



# Faith Daycare & Learning Center

## Parent Handbook

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A Ministry of  
**Faith**  
Christian Community

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## Welcome to Faith Daycare & Learning Center

### Vision

Working together with parents, we seek to help lay a foundation for a lifetime of faith and obedience to Jesus Christ.

### Mission

To be an extension of the home, providing a safe, loving and nurturing learning environment, actively portraying the love of Christ to children and families.

Faith Christian Community and Faith Daycare & Learning Center believe children are a gift from God. We believe the greatest privilege and responsibility of parents is to raise their children to love God with all their hearts, souls, minds, and strength. It is the mission of Faith Daycare & Learning Center to partner with families in this great undertaking. As your partner, we strive to help you lay a foundation for loving God in the following ways:

1. Teaching children to honor God as their Heavenly Father, introducing them to His existence, love, grace, and truth.
2. Introducing children to the Bible as God's written truth, given to us to learn about Him and His plan for our lives.
3. Exalting Jesus as our Savior who died on the cross to give us forgiveness of sins, relationship with God, and the promise of eternal life.

It is upon this critically important spiritual foundation that Faith Daycare & Learning Center will build learning and developmental experiences for the healthy moral, physical, emotional, intellectual and social development of every child.

### Parent Understanding Agreement

I understand the vision and mission of Faith Daycare & Learning Center and, realizing the importance of consistency in my child's environment, promise to support it as best I can.

## INTRODUCTION

The Faith Daycare and Learning Center is a ministry of Faith Christian Community, and licensed by the Municipality of Anchorage. This handbook informs you with our policies and provides a better understanding of our program as we work together for the development of your child.

The Center serves infants and children six weeks old through twelve years and is currently licensed to care for 119 children.

The Center operates year-round from 7 AM to 6 PM, Monday through Friday, and is closed on the following days:

- New Year's Day
- Memorial Day
- Veteran's Day
- President's Day
- Independence Day
- Thanksgiving & the day after
- Good Friday
- Labor Day
- Christmas Eve & Christmas Day

If a holiday falls on Saturday, the Center is closed on Friday; if the holiday falls on Sunday, we close on Monday. Any other closures result from emergencies beyond our control. The Center does not normally close for cold weather. In the event of an unscheduled public school closure, (i.e., snow days, strike days), the Center will provide care for enrolled elementary children; however, lunch is not included. Parents should send a sack lunch with their elementary child.

The policies of the Center are detailed on the following pages. Policy changes are addressed in a letter from the Director to each child's parent or guardian and are considered revisions to this handbook. If you have questions or concerns, please contact the Director.

## **Policies**

### **1. ENROLLMENT**

The Center will not refuse any child enrollment based on sex, marital status (or changes in), pregnancy, parenthood, race, religion, color, national origin, age, or physical disability. Parents with special needs children must speak with the Director to see if the facility can adequately meet the child's needs. Enrollment is based on space availability.

Children must meet the Health requirements detailed in Section 2, have an emergency card, enrollment form, immunization records, and current physical exam on file before acceptance into the Center.

### **2. HEALTH**

Parents are required to have a Municipality of Anchorage medical examination form and complete immunization form on file at the Center before the child's admittance. Faith Daycare & Learning Center requires that this examination be repeated annually. The Center allows only medical or religious immunization exemptions. The staff examines each child daily for symptoms of contagious diseases or illness before they are admitted for the day.

Children who become ill at the Center are isolated, given adult supervision and comfort, and the parents or emergency contact are notified to pick up the child. The Center abides by the Municipality of Anchorage guidelines for health policies, Reference AMC 16.55.520 B—Symptoms for exclusion of children from centers. Examples include but are not limited to:

- Acute Diarrhea
- Two or more episodes of acute vomiting within 24 hours
- Oral or auxiliary temperature of 101.5 degrees F or more
- Red eyes with discharge or yellow skin or eyes
- Difficult or rapid breathing
- Blood or pus from ear, skin, urine or stool
- Symptoms which indicate any of the following diseases: chicken pox, impetigo, lice, scabies, strep throat or any other communicable disease.

Note: See *Medical Handbook* for complete center policies regarding illness (Provided upon enrollment).

### **3. CONFIDENTIALITY**

Records and information pertaining to a child and his/her parents is confidential except as required by the staff in working with the child and his/her family, or by the licensing representative monitoring the Center, and in the case of reporting situations, which may require child protective services. All records and information are kept in a locked file cabinet.

### **4. PROBATION PERIOD**

All children accepted by the Center have a two-week probation period to adjust to the Center. If the child does not make an adjustment during that time, then the Center reserves the right to ask the parent to withdraw the child and one-half of the prepaid monthly fees will be refunded. If the parent decides to withdraw the child, the same refund policy applies.

### **5. REST PERIODS**

Children birth through five years are provided an opportunity for a rest period during the day. Parents may furnish a small, lightweight blanket for nap time.

### **6. LATE ATTENDANCE**

If a child is two or more hours late and a parent has not contacted the Center, the child is considered absent for the day and the Center is free to accept an additional child for that day on a drop-in basis.

### **7. ARRIVAL PROCEDURE**

1. Sign in your child (or children)
2. Deposit all belongings (e.g., coat, blanket, toys, etc.) in cubby
3. Accompany child to appropriate class (Children must be with adult supervision before parent leaves the Center.)
4. No child can be left on the premises until the Center's staff arrives.
5. No child is permitted to sign themselves in or out.

### **8. LATE PICK-UP**

Parents are required to pay a one dollar per minute penalty for each child left at the Center after closing at 6 PM. Failure to pay late charges may result in the Center no longer accepting the child. Habitual lateness when picking up a child after closing hours may jeopardize your child's enrollment, determined at the discretion of the Director.

### **9. AUTHORIZATION TO PICK UP CHILDREN**

We must have written authorization from the parent or legal guardian for any other person who is allowed to pick up child from the Center. Any person picking up a child may be asked for identification at any time. Parents must notify the office in writing when anyone not listed on the emergency sheet is picking up a child. No one under sixteen years of age is permitted to pick up a child. The parent(s) signing the *Parent-Center Agreement* is/are the only one who can make a change in the authorization to pick up the child(ren).

### **10. DISCIPLINE**

The parents understand that certain discipline and behavior management techniques are implemented in order to maintain proper order at the Center. Positive reinforcement, redirection, and setting of clear and consistent limits will be attempted. If this does not achieve proper behavior, a "time-out" system is used, which is isolation from the classroom group at the rate of one minute for each year of age, and/or a discussion with the Director. The Center does not administer corporal punishment, but in the event that further correction is required, a parent or guardian may be contacted.

### **11. FOOD**

A wholesome meal, whose components (food groups) meet the criteria set by the United States Department of Agriculture, is served daily for the snacks and lunch. See Sections 14,15 and 16 for meal service times. Milk is served at lunch and at some morning snacks. Water is served when milk or juice is not part of the meal components. Children are not permitted to bring food into the Center unless they are on a special diet. Parents may make arrangements in advance with the Director to furnish refreshments on a child's birthday or special holiday.

This facility is operated in accordance with U.S. Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, national origin, sex, age or disability. Any individual who believes that he or she has been discriminated against should write immediately to USDA, Director, Office of Civil Rights, Room 326 – W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **12. FEES AND PAYMENT SCHEDULE**

All payments are due on the first day of each month, and considered late after the fifth day of each month. Elementary children are charged an extra charge for school closure days. Parents must notify the Center two weeks prior to the in-service day/holiday of their child's attendance for the day(s). If parents fail to notify the absence of their child from the Center on the in-service/holiday, a charge is applied to the account regardless if the child is in attendance or not. A two-week written notice is required before terminating your child's position at the Center. If no notice is provided, parents/guardians are billed for those two weeks from the time the child last attended. A current fee schedule is attached for your convenience.

### **13. INSURANCE**

Faith Daycare & Learning Center provides liability insurance coverage as required by law.

### **14. INFANT CARE**

Parents furnish disposable diapers for children still in diapers. A daily chart is kept for each infant and furnished to the parents regarding feeding, diapering and napping.

The Center participates in the food program for infants. The Center supplies Enfamil Lipil with Iron formula, infant cereal and fruits and vegetables for infants 4 to 11 months. See *Baby Menu* for specifics. Parents furnish baby bottles. If a parent does not wish to use the brand of formula the Center offers, he/she may supply an alternate formula or breast milk. Infants, ages 6 weeks-4months, are fed according to the schedule provided by the parents. Infants over 4 months are transitioned into the feeding schedule of the Baby Menu. All bottles, pacifiers, etc., must be labeled with the child's name.

The Infant room is staffed with 3 caregivers throughout the day. Each caregiver is responsible for 4 children. Each child is assigned a primary caregiver to provide for his or her needs.

### **15. TODDLERS AND TWOS CARE**

Parents furnish disposable diapers for children still in diapers. Bottles are not allowed in the Toddlers room. Pacifiers are only allowed at nap time if the need persists.

### **15. TODDLERS AND TWOS CARE CONT...**

Morning snack is served from 8:30 until 9 AM with no late arrivals served after 8:50 AM, lunch is 11:30 until 12 PM with no late arrivals served after 11:50 AM, and afternoon snack is 2:30 until 3 PM with no late arrivals served after 2:50 PM. If your child does not arrive during the time the meal is served, that meal service is not available for him or her.

Nap time for toddlers is from 12:30 to 2:30 PM. Children may not arrive during nap time. Small motor skill activities are offered daily and include coloring, puzzles, playdough, painting, gluing and more. Large motor skill activities include riding toys, indoor slide, exercise games, and outside play on playground equipment suited to their age group. A Bible story is shared with the toddlers each day.

The Toddlers and Twos classrooms have 2 caregivers per room. The ratio in the Toddlers class is 1:5 and the Twos' class is 1:6. The caregivers are responsible for the wellbeing, developmental activities, safety and spiritual guidance of the class.

### **16. PRESCHOOL CARE**

Children ages three through five eat morning snack from 8:30 until 9 AM with no late arrivals served after 8:50 AM, lunch is 11:30 until 12 PM with no late arrivals served after 11:50 AM, and snack is 2:30 until 3 PM with no late arrivals served after 2:50 PM. If your child does not arrive during the time the meal is served, that meal service is not available for your child. Preschoolers nap from 12:30 to 2:30 P.M. Children may not arrive during nap time.

Before moving to the Threes class, a child must be potty-trained. **(The Threes class price reduction is contingent on the child being potty-trained and ready to move, not just turning three.)**

Activities include coloring, gluing, cutting shapes, play dough, painting, puzzles, books, dress-up, kitchen area, etc. Learning activities are geared to individual ages such as numbers, colors, letters, words, nature facts, matching, etc. Outside play is provided daily. A Bible story is shared with each class daily.

We have three preschool classes. Each class has one caregiver and 10 children. The caregiver in each class is responsible for the wellbeing, developmental activities, safety and spiritual guidance of the class each day.

### **17. KINDERGARTEN AND ELEMENTARY TIMES & SERVICES**

The Center provides care for kindergarten and elementary students. Students attending Lake Hood Elementary School are provided van transportation to and from school. Transportation to any other school is determined on a yearly basis. Students leave the Center at 8:40 AM. Morning snack begins at 8 AM and serving ends at 8:20 AM. During the transporting of children to and from school, the ratio is 14:1, with the van driver counting as the adult. Children eight and under who are not 4'9" (59") tall or over 65lbs will sit in an appropriate child restraint seat. For field trips, the ratio in the van will be 10:1. The drivers of each van are equipped with a two-way radio to have instant contact with the office in the event of an emergency. Children arrive back at the Center at approximately 4 PM and served an afternoon snack daily.

After-school activities include age-appropriate arts and crafts and outside playground activities. Parents can request their child to work on homework for one half hour following school. A Bible story is shared with this group daily.

### **18. SUPERVISION OF CHILDREN**

The Center places each child in a specific classroom, under the care of a specific caregiver. The Baby room has three caregivers and is subdivided into two groups to utilize the large room. Each caregiver is responsible for four children. The Toddlers and Twos classrooms each have two caregivers and have 10 (toddlers) or 12 (twos) children in each room. Each teacher is responsible for five (Toddlers) or six (Twos) children; however, the classroom operates as a whole on activities. The Threes, Fours and Fives classrooms have a single caregiver, who is responsible for the whole class of 10 children each day. The Kindergarten and Elementary classrooms also have a single caregiver in each classroom, who is responsible for the whole class of 10 children. See Kindergarten and Elementary Times and Services (Section 18) for van transportation. Any field trips taken by the preschoolers have a second adult on the van in addition to the driver. Any field trips which contain a moderate amount of risk has a specialized activity plan submitted to, and approved by, licensing. Faith Daycare & Learning Center must have on staff, four employees (with the Director and Office Administrator filling two of these positions) who meet the Child Development Leader credentials. The Center strives to exceed the minimum number of staff with the required credentials.

### **19. TOYS**

Children are not permitted to bring their own toys to the Center. If this regulation is not complied with, the Center is not responsible for the loss or damage of the toy. The only exception to this rule is for Show-and-Tell days. Children are allowed to bring one toy from home that's kept in their cubby or shelf until Show-and-Tell, and then returned to the cubby or shelf after the activity.

## **20. TELEVISION AND VIDEOCASSETTE VIEWING**

Children ages 15 months to 12 years may view appropriate television/movie programs once or twice during the week. The television is not used in any classroom for more than one hour per day, and the children are offered an alternative if they do not wish to watch television. All movies are screened by the Director before classroom viewing. We hold all television time to a minimum to insure the children get the maximum interaction with the teachers and other classmates.

## **21. TRANSPORTATION**

Parents provide transportation for the child to and from the Center. Transportation to and from elementary schools is covered under Kindergarten and Elementary Times & Service (Item 17).

## **22. PARENT VISITS**

The Center provides a Christmas Program/Open House each year for parents and children who attend the Center. If a parent wishes to visit a classroom, he or she may drop in at anytime. If a parent wishes to help with a classroom activity, facilitate a special interest project, or bring an item of interest, please schedule a time with the classroom teacher. Parents may schedule conferences with the Director as desired. If a parent wishes to have a conference with a teacher, it must be scheduled through the office in order to maintain classroom ratios. Children cannot be separated from classroom activities during parent visits. However, parents are always encouraged to participate.

## **23. FIELD TRIPS**

Field trips are announced in advance. Transportation is provided in vehicles owned and operated by the Daycare Center or Faith Christian Community. Permission slips are made available at the Center for parents to sign. Children are not taken on field trips without a signed permission slip by the parent. The Center will provide an appropriate child restraint seat for the children, for every field trip until he or she is 4'9" (59") **OR** over 65lbs, or over the age of 8.

## **24. SMOKING**

Smoking is prohibited within the Center and Church facilities, and on the property. Smoking is also prohibited on any daycare van.

## **25. CLOTHING**

Children should be dressed in comfortable play clothes and should always be dressed for outdoor play. Garments should always be of the self-help variety.

If your child is well enough to be present at the Center, then your child is well enough to be outside. During cold weather, each child must have snow pants, waterproof mittens, hats and boots. Outdoor gear should be large enough for the child to put on by themselves. There is no outdoor activity if temperatures fall below 10 degrees Fahrenheit, if air quality is poor, or if the playground poses a safety hazard to the children due to excessive ice. We recognize the importance of fresh air for the children and make every effort to have the children outside daily.

Clothing should be clearly marked with your child's name. An extra change of indoor clothing should be left at the Center in the event the child might need to change.

Each child must have one pair of hard-soled shoes. All clothing and personal items must be taken home each Friday.

Each preschool child has a cubby in which to keep indoor belongings and a change of clothes. Kindergarten and elementary students have their hooks and shelf in the classroom to store belongings.

## **26. ANIMALS**

There are no animals kept at the Center. Families may bring in a family pet for Show and Tell only after receiving permission from the Director.

## **27. CHILD ABUSE**

Alaska State Statutes and the Municipality of Anchorage Child Care Center Regulations require that all licensed child care 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. The Center is therefore obligated by law to report such incidents within 24 hours to the Child Protection Office of Children's Services (Alaska Department of Health and Social Services), at 269-4000.

Centers are required to notify the Municipal Child/Adult Care Licensing Office (343-6730 or 343-4758) of incidents which allege a child was abused or neglected when the Center is responsible for the child.

## **28. MEDICATION**

Written authorization is required for each individual dose of over-the-counter medication (including acetaminophen and topical medications) given to a child. Topical medications include but are not limited to: diaper ointments, insect repellents, sunscreens, lip balms, and skin creams. Prescription medicine provided by the child's parent must have a current label with the prescribing physician's name, the child's name, the specific period of time that the drug may be administered, and the dosage will be administered after written authorization from parents is obtained. Under no circumstance are medicines given on an "as needed" basis by Center staff.

The Anchorage Child Care Code AMC 16.55 requires that child care facilities only give over-the-counter medications if a parent provides written permission that matches the manufacturer's label directions. If the manufacturer's label does not include dosing recommendations for the child based on the child's weight or age or if the label directs the parent to consult the child's health care provider, the medication cannot be administered without a written prescription from the child's health care provider.

The prescription must list the child's name, dosage, frequency, duration and method of administration. Over-the-counter medication can only be administered for one day. In order for the medication to be administered another day, it must be signed in on a daily basis but no longer than four consecutive days unless accompanied by a physician's note.

## **29. REGULATORY SERVICE**

The Municipality of Anchorage, Department of Health and Human Services Child/Adult Care Office (located at 825 "L" Street, 3rd Floor; phone 343-4758 or 343-6602) is the agency responsible for licensing child care centers. This agency supervises, monitors, and investigates complaints involving child care centers. The licensing worker for Faith Daycare & Learning Center is Debra Hardwick.

## **30. VOLUNTEER, SUBSTITUTE, AND EMERGENCY CARE PROVISIONS**

Our Center uses substitute and volunteer staff when the situation arises; however, each substitute caregiver meets the same screening process and health requirements as our regular staff. In the event of an emergency, staff remains with all children until the emergency is resolved or parents arrive to claim their child(ren). The children at the Center participate in monthly fire drills to familiarize them with evacuation procedures.

## **31. EMERGENCY MEDICAL TREATMENT**

In the event of a medical emergency, a member of the Center immediately calls 911 to enlist the help of trained professionals. Your child's wellbeing is our main concern. All Center staff hold current CPR and First Aid certifications.

## **32. VACATION POLICY**

- Parents are entitled to two weeks vacation credit each calendar year. Parents are not eligible for vacation credit until their children have been enrolled for six months.
- The parent must inform the Director one full month in advance of vacation dates.
- The Center will not deduct any more than two weeks of child care fees for a one-year period.
- The Center will deduct one week of credit per billing cycle. One week of vacation credit is dispensed the month of the vacation. The second week of credit is dispensed the month following the vacation. For example, if your family is gone for vacation two weeks in March, we credit one week in March and one week in April.

## **33. CHANGES IN POLICIES**

Parents and guardians are notified in writing of any changes in the above policies.



## Part Two: Sample Schedule of Daily Activities (by age group)

### BABIES

An infant operates on their own schedule, which is written down and given to teachers. Parents need to update the schedule monthly or more often, if needed. Meals are provided as noted in this handbook, under “Food” (Section 11) and “Infant Care” (Sections 14).

All other class lesson plans are written by the staff and approved by the Director. Please refer to the lesson plans posted outside classroom doors for specific information.

### TODDLERS AND TWOS

7:00 – 8:30	Children arrive; supervised free play
8:30 – 8:50	SNACK
8:50 – 9:00	Finish eating morning snack
9:00 – 9:30	Cleanup; potty time, diaper changes, supervised free play
9:30 – 9:50	Learning time: ABCs, colors, Bible story
9:50 – 10:10	Learning time: Art
10:00 – 10:20	Outside: vigorous physical activity
10:20 – 10:45	Romper room: vigorous physical activity
10:45 – 11:30	Potty time, diaper changes, supervised freeplay
11:30 – 11:50	LUNCH
11:50 – 12:00	Finish eating lunch
12:00 – 12:30	Cleanup, books, diapers, ready for nap
12:30 – 2:30	Nap
2:30 – 3:00	SNACK
3:00 – 3:30	Cleanup, potty time, diaper changes, supervised free play
3:30 – 3:45	Bible stories
3:45 – 4:05	Romper Room: vigorous physical activity
4:05 – 4:50	Outside: vigorous physical activity
4:30 – 5:00	Potty time, diaper changes, supervised free play

### THREES THROUGH FIVES

7:00 – 8:30	Children arrive; supervised free play
8:30 – 8:50	SNACK
8:50 – 9:00	Finish eating morning snack
9:00 – 9:05	Cleanup: potty time
9:00 – 9:30	Romper Room: vigorous physical activity
9:30 – 10:00	Learning centers
10:00 – 10:30	Art activity
10:30 – 11:30	Outside: vigorous physical activity
11:30 – 11:50	LUNCH
11:50 – 12:00	Finish eating lunch
12:00 – 12:30	Cleanup: books, ready for nap
12:30 – 2:30	Nap
2:30 – 3:00	SNACK
3:00 – 4:00	Outside: vigorous physical activity
4:00 – 4:30	Learning activities; centers
4:30 – 5:00	Romper room: vigorous physical activity
5:00 – 5:30	Bible Story and singing
5:30 – 6:00	Supervised free play

Note: These rooms may have weekly Show and Tell; staff will provide additional information.

## **KINDERGARTEN – ELEMENTARY SCHOOL SCHEDULE**

7:00 – 8:00	Free play
8:00 – 8:20	SNACK
8:20 – 8:40	Cleanup and play
8:40	Leave for School
3:30 – 3:50	Transport back to daycare
3:50 – 4:10	SNACK
4:15 – 5:00	Scheduled activities
5:00 – 6:00	Outside and Romper Room

## **KINDERGARTEN – ELEMENTARY SUMMER SCHEDULE**

7:00 – 8:30	Children arrive; free play
8:30 – 8:50	SNACK
8:50 – 9:00	Finish eating morning snack
9:00 – 10:00	Outside: vigorous physical activity
10:00– 10:30	Centers
10:30– 11:00	Learning Activity
11:00– 11:30	Bible story
11:30– 11:50	LUNCH
11:50– 12:00	Finish eating lunch
12:00– 1:00	Outside: vigorous physical activity
1:00 – 2:30	Field trips or activity
2:30 – 3:00	SNACK
3:00 – 4:00	Creative activity
4:00 – 5:00	Games
5:00 – 6:00	Free Play or Romper Room

## **PARENTS' GUIDE TO LICENSED CHILD CARE**

### **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 and educational 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 standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see pages 11 and 12). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

### **You as an informed parent are a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors visit one to four times a year, but you visit each time you take your child. Visit unexpectedly 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 capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

### **If you have questions or concerns about your child's care.**

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local Licensing office. The Licensing office will investigate your complaint. Address and phone of the local licensing office:

Municipality of Anchorage  
Child/Adult Care Program  
825 L Street, 3rd floor  
P. O. Box 196650  
Anchorage, AK 99519-6650  
(907) 343-4758

## HOW MANY CHILDREN MAY BE IN CARE?

### Licensed Child Care Homes

(Children under the age of 12, including children related to caregivers)

- No more than 8 children total
- No more than 6 children total if only one door exit.
- No more than 3 children under 30 months
- No more than 2 non-walking children
- At least 1 adult caregiver
- No more than 5 children in nighttime care (including provider's own children) (10 PM – 6 AM)
- Children who live in the household under the age of 12 count in the total

### Licensed Child Care Centers

- 9 or more children
- 1 caregiver for every 4 infants (6 weeks thru 11 months)
- 1 caregiver for every 5 toddlers (12 thru 18 months)
- 1 caregiver for every 6 toddlers (19 thru 35 months)
- 1 caregiver for every 10 children (3 thru 12 years)
- At least 2 adults on premises

## Summary Of Child Care Licensing Requirements Within The Municipality Of Anchorage

### Parents

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

### Licensing

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

### Caregivers

- Are required to care for children in a safe, healthy way
- May not have physical, health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children
- Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements

### Safety

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly

### **Health**

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

### **Equipment and Supplies**

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/ bed
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

### **Program**

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- TV and video are limited to children's programs and limited to no more than 1&1/2 hours in a 24 hour period
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)
- Program includes minimum of 20 minutes of vigorous physical activity for every 3 hours the child is in care between 7 am and 7 PM

### **Behavior Guidance**

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- No corporal punishment is allowed (Corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, pinching, pulling or any other action that seeks to induce pain.")

### **Fire Safety**

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented

Faith Daycare & Learning Center Fee Schedule

<b>Fee Schedule</b> Effective August 2014							
Fee	6 wks- 14 mos	15 mos - 2 yrs	3 - 5 Years	Sept-May K-6th Grade *	Sept-May K-6th Grade *	Sept-May K-6th Grade	Jun-Aug K-6th Grade
<b>Registration</b>	\$75	\$75	\$75	\$75	\$75	\$75	\$75
<b>Monthly</b>	\$950	\$900	\$800	\$450 Before & After School	\$300 Before School Only	\$375 After School Only	\$800
<b>Inservice Days*</b>	N/A	N/A	N/A	\$17.50*	\$24.50*	\$21*	N/A
<b>Daily Drop-In</b>	\$60	\$50	\$45	\$23	N/A	N/A	\$45
<b>Hourly Drop-In</b>	\$15	\$15	\$10	\$10	\$10	\$10	\$10
<b>Pickup Late Fee, per Minute, per Child</b>	\$1	\$1	\$1	\$1	\$1	\$1	\$1
<b>Late Payment Fee</b>	\$50	\$50	\$50	\$50	\$50	\$50	\$50

\* All inservice, Christmas Break and Spring Break days will have an additional charge per day. Parents must inform the center one week prior to the inservice day/holiday of the child's absence in order not to be charged for the day(s). Children who are "before school only" or "after school only" are not guaranteed a space on an inservice day or during the holiday breaks, or summer care.

**Late Fees:** Payments are due on the 1st and are late after the 5th of each month. Semi-monthly payments are due on the 1st and the 15th, and late after the 5th and the 20th. If payment is made after these dates, the late fee will be assessed.

**Discounts:** For two children of the same family enrolled full-time, the child paying the lowest fee will receive a 25% discount and the other child will be at the full fee. For families of 3 or more children enrolled full-time, the child paying the highest fee will be at full price; the child paying the lowest fee will receive a 25% discount; all the other children of the family enrolled full-time receive a 10% discount.