

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 snacks.

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 – 3:00 pm. In order to help the children, settle into naptime, we play soft music, dim the lights and rub their backs. After approximately 30 minutes of quiet rest, children who are unable to sleep are allowed to do quiet activities at the table, 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.

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.

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. During emergency situations such as a pandemic, we will schedule tours/orientations outside of operational hours and will not allow unscheduled visits.

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. We will notify our members in a timely manner regarding any changes or additions in our programs daily operations and/or policies. Amended policies will be communicated 30 days in advance.

- Communicate as necessary any pertinent information to teachers.
- Check your email routinely for newsletters and updates each week,
- Any questions regarding billing, payments, late pickups, enrollment or attendance must be communicated with the Director or Assistant Director.

CONCERNMENT PROCEDURE

Concerns and complaints must be addressed in an open, appropriate, constructive and timely manner. Concerns should be raised first with the person most closely involved in the situation, and others should be involved only if there is not satisfactory resolution. *Classroom related issues* should be discussed first with the Lead Teachers. If further clarification is required, a meeting with the Executive Director should be scheduled. *Program issues* (larger than a single classroom) should be discussed with the Executive Director. *Billing and Payment issues* should be discussed with the Assistant Director and/or Executive Director.

Unresolved Complaints- All complaints should be handled as described above. Any complaint not resolved to the parent's satisfaction by the Executive Director may be addressed in writing to the Board of Directors through the President of the Board. The Executive Director will provide contact information for the President of the Board, if necessary. The Board will then determine if the complaint falls under Board purview and act accordingly to address or dismiss the complaint or find that it is an issue not falling under board discretion.

Any concerns or complaints that cannot be resolved at Little Bears Playhouse, contact Child Care Licensing at (907)343-4758.

AUTHORIZED AND UNAUTHORIZED PICK-UPS

Providers are legally responsible for the safety of every child, and can be held liable for releasing a child to an unauthorized person. Little Bears can only release a child to those having a legal right to remove the enrolled child or the guardians who are authorized on the child's emergency card. Written authorization should include the person's address, and telephone number. Unauthorized persons will not be able to pick up a child without the consent from the legal guardian. If an unauthorized person shows up and demands release of the child, providers will contact the listed guardians and look through records to see if the person is named on the emergency card. If the person is the legal parent, providers cannot refuse release unless there is a court order limiting that parent's rights to custody.

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. During emergency situations such as a pandemic, pick-ups and drop-offs will be scheduled and staggered to adhere to CDC recommendations. Families will be greeted outside the building and will be health screened upon entry. A staff member will assist your child into the center.

PLAN OF SUPERVISION

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

Baby Toddlers (12 months – 18 months)	1 staff/5 children
Toddlers (19 months – 35 months)	1 staff/6 children
Preschoolers (36 months – 5 years)	1 staff/10 children
School Age (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.

DISCIPLINE

Little Bears is committed to providing an environment where children can explore their innate curiosity and grow as an individual. During these times of development, it can occur where a student may act out inappropriately. As educators, it is our duty to respond appropriately to our students and help guide them through their emotions.

However, there are certain behaviors that are not permitted within our establishment.

- Hitting
- Kicking
- Spitting
- Biting
- Hostile Verbal Behavior

Teachers will respond to these behaviors and follow these guidelines

- The child will be shown respect

- Rules will be clearly stated
- Positive language to guide the child will be used
- Choices will be given
- Redirection will be attempted

Our approach to discipline is to model our own inner discipline to our students and allow them the time to develop and mature their own. Little Bears will continue to engage in our educational principles and philosophies that will allow our students to develop the necessary assets to work through any unpleasant emotions in a proper way.

Little Bears recognizes that there are times that children will need to work through their unpleasant emotions on their own. Little Bears will respect the child and allow them a safe place to work through their own thoughts and movements. Teachers will stay close by to ensure the child does not endanger themselves or others but will continue to respect the need of the child.

This safe place may be set up in the classroom, where a feeling/thinking table or area has been created to allow children to regulate their feelings. If the child is still having trouble working through their emotions, a teacher may sit outside the classroom with him/her to help cut down on external stimuli so the child may focus on their feelings. Little Bears does **not** recognize this as a suspension. This act of removing the child from the activity of the classroom is to provide them with a calm, quiet space with a teacher to self-regulate. This space may be the administrator office, the hallway near the kitchen, or the entry way.

Once the student has calmed their thoughts and body, a teacher will engage with them to discuss how they are feeling and help the child to identify the who, what, where, when, and why of this emotion.

Little Bears is committed to helping our students, modeling the appropriate choices, and supporting the children when they need it the most.

Although, when a student is continuing to show negative behaviors and choices, with no progress verified by the teacher, the steps of Suspension and Expulsion will be explored as a last result.

SUSPENSION

Little Bears reserves the right to enact the suspension of a child if their behavior is physically or emotionally threatening to any children or staff.

Suspension of a child will result in a pre-determined amount of time (suggested by the Head Teacher and Administration) that the student will not be allowed back in the classroom. This amount of time may last for minutes, to the completion of the school day, or several days.

Immediate Suspension can occur if:

1. Physical violence towards any child or staff is not corrected upon intervention
 - a. Hitting
 - b. Kicking
 - c. Biting
 - d. Spitting
 - e. Tackling
 - f. Scratching
2. Verbal threats towards another child, Teacher, Administration.
3. The child is a danger to oneself
 - a. Head Banging

- b. Throwing Body Down
- c. Running Body into Other

If the inappropriate behavior continues to occur when the child returns to the classroom, Little Bears reserves the right to begin the process of expulsion.

EXPULSION

TERMINATION OF ENROLLMENT

On occasion, a program is not an optimal fit for a child or family. Little Bears is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may be needed to support a child's success in the school environment.

Support processes that will be used prior to dismissal include:

1. Children's behavior will be documented and sent out in a behavioral/incident report.
 - a. Minimum of 5 incident reports will be sent home.
 - b. Parent Teacher Conference will be scheduled following the minimum number of incident reports.
2. Parent conferences to develop a united support plan between families and the school.
 - a. Little Bears will conduct 3 parent conferences between the families and school before introducing outside resources.
3. Contacting a specialist to observe the child and suggest further action
 - a. IEP created and followed by the families and school.
 - b. Monthly progress will be documented by the specialist and the school to determine if changes need to be made.
 - c. Implementation of updated and new tools addressed in the IEP.
4. Specialized plan of response and support in the classroom
 - a. Training for all Head Teachers, Teacher's Assistants and Volunteers.

Over this 3-month period, if no positive change has happened with the behavior of the child, Little Bear's reserves the right to enforce the expulsion of the child in recognition that this school is not a positive fit for the student.

Little Bears reserves the right to dismiss the enrollment of a child, immediately, due to the following reasons:

1. The child's behavior threatens the physical or emotional well-being of other children.
2. The child has verbally threatened to harm a child, Teacher or Staff at Little Bears.
3. The child's parents are unwilling to follow the schools' policies.
4. The child's parents are disrespectful to any of the school's staff.
5. The child has special needs that our staff members cannot meet.
6. The child needs one to one attention.

STAFFING AND TRAINING

Little Bears is administered by an Executive 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. All staff members 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.

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.

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.

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 10 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.

TRANSPORTATION

Little Bears Playhouse does not provide any transportation at this time.

POISONOUS PLANTS

Little Bears Playhouse does not have any poisonous plants within our facility. If one should be introduced to our facility, Little Bears will work with our Licensing Specialist to ensure a plant safety plan is created and implanted, as well as, notify all enrolled families.

LIBRARY TIME

Preschoolers and toddlers attend story time or free at the public library when scheduled.

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 hour per 24-hour period. 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.

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 sunsreen 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 manufacturer's 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.

ILLNESS AND INJURY

Due to the nature of group childcare, Little Bears does not allow sick children to attend the program while acutely ill. Screening for any of the following illness or injury occurs daily during drop-off and may include screening questions regarding symptoms and recent travel, temperature check, etc., in the lobby or outside of the building, away from classroom spaces. In order to minimize risk to staff, parents, and children enrolled in Little Bears, the following health promotion activities will occur on a daily basis.

- Encourage staff, parents, and children to follow CDC guidelines, their medical provider's guidance, and stay up-to-date on all recommended vaccinations. Little Bears Playhouse acknowledges that all families have the right to choose whether their children will be vaccinated and does not discriminate based on vaccination status.
- Promote good handwashing techniques by having all children and staff wash their hands upon arrival, before and after eating, when hands are soiled, and as needed throughout the day.
- Hand washing: Wash with either warm water/soap or hand sanitizer when soap and water are not available. Hand sanitizer will contain at least 60% alcohol.
- Encourage children and staff to avoid touching their face, eyes, or mouth with your hands.
- Avoid coughing into their hands or in air. Encourage children and staff to cough into their shirt, forearm or elbow. If the person is wearing a mask and coughs, the recommendation is to change the mask if wet.
- Use tissues and dispose of them properly.
- Minimize handshaking.
- Clean and disinfect common areas and classrooms throughout the day and at the end of day.
- Enhance ventilation of classrooms by opening a window, whenever possible.

Children displaying any of the following symptoms will be considered too ill to attend:

- | | |
|--|--|
| <ul style="list-style-type: none"> • 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 100.4 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 • Swollen joints | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Chicken pox ○ Impetigo ○ Lice ○ Scabies ○ Strep Throat ○ Hand, Foot, and Mouth ○ Covid • Any reportable communicable diseases |
|--|--|

If any member of your home (any adult or child) is sick with any of the above symptoms, **you must stay home and alert the Director.** Proof of negative viral testing or letter from a medical provider may be recommended prior to returning to Little Bears.

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 medical provider stating 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.

Emergency Procedures

FIRE

The first objective in the case of a fire is to evacuate the children from the building in an orderly and safe manner, making certain all children are accounted for. This must be done by exiting through the nearest and safest exit. All areas of the building will have primary and secondary exits posted.

Executive Director's Role (or Child Care Associate)

- Call 911 in an emergency.
- Inspect the building to make sure all areas are empty.
- Take the Emergency Child Records box.
- Take sign in sheets.
- Assist in evacuating children.

Preschool Teacher's Role

- Ensure all children are evacuated in a safe manner from the preschool area.
- Take the first aid kit.

Toddler Teacher's Role

- Call 911 (if the Executive Director and Child Care Associate are not available).
- Ensure all children are evacuated in a safe manner from the toddler area.

All children and adults must evacuate in an orderly and safe manner and meet in front of the KEUL Radio Station building, regardless of the exit used. The Executive Director or Child Care Associate will conduct a head count using the sign in sheet. Staff are not allowed to enter the building. Notify the emergency personnel if there are any children not accounted for. If the building is not safe to re-enter all children and adults will walk to the Girdwood Fire Station. At that time the parents or guardians will be called to pick up their children.

EARTHQUAKE

If you are indoors, stay indoors. Staff will announce to duck and cover. All children and staff will take cover under a table or else in the hallway against the wall by the kitchen and bathroom. Stay away from any windows or shelves that have items on them that may fall. Remain calm and do not panic.

If you are outside stay away from buildings, trees, and utility wires. Move to an open, clear area. Duck and cover under anything that is nearby or crouch low to the ground. After the shaking has stopped, ensure that all children are safe and uninjured. Check the utilities, such as water, gas, and electrical units. If there is a problem, evacuate the building, per the fire emergency procedures. If the building is not safe, call the parents or guardians for pick-up of their children.

POWER OUTAGE

There are emergency lights installed in the building that comes on in case of a power outage. There will be working flashlights in the building at all times. Flashlights are located throughout the building: two on the kitchen counter, one on the main green divider, one in each emergency kit, and one in the office. Candles will never be used under any circumstances. The non-cordless phone is located in the office. The cordless phone does not work when the power is out. The Director will call Chugach Electric at 762-7888 to report the outage. If the power is out for one hour or more, the center will close. Parents or guardians will be called to pick up their children. The center will be closed until the power is restored and the building has been determined safe.

WINTER STORMS, AVALANCHE ROAD CLOSURES, AND OTHER ROAD CLOSURES

Little Bears Playhouse will be open during heavy snows and storms as long as the building maintains power, two exits are clear of snow, and the building is determined safe to be occupied by the Director. If any of the following occur, the center will be closed until further notice:

- Power outage for more than one hour
- Two exits are not available.
- The roof has an unsafe snow load (12 inches or more).

The Director, or Child Care Associate will notify the President of the Board of Directors and MOA licensing (343-6731) that the center has been closed, why, and estimated time or date of re-opening. If parents or guardians are stranded on the other side of a road closure due to an avalanche or otherwise, the emergency person listed on each child's emergency card will be notified to pick up the child. If the emergency person is not available, the Director will arrange emergency housing provisions for all children affected. In that case, the parents should contact the Director to find out where their child is being housed.

TSUNAMI/FLOODING

Parents or guardians will be called to pick up their children with a tsunami warning and/or flooding in Little Bears. The center will be closed until the building has been determined safe.

Executive Director's Role (or Child Care Associate)

- Call 911 in an emergency.
- Inspect the building to make sure all areas are empty.

The Director or Child Care Associate will notify the President of the Board of Directors and MOA licensing (343-6731) that the center has been closed, why, and estimated time or date of re-opening. If parents or guardians are stranded on the other side of a road closure due to an avalanche or otherwise, the emergency person listed on each child's emergency card will be notified to pick up the child. If the emergency person is not available, the Director will arrange

emergency housing provisions for all children affected. In that case, the parents should contact the Director to find out where their child is being housed.

Lock-Down

If the facility encounters an emergency situation, all doors and windows will be secured and locked. During the lockdown all parents and emergency contacts will be notified by the Director and/or CCA to discuss pickups and closures. Licensing will be contacted immediately as well as the Police and/or Fire Department. The doors will remain locked until the building has been determined safe.

Shelter-in-place

If the facility encounters an emergency situation where childcare is needed overnight the Director and/or CCA will contact all guardians and emergency contacts to discuss overnight care options. If no one is available for pick-ups the Director and/or CCA will determine alternative overnight care until the guardian is able to pick the child up. The Director and/or CCA will remain at the facility until the last child is picked up. Licensing will be contacted and informed of when the last child is picked up.

Pandemic Planning and Response

Pandemic flu has been defined as an outbreak of influenza, for which there is little or no immunity among humans and is easily spread, over a wide geographic area that affects an exceptionally high part of the population. The Director will receive updates from and in communication with the Anchorage Health Department for the latest health advisories, as well as monitoring current information released by the Center for Disease Control. As each illness has its own trajectory and community response, below is a base plan for how to respond, understanding that all situations as these are continuously evolving.

Classroom Prevention and Control:

- Help children complete good handwashing practices throughout the day; including washing their hands as they enter the program for the day, before and after eating, and hourly
- All staff wash their hands with warm water frequently and thoroughly throughout the day. Use hand sanitizer is soap and water are not available, making sure they contain at least 60% alcohol
- Perform daily health screening at drop off and beginning of shift. A health check can include temperature reading and visual symptom check
- Avoid touching your face with your hands
- Do not cough into the hand or air in public, cough into the shirt forearm or elbow if tissues are unavailable
- Use tissues and dispose of them properly
- Eliminate handshaking

- Avoid touching the eyes and mouth
- Continually clean and sanitize the classroom throughout the day; and disinfect at the end of the day. Common areas need to be cleaned and disinfected throughout the day
- Enhance ventilation of classrooms by opening a window if possible
- Create an illness protocol to monitor coworkers and children for signs of illness

Program Prevention

- Support all employees in getting an annual flu vaccination to mitigate the impact of possible pandemic strains of flu
- Determine who are the essential employees/positions that must be at work to keep the core processes running
- Cross train employees for temporary reassignment to vital areas
- Engage staff in pandemic planning

- | | |
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| <ul style="list-style-type: none"> • Create a method for some employees to work from home and list of projects to complete if center is closed • Keep 60% alcohol hand sanitizer, disinfectant spray for hard surfaces, and tissues on hand • Implement a mandatory stay-home policy for employees and children who are symptomatic. Sick employees should remain at home for at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicines such as Tylenol • Plan to cancel vacation (and other types of) leave | <ul style="list-style-type: none"> • Track children and staff absenteeism related to symptoms • Reduce risk of infection by: <ol style="list-style-type: none"> 1. Isolating those who are already sick 2. Quarantine those in homes with sick people 3. Encourage alternatives to face-to-face meetings 4. Reduce staff density in working groups areas 5. Modify or postpone public gatherings 6. Cancel work related travel |
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Emergency Closure

In accordance with Little Bears closure policies, Little Bears will close when mandated by the Municipality of Anchorage, with the following caveats.

- If there is an outbreak of illness among children in a classroom, the Director may limit hours of operation to ensure deeper cleaning
- If there is an outbreak of illness among staff, the Director may limit hours of operation to ensure adequate coverage to ensure the children's health and safety
- If there is a confirmed case of illness the center may close for 2-5 days to work with the Anchorage Health Department to ensure that all the facility is cleaned and disinfected, and that decisions can be made about exposure risks.

APPENDIX B

Baby Toddler

Toddler

Toddler: 19 months – 3 years old			
Program	5 Days (M-T-W-Th-F)	3 Days (M-W-F)	2 Days (T-Th)
Full Day 7:00 am – 6:00 pm	\$1310	\$875	\$610
Half Day 7:00 am – 12:30 pm	\$975	\$645	\$485

Preschool

Preschool: 3 years old – 6 years old			
Program	5 Days (M-T-W-Th-F)	3 Days (M-W-F)	2 Days (T-Th)
Full Day 7:00 am – 6:00 pm	\$1195	\$835	\$595
Half Day 7:00 am – 12:30 pm	\$945	\$605	\$470

Enrollment: Families have the choice to enroll their child for 5, 3, or 2 days. This adjustment will offer more care for working families and provide a better time estimate for the families on our waiting list. Enrolled members will now have the option to enroll per session, or annually if they anticipate little to no change to their requested enrollment.

Sibling Enrollment: 5% discount will be applied to the oldest enrolled child

Half-Day Session: 7:00 am-12:30 pm

Payment Policies

- **Charges are based on enrollment, not attendance.** Tuition is due on the first day of attendance, and by the fifth day of the month thereafter. A billing period is identified as one month of services. Invoices will be sent on the 1st of the month via email. It is each family's responsibility to submit a timely payment, failure to pay fees that exceed two months will result in the termination of the child from the program. There is a 10-day grace period, failure to pay the full balance within this time period will result in a late fee in the amount of \$50.00. Families who are unable to pay tuition on time must discuss this with the Executive Director before the deadline.
- **Tuition payments:** Standard method is cash, check, or ACH bank transfer. A fee of \$25 will be charged on all checks returned by the bank unpaid.
- **Membership Fee:** is \$100 per family and \$50 for each additional child, and due every September

- **Attendance:** A child **cannot** be dropped off after **11 am** unless previously discussed and approved by the Director. Families are required to pay full tuition each month regardless of emergency closures, or absences due to illness and family vacations. Fees will not be prorated.
- **Government assistance plans:** Families that qualify 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 \$5 per minute fee for any child picked up after 6:00 pm.
- **Material Fees:** Little Bears Playhouse implements a Fall and Summer Material Fee. These fees help with the cost of food and classroom materials (i.e., art materials, new works, sunscreen, etc.). Parents have a choice to either pay the entire material fee at the start of each enrollment (September & June), or to have the material fee added to their monthly tuition.
 - Fall Material Fee: 5 Day Enrollment: \$125 (\$14/month) 3 Day Enrollment: \$112.5 (\$12.5/month) 2 Day Enrollment: \$100 (\$11/month)
 - Summer Material Fee: 5 Day Enrollment: \$75 (\$25/month) 3 Day: \$67.50 (\$22.50/month) 2 Day: \$60 (\$20/month)
- **Cancellations:** 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.

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.

<u>DATE</u>	<u>TIME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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!

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!

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 _____

APPENDIX F

Little Bears Playhouse Hardship Fund Policy

Purpose

Establish a Little Bears Playhouse (LBP) Hardship Fund to support currently enrolled students, in good standing, whose family is experiencing an emergency financial crisis and needs assistance covering the cost of tuition for their children at Little Bears Playhouse.

Definitions

Financial crisis includes, but is not limited to, loss of employment, loss of housing, a medical diagnosis which affects the ability of a parent or guardian to work, etc.

Only one family will be eligible for the fund each review period, pending eligible funds.

Award Rules & Requirements

Initial nominations received will be reviewed within 14 days of receipt by the Executive Director and Executive Committee of the Board of Directors. All nominations need a majority vote to be awarded, pending eligible funds.

Each award will be reviewed and granted on a monthly basis after verification of continued need by the Executive Committee and Executive Director. Each nominated family will be notified of the board's ruling in writing by the 25th day of the preceding month of need.

Nominations will be granted as full tuition or partial tuition awards. The Executive Committee and the Executive Director will determine the amount awarded based on the family's need as outlined in the nomination.

- Full tuition award
 - Granted when a parent(s) or guardian(s) is unable to pay any tuition due to an emergent financial crisis but has ongoing childcare needs.
- Partial tuition award
 - Parent(s) or guardian(s) need to reduce their work due to the emergency situation and are unable to cover the full tuition.
 - Partial tuition will be assessed and awarded using an income based sliding scale as a guide.
 - All income-based decisions will be made following federal, state, and local government guidelines.
 - Each family and/or applicant may request a copy of the current sliding scale.

Nomination process

Any individual may submit a nomination for themselves or on the behalf of any family in need who has a child currently enrolled in Little Bears Playhouse. The Executive Director, Assistant Director, and Board of Directors or any Little Bears Playhouse staff member are eligible to submit a nomination. The nominated family and nominator will remain confidential.

To nominate a family

- Nomination form is available online at www.littlebearsplayhouse.com or at Little Bears Playhouse.
- Complete nomination form.
- Provide Proof of Need with initial nomination submission, if available
 - Proof of Need is required before an award is granted.
 - Examples include, but are not limited to: paystub, termination of employment, documentation of medical illness, accident report, proof of resignation from employment due to illness, etc.
 - All documentation to support proof of need will remain confidential.
- All documentation emailed to littlebearsplayhouse@gmail.com or submitted to administration at the facility.



Little Bears Hardship Fund Nomination Form

Nominated Family: _____

Written Statement of Need: Please provide a detailed explanation describing the circumstances affecting the family.



Please review all nomination requirements before submission. Please email this completed nomination form and Proof of Need (if available at time of nomination) to littlebearsplayhouse@gmail.com. Initial nominations will be reviewed within 14 days of receipt following the Little Bears Hardship Fund policy.

Signature: _____

Printed name: _____

Contact #: _____

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 attend.