

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-08**

**A RESOLUTION ESTABLISHING POLICY AND PROCEDURE FOR OPERATIONS OF THE  
EARLY CHILDHOOD DEVELOPMENT DEPARTMENT (ECDD)**

**WHEREAS**, with adoption of Title 6 the Gustavus City Council authorized the creation of the Early Childhood Development Department (ECDD) to provide preschool and child care programs and services;

**WHEREAS**, the Policy and Procedure provides for the organizational structure as a Department for the City of Gustavus, and;

**WHEREAS**, the Policy and Procedure establishes the tuition schedule that, from time to time, will need to be amended to reflect current financial requirements to keep the programs of the Department solvent and to comply with state and federal licensing and other applicable regulations.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council accepts the revisions to the document entitled "POLICY AND PROCEDURE FOR FUNDING LIMITED SOCIAL SERVICES", as presented by this Resolution.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2019, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt

# CITY OF GUSTAVUS, ALASKA

## POLICY AND PROCEDURE

### TITLE: POLICY AND PROCEDURE FOR OPERATIONS OF THE EARLY CHILDHOOD DEVELOPMENT DEPARTMENT (ECDD)

#### BACKGROUND:

Affordable, accessible, quality preschool and child care services are critical components of the economic and social well-being of this community and the ongoing improvement of a sustainable city. Allowing families to stay employed by providing quality, professional, safe and reliable care creates self-sustainability for Gustavus residents and businesses, the local economy in general, and is an attractive element to potential new residents and businesses. Society benefits from a well-educated and diverse citizenry, and research demonstrates that children who participate in high-quality early education programs have better overall literacy, better executive functions, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood.

#### POLICY:

In compliance with its social services responsibility as established in State Statute and City code, and in accordance with established departmental processes, the City of Gustavus adopts a policy to provide operational guidance and establish tuition schedule.

#### PROCEDURE:

##### I. State License

###### A. About

The Early Childhood Development Department houses the facility which is known as *The Rookery at Gustavus*. The Rookery at Gustavus holds the state child care license for The Rookery at Gustavus' Preschool and Child Care Programs.

###### B. Licenser

The state child care license is issued by Alaska Department of Health and Social Services (DHSS) Child Care Program Office (CCPO.)

Phone: 907-465-4756 or 888-268-4632

Fax: 907-465-6982

Email: [CCPO@alaska.gov](mailto:CCPO@alaska.gov)

###### C. License Statutes and Regulations

State of Alaska Licensing Info and Statutes and Regulations can be found online at <http://dhss.alaska.gov/dpa/Pages/ccare/regs.aspx>

Policy and Procedure for Operations of the ECDD

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**\*Failure to maintain compliance may result in a verbal warning, written warning, monetary citation, or license revocation and facility closure. \***

**II. Facility: Gustavus Annex**

- The Gustavus Annex is owned by the Chatham School District and rented by the City of Gustavus.
- The Gustavus Annex is located on Gustavus School property.
- Maximum capacity: 15 people (due to size of facility and single bathroom)
- Maximum number of children: 13 (due to State license)
- Additional people who are not part of the ratio (visitor/ parent/ volunteer/ etc.) can be present as long as there is a separate bathroom available on the property (school, gym, etc.)

**III. Enrollment**

**A. Eligibility**

All children in Gustavus, both residents and visitors, are eligible to enroll in an ECDD program, provided they:

- are within the stated age range of that program; and
- agree to the policies and procedures set forth in the Rookery Parent Handbook; and
- maintain compliance with all enrollment requirements.

**1. Child Care Program Eligibility**

Children of school age are ineligible to attend an ECDD program during hours when the Gustavus School is in session.

**2. Preschool Program Eligibility**

The Rookery’s Preschool Program is for children who are at least three years old by September 1<sup>st</sup>. Children whose birthdays fall within the month of September may be considered by the ECDD Manager on a case by case basis and may be approved for a one-month trial before being accepted into the program for the year. The ECDD reserves the right to make exceptions to this policy but will only do so in a way that is fair to all students in any one school year. While an exception may change the enrollment age from year to year, such a change must apply to all children in Gustavus for that year.

Reasons for age extension may include:

1. ECDD staff agrees with the change;
2. During years of low enrollment, it may strengthen the program altogether to include a wider age range in order to increase numbers.

Reasons for this policy:

- The developmental differences between a three-year-old and a five-year-old are significant especially when considering the range of normal development. To extend this range of normal development to include two-year-old participants would dramatically change the format of the program. Although an advanced two-year-old may resemble a three-year-old, a change in policy would apply to all two-year-old participants for that school year which could significantly affect the program altogether.
- Although it may seem reasonable to allow children to start attending later in the school year when they turn three years old, it is important to think of how that would affect the class dynamics. Each preschool year includes a focus on helping children to learn the rules, expectations and routines of the program. Adding a young student later in the year would make it difficult for the class to continue building on what they have been learning. Additionally, it is important to remember the developmental difference between a young three-year-old and a five-and-a-half-year-old who is still in preschool because they did not make the kindergarten age cutoff at the beginning of the school year.
- This enrollment policy mirrors that of Chatham School District: children must be five years old by September 1<sup>st</sup> to enroll in kindergarten and exceptions may be made on a trial basis for children born in the month of September only. This means that if the ECDD makes an exception, children who start preschool at age two will attend for three consecutive years. It may be best to wait until a child is three to enroll to avoid the boredom which can occur in a child after three years of preschool.

## **B. Enrollment Requirements**

For any child to attend on any given day, their file must contain all of the following items:

- Up-to-date Immunization Records or Current Notarized Religious Exemption;
- Signed acknowledgement of having received the Rookery Parent Handbook and Parents' Guide to Licensed Care;
- Up-to-date, completed double-sided Emergency Contact Form;
- Completed Permission to Publish Form;
- Completed, current Credit Card Authorization Form or approved payment plan;
- For children who have an Individualized Education Plan (IEP), there must be a copy of that plan in their file as well as a completed Plan of Care Form.

## **IV. Tuition & Billing**

In order to enroll, families must first pay the enrollment fee which is nonrefundable.

- Preschool Program enrollment fee is \$50 per child each school year.
- Child Care Program enrollment is a one-time fee of \$50 per child, \$40 of which is applied as credit to that family's account.

In addition to the annual enrollment fee, families must pay an hourly fee (recorded to the nearest 15-minute increment) for time spent in child care or preschool.

## Hourly Rate Sheet:

Age	0-39 hours/ month	40-79 hours/ month	80 + hours/ month
0-18 months	\$9/ hour	\$8/ hour	\$7/ hour
19-36 months	\$8/ hour	\$7/ hour	\$6/ hour
37 months - 6 years	\$7/ hour	\$6/ hour	\$5/ hour
7-12 years	\$6/ hour	\$5/ hour	\$4/ hour

## Tuition Assistance & Discounts

- **Child Care Assistance** - State assistance is available based on financial need and proof the parents are working or in school during the time child attends.
- **Volunteer Discount** – Eight logged hours of volunteer work may be submitted for a one month \$2/hour discount off the rate from the table above, applied in the next monthly billing cycle.
- **Scholarships for Preschool** – Families may apply for our in-house scholarships by working directly with the ECDD Manager. Scholarships are based on demonstrated need.
- **Sliding Scale for Child Care** – Families may work with the ECDD Manager to qualify for a sliding scale tuition rate based on that family’s demonstrated financial need.
- **Staff Discounts** – See Personnel Policy #4: Staff’s Children’s Attendance.

## V. Billing

Parents are invoiced for each calendar month by the 10<sup>th</sup> day of the following month. Payment is due within 30 days of invoice date. ECDD reserves the right to charge all balances over 60 days overdue to the family’s credit card on file. Families are encouraged to work directly with the ECDD Manager to make a payment plan if one is needed. Families who do not comply with this policy may be asked to discontinue utilizing ECDD programs until compliance is reached.

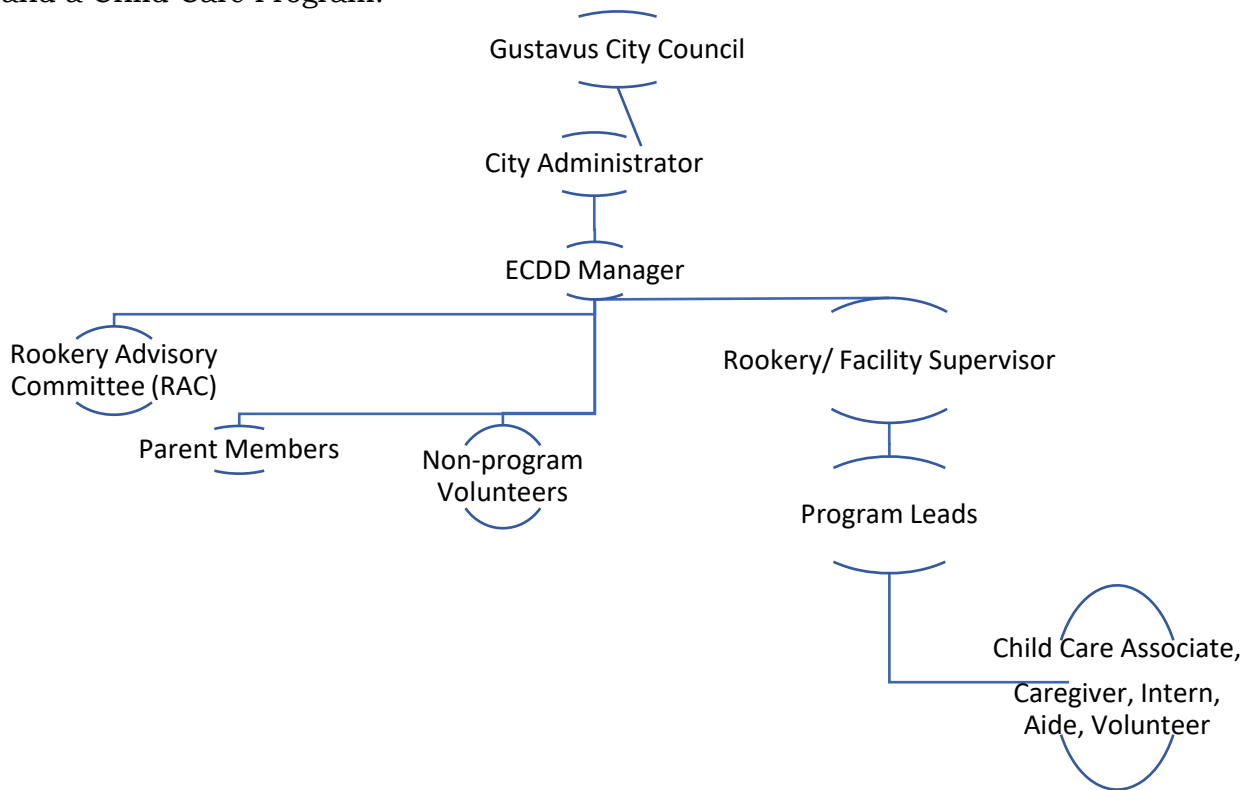
## VI. Hours of Operation

The Rookery at Gustavus’ hours of operation will be reflected in the current version of The Rookery Parent Handbook. The facility may open late, close early, or not open at all on any day when there is no enrollment.

## VII. Personnel

## A. Organizational Chart

The organizational chart below shows chain of command throughout the ECDD. It is important to note that The Rookery at Gustavus is the name of the facility, under which fall any and all ECDD programs. As of 2019, ECDD programming includes a Preschool Program and a Child Care Program.



## B. Paid Position Descriptions

The ECDD paid staff may include the following titles. Individual staff members may hold more than one title. Each staff member's employment contract shall dictate which title(s) they hold, depending on their qualifications and the department's needs which vary depending on the number of children enrolled, licensing requirements, and overall staff makeup.

- (1.) ECDD Manager, serves as the department head and is responsible for administration; staff training, professional development and continuing education; planning; budgeting; marketing; public relations; licensing; regulatory compliance; and supervision (directly

or indirectly) of ECDD employees, volunteers and general operation of ECDD facilities. The ECDD Manager shall be supervised by the city administrator.

- (2.) Rookery Supervisor: supervises all program staff and volunteers at the facility on a day-to-day basis; ensures the facility has sufficient supplies on-hand; and answers questions of staff, parents, and visitors on site, directing questions to the manager as necessary. The rookery supervisor must be approved as a child care associate by the licenser. The facility supervisor shall be supervised by the ECDD manager.
- (3.) License Administrator: serves as the designated contact with the DHSS CCPO licenser. Our licenser requires this person be a staff member with regular contact with the children at the facility. The administrator must be approved as a child care associate by the licenser. The administrator shall be supervised by the ECDD manager.
- (4.) Program Lead: plans, implements, and leads an ECDD program. While the program lead does not supervise other staff, they shall provide directions to other staff and volunteers concerning the program for which they are the lead. The program lead must be approved as a child care associate by the licenser. The program lead shall be supervised by the rookery supervisor or the ECDD manager.
- (5.) Child Care Associate: serves as program staff and is responsible for the day to day health, safety, and educational stimulation of the children on site. The child care associate must be approved as such by the licenser. The child care associate shall be supervised by the rookery supervisor or the ECDD manager.
- (6.) Caregiver: serves as program staff and is responsible for the day to day health, safety, and educational stimulation of the children on site. The caregiver may never be on site with children unless a qualified child care associate is also on site. The caregiver shall be supervised by the rookery supervisor or the ECDD manager.
- (7.) Aide: serves as program staff and is responsible to assist with the day to day activities. The aide may not be responsible for the health, supervision or safety of any child at any time. Additionally, the aide may not be alone with any child at any time. Finally, the aide may not be considered as part of the child to caregiver ratio. The aide shall be supervised by the rookery supervisor or the ECDD manager.

### **C. Volunteer Position Descriptions**

ECDD volunteers shall consist of:

- (1.) Rookery Advisory Committee (RAC): provides recommendations to the ECDD manager and to the Gustavus City Council. The RAC shall be comprised of seven volunteers who are elected by the parents whose children are enrolled in an ECDD program.

ECDD volunteers may also consist of:

- (1.) Interns, student or trainee who assists with the day to day activities and learns about early childhood education and care. The intern may not be responsible for the health, supervision or safety of any child at any time. Additionally, the aide may not be alone with any child at any time. Finally, the aide may not be considered as part of the child

to caregiver ratio. The aide shall be supervised by the rookery supervisor or the ECDD manager.

- (2.) Other Volunteers: serve a variety of functions both inside and outside the programs. Volunteers may not be responsible for the health, supervision or safety of any child at any time, or be alone with any child at any time, unless they are also approved as a child care associate or caregiver. Additionally, the aide may not be considered as part of the child to caregiver ratio. The aide shall be supervised by the rookery supervisor or the ECDD manager.

#### **D. Personnel File Requirements** (in addition to City Hall Requirements)

##### **1. Background Check**

Each ECDD staff member that requires a background check, as outlined below, must have in their employee file:

- Signed Release of Information Form for Background Check from the State of Alaska (found on [my.alaska.gov](http://my.alaska.gov))
- Printed Background Check Approval page (from [my.alaska.gov](http://my.alaska.gov))

In accordance with 7 AAC 10.900 – 990, each of the following individuals who is to be associated with the child care license must have a valid background check:

- An administrator or operator;
- An employee, independent contractor, intern, unsupervised volunteer, or council member if that individual has:
  - Regular contact with children;
  - Access to personal or financial records maintained by the facility regarding recipients of services including access to:
    - Personal identifying information, financial information, treatment information, or medical records; and
    - Recipient's money or other property in any manner that could result in misappropriation of that money or property
  - Control over or impact on the financial well-being of service recipients.

##### **2. References**

All caregivers must provide three references on the applicable forms provided by the CCPO. All child care associates and administrators must provide four references on the applicable forms provided by the CCPO.

##### **3. Orientation**

All ECDD staff with the child care associate qualification must complete a 2-3hour licensing orientation with the licenser as soon as possible after receiving the qualification. In addition, all staff must complete a facility orientation by using the applicable form within six weeks of their hire date.



#### **4. System for Early Education Development (SEED) Registration**

All ECDD staff must join the Alaska System for Early Education Development (SEED) in order to qualify for thread's (Alaska's Child Care Resource and Referral Network) Professional Development Reimbursement, Child Development Associate Application/Renewal Award, or Travel Reimbursements.

#### **5. Education/ Training Record Tracking Form**

##### CPR/First Aid

All caregivers and child care associates must have current CPR/First Aid certification, to include infant CPR.

##### Prerequisites for child care associate/administrator

SEED determines child care associate/ administrator qualification using 7 AAC 57.350. The qualification requires a minimum of either a Child Development Associate (CDA) credential or 12 applicable college credits. The CCPO may approve a variance for a specific amount of time while a staff member work towards completing the education required for this qualification.

##### Continuing Education

###### Infant Care/SIDS/Shaken Baby – 7 AAC 57.350(d)

All staff with the caregiver or child care associate qualification must complete at least one hour of training during their first year of employment and one more hour every two years thereafter.

###### Annual Training – 7 AAC 57.350(f)

All part-time staff with the caregiver or child care associate qualification must complete 12 hours of education determined to be relevant by SEED. All full-time staff with the caregiver or child care associate qualification must complete 24 hours of education determined to be relevant by SEED.

###### Biannual Training – 7 AAC 57.300(e)

All staff with the child care associate qualification must complete at least three relevant college credits every two years, based on their hire date. College credit simultaneously fulfils the annual training requirement above.

#### **6. Annual Evaluations**

All paid staff members will receive annual performance evaluations in accordance with the City of Gustavus' evaluation policy and procedure.

### **VIII. Personnel Policies**

#### **1. Drug, Tobacco, and Alcohol Use**

The following behavior is grounds for employment termination:

- Use of drugs, tobacco, or alcohol on site at any time
- Arriving at work while intoxicated or smelling of drugs and/or alcohol

## **2. Caregiver-to-Child Ratios** (caregiver = anyone who's part of the ratio)

If the youngest child on site is:

0-18 months old, there must be 1 caregiver for every 5 children or **1:5**

19-36 months old, there must be 1 caregiver for every 6 children or **1:6**

3-4 years old, 1 caregiver: 10 children or **1:10**. The Rookery at Gustavus has chosen a stricter ratio for this age group of **1:8**

5-6 years old, there must be 1 caregiver for every 14 children or **1:14**

7-12 years old, there must be 1 caregiver for every 18 children or **1:18**

**ADDITIONAL STATE REQUIREMENT:** If a group of children contains a combination of age groups, the maximum group size may never exceed twice the maximum number of children allowed under the applicable ratios (i.e. Four children age 30 months-8 years old are present). Youngest dictates a 1:6 ratio which means the most TOTAL children present is capped at 12 (six times two) with two caregivers on site.

**ADDITIONAL ROOKERY REQUIREMENTS:**

- Only two children in the 0-18 month age group may be present when only one caregiver is on site
- Only three children in the 0-18 month age group may be present when only two caregivers are present

## **3. Shift-Length/Breaks**

Staff will not be allowed to work more than twelve hours in one day. Staff will not be required to work over eight hours in one day. Breaks will not be regularly provided to staff. If ratios and staffing allow, the highest-ranking staff member on site may approve breaks as long as a child care associate remains on the property.

## **4. Staff's Children's Attendance**

ECDD staff's children may attend Rookery programs at no cost with the following exceptions:

- Attendance is free only when the staff/parent is on site or has been given specific approval when doing ECDD business off-site.
- One staff member may only have two of their children attend for free at any one time. Any additional children will be charged at the regular posted rate.
- Children ages 0-18 months will not receive this benefit due to the additional amount of supervision and care required of this age group. Staff with children in this age group who might qualify for State Child Care Assistance will be asked to apply. If they do not qualify, they will be billed at a reduced rate of \$3/hour for all attendance.
- Preschool Program staff may have their school-aged (kindergarten and above) children present during prep time, but not their preschool-aged children or younger. This includes the prep time between 0800 and 0900 on preschool days.

## **5. Attendance at Other Events/Programs**

Rookery staff shall make every effort to prioritize attendance at outside events or programs to which they are invited to (such as Summer Reading, Track and Field, Gustavus School plays, etc.) so long as extenuating circumstances do not prohibit such attendance, and the age group present has been invited to the event. The administrator on duty shall plan the day to best prepare the children for attendance (e.g. they have eaten, they have rested, they are either ready for a quiet reading program or ready for an active sports environment - depending on the event). When multiple age groups are present, and the event/program is geared toward only a portion of that age group, staff on site shall do their best to ensure a second staff member is present in order to split the age groups to accommodate attendance.

## **6. Gustavus School Playground**

The Gustavus School requests Rookery programs refrain from using their main playground during times when the Gustavus School is in session and Gustavus School children are actively using that playground.

## **7. Thread (Alaska's Child Care Resource and Referral Network) Reimbursement**

If the city/ECDD pays for the cost of education, training, or travel of a worker, and reimbursement is denied due to any of the below reasons, then the individual will be billed for the entire cost.

1. The individual does not complete the education.
2. The individual does not submit the form on time.
3. The individual does not submit adequate information in the form.
4. The individual does not receive an adequate grade, as determined by the form requirements.
5. The individual no longer works for the City of Gustavus for any reason except:
  - a. The City of Gustavus lays them off due to a lack of work available.
  - b. Extenuating circumstances at the discretion of the Gustavus City Council.

## **8. Special Education Interagency Cooperative Agreement**

An interagency cooperative agreement exists between Chatham School District (CSD) and the ECDD with regards to the special education needs of young children and their families in Gustavus. Two major systems in Alaska serve children who experience disabilities or developmental delays: the Alaska DHSS administers the Early Intervention/ Infant Learning Program (EI/ILP) for children from birth through age two, and The Department of Education & Early Development (DEED) administers special education programs for children from three to twenty-one years old through CSD in Gustavus. The purpose of this agreement is to strengthen the relationship among and between CSD and the ECDD. ECDD's role is to facilitate the availability of CSD's services for the families enrolled in an ECDD program

## **9. Parent Handbook**

The ECDD Manager shall ensure a Parent Handbook containing all applicable policies and procedures required by the licensor is maintained and provided to all families enrolled in ECDD programs.