



Faith Daycare & Learning Center

Parent Handbook

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A Ministry of
Faith
Christian Community

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Table of Contents

Section	Topic	Page
	Welcome and Introduction	3
Part I: Policies		
1	Enrollment	4
2	Health	4
3	Confidentiality	4
4	Probation Period	4
5	Rest Periods	4
6	Late Attendance	4
7	Arrival Procedure	4
8	Late Pick-Up	4
9	Authorization to Pick Up Children	5
10	Discipline	5
11	Food	5
12	Fees and Payment Schedule	5
13	Insurance	6
14	Infant Care	6
15	Toddlers and Twos Care	6
16	Preschool Care	6
17	Supervision of Children	6
18	Toys	7
19	Television and Videocassette Viewing	7
20	Transportation	7
21	Parent Visits	7
22	Field Trips	7
23	Smoking	7
24	Clothing	7
25	Animals	7
26	Child Abuse	7
27	Medication	8
28	Regulatory Service	8
29	Volunteer, Substitute, & Emergency Care Provision	8
30	Emergency Medical Treatment	8
31	Vacation Policy	8
32	Changes in Policies	8
Part II: Sample Schedule of Daily Activities (by age group)		
	Babies, Toddler and Twos	9
	Threes Through Fives	9
PART III: Sample Menu		10
Part IV: Parents' Guide to Licensed Child Care		11
	Summary of Child Care Licensing Requirements	12
Fee Schedule		14

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 five years of age and is currently licensed to care for 120 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
- Seward'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.

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, CACFP enrollment form, enrollment form, immunization records, and current physical exam on file before acceptance into the Center.

2. HEALTH

Parents are required to have a medical examination form, and a complete immunization form on file at the Center before the child's admittance, with the medical examination form repeated every year. The Center allows only medical or religious immunization exemptions. Immunizations must remain current. Children demonstrating symptoms of any contagious disease or illness will not be 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. 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
- 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 are encouraged to 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. Deposit all belongings (e.g., coat, blanket, toys, etc.) in cubby
2. Accompany child to appropriate class (Children must be with adult supervision before parent leaves the Center.)
3. No child can be left on the premises until the Center's staff arrives.
4. 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 is the only one who can make a change in the authorization to pick up the child(ren).

10. BEHAVIOR GUIDANCE AND DISCIPLINE

The parents understand that certain discipline and behavior guidance techniques are implemented in order to maintain proper order at the Center. Positive reinforcement, redirection, natural consequences, 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 class activities 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 your child has a pattern of out-of-control behavior, your child will be removed from the company of other children until his/her behavior has stabilized. Exclusion is used as a last resort where a serious safety concern exists. The Center will develop a written plan for a pattern of out-of-control behavior, with the help of you, the parents, to provide social and emotional intervention supports while your child is in care. We will take into account your child's individual behavior challenges to implement a team-based plan of positive behavior support. The following steps will be implemented...

1. Parents will be informed of out-of-control behavior through verbal and written communication.
2. Document previous types of intervention at the center. Has home behavior been at risk also? Document parents previous types of intervention.
3. Observe environment, activities in the classroom, interactions with other children, etc. for pre-cursors to out-of-control behaviors.
4. Help the family find outside agencies to assist parents with needed parenting helps if necessary. Contact outside agencies to assist the center in classroom observations and helps for creating written plan.
5. Create a written plan with the help of the parents and staff to help your child succeed in the classroom and modify the out-of-control behaviors.
6. In the event, behaviors are unable to be corrected and the safety of other children continues to be a concern, then the center will no longer be able to provide care for your child.
7. The center will notify Child Care Licensing if a child is suspended or expelled and provide proper documentation to show the steps taken to justify the reasons for that decision.

Know that we want to see every child succeed and we will make every effort to help every child under our care grow and become successful in every developmental area.

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 breakfast, lunch, and afternoon snack. See Sections 14,15 and 16 for meal service times. Milk is served at breakfast and lunch. 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. 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 Kirkland Signature Formula, infant cereal, and fruits and vegetables for infants 6 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–6 months, are fed on demand while attempting to match schedule provided by the parents. Infants over 6 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 ratio is four infants to one caregiver. Each child is assigned a primary caregiver to provide for his or her needs and wellbeing.

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.

Breakfast 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, 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 breakfast 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.

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. SUPERVISION OF CHILDREN

The Center places each child in a specific classroom, under the care of a specific caregiver. Each baby room has two caregivers, and 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. Any field trips taken by a preschool class must have a second adult on the vehicle, in addition to the driver. Any field trip 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 one child care associate for every thirty children in attendance throughout the day. The director and office staff meet the Child Care Associate credentials and count in the ratio. The Center strives to exceed the minimum number of staff with the required credentials.

18. 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.

19. TELEVISION AND MOVIE VIEWING

Children ages 2 to 5 years may view appropriate television/movie programs once or twice during the week. The television is not used in any classroom for more than two hours per week, and the children are offered an alternative if they do not wish to watch television. Screen time is held to a minimum to insure the children get the maximum interaction with the teachers and other classmates.

20. TRANSPORTATION

Parents provide transportation for the child to and from the Center. Any field trips taken by a preschool class must have a second adult on the vehicle, in addition to the driver. A notice is posted prior to a field trip for signed parent permission. See Field Trips (Item 22).

21. 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.

22. FIELD TRIPS

Field trips are announced in advance. The Center uses the MFSAB (Multifunction School Activity Bus), owned and operated by the Daycare Center or Faith Christian Community, which is equipped with integrated 5-point child seat belts. 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.

23. SMOKING

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

24. 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 child has a cubby in which to keep indoor belongings and a change of clothes.

25. 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.

26. 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.

26. CHILD ABUSE Cont...

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

27. 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 7AAC 10 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 three consecutive days unless accompanied by a physician's note.

28. REGULATORY SERVICE

The Anchorage Health Department (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.

29. 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.

30. 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.

31. 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.
- The Center will not deduct 2 weeks in the month of December even if you have not used your two weeks earlier in the year.

32. CHANGES IN POLICIES

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

Part Two: Sample Schedule of Daily Activities

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	BREAKFAST
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	BREAKFAST
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.

Sample Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast				
Whole Grain Cream of Wheat Dried Cherries Milk	Whole Grain Oatmeal Squares Cereal Bananas	French Toast Sticks Mandarin Oranges Milk	Sausage Patties Tater Tots Milk	Biscuits & Sausage Gravy Fruit Cocktail Milk
Lunch				
Chicken Patty Burger w/ Bun Salad Apple Slices Milk	Cheese Broccoli Chicken Soup w/Broccoli & Cauliflower Grapes Whole Grain Sliced Bread	Chicken Cheese Quesadillas (Homemade) Whole Grain Tortillas Refried Beans Oranges Milk	Baked Chicken (Homemade) Glazed Carrots Pear Slices Rolls Milk	Beef Stroganoff w/ Whole Grain Noodles Broccoli Mix Oranges Milk
Snack				
Assorted Crackers, Fruit Cocktail, and Water	Graham Crackers, Applesauce, and Water	Boiled Eggs, Oyster Crackers, and Water	Whole Grain Shredded Wheat and Water	Cheddar Bites, Cheez-Its, and Water

PART FOUR

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

Infant/Preschool Fee Schedule				
Effective July 2018				
Class Age	6 Weeks- 12 Months	12 Mos & Walking -20 Months	20-36 Months	3-5 Years
Registration	\$75	\$75	\$75	\$75
Monthly	\$1,000	\$975	\$950	\$850
In-Service Days/ Holidays	N/A	N/A	N/A	N/A
Daily Drop In	\$65	\$60	\$55	\$55
Hourly Drop In	\$15	\$15	\$15	\$10
Late Fee/per minute/ per child	\$1	\$1	\$1	\$1
Late Payment Fee	\$50	\$50	\$50	\$50

Half-Day Preschool Program									
Effective through Sept 2019–May 2020									
Fees	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
M-THR-AM, 9-12:30	\$400	\$400	\$400	\$300	\$400	\$400	\$300	\$400	\$200
M-THR-PM, 1-4:30PM	\$400	\$400	\$400	\$300	\$400	\$400	\$300	\$400	\$200
Rates are based on the number of days per month of scheduled classes.									

**Fee changes when child is walking and one year of age.*

**Fee will change to 3-5 year old rate once child turns 3 and is potty trained.*

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 20th. If a 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 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.

Credit/Debit Cards will have a 2.5% surcharge