

# **Parent Handbook for The Rookery at Gustavus**

## **Preschool Program & Child Care Programs**

**Facility Telephone:** (907) 697-3010

**Mailing Address:** PO Box 353, Gustavus, AK 99826

**Physical Address:** 12 Gustavus Rd, Gustavus, AK 99826

### **Preschool Program**

Rose: (907) 209-8551

Megan: (907) 500-5735

### **Child Care Program**

Deja: (907) 957-3707

### **General Questions/ Concerns: Erin Ohlson, President/ CEO**

GustavusRookery@gmail.com

(907) 697-3010 (facility), 907-500-2628 (cell), 907-697-2424 (home)

**Board Members:** President – Erin Ohlson; Vice President/ Fundraising Coordinator – Cam Cacioppo; Treasurer – Carly Casipit; Secretary – Kelly McLaughlin; Board Members – Katelyn Tippery, Ellie Sharman & Janene Driscoll

**Licensee:** Department of Health and Social Services, Child Care Program Office: 907-465-1768

## **Who We Are / Schedule**

We are a licensed child care center with a capacity of 13 total children, ages 0-12. We have a Preschool Program and a Child Care Program. Our programs are parent-governed, child-focused and provide early childhood learning opportunities to all Gustavus children. Our programs are driven by involved parents, creative staff, and a supportive community.

### **Preschool Program during school year: for ages three – five**

Tuesday, Wednesday, and Thursday: 9am-12

### **Child Care Program during Preschool season: for ages zero – nine**

Mondays: 6am-6pm

Tuesday, Wednesday and Thursday: 12-6pm

Fridays: 9am-6pm

### **Child Care Program in the summer: for ages zero - twelve**

Monday – Friday 0730-1800

### **2018-19 Closures / Dates of Interest – highlighted, although unchanged**

\*Inclement weather or staff emergency/ sickness may cause unplanned closures

November 2<sup>nd</sup> – Preschool Program closed; Child Care open

November 22-23 – Closed for Holiday

December 20 – January 2 – Closed for Winter Break

February 14<sup>th</sup>, 2019 – Preschool Program closed; Child Care open

March 13<sup>th</sup>, 2019 – Preschool Program closed; Child Care open

March 18-22<sup>nd</sup>, 2019 – Preschool Program closed, Child Care open for Spring Break

May 23<sup>rd</sup>, 2019 – Last day of Preschool

May 24<sup>th</sup>, 2019 – Closed for Preschool Graduation

May 27<sup>th</sup>, 2019 – Summer Child Care hours start

## **Enrollment Qualifications**

### **Child Care Qualifications**

- There is no minimum amount of enrollment required for the Child Care Program.
- Drop-ins are accepted in the Child Care Program.

### **Preschool Qualifications**

- Be between the ages of three & five and use the bathroom fairly independently. Exceptions may be made at the discretion of the board.
- Students must attend at least a full month in order to enroll.
- Drop-ins are not accepted in the Preschool Program.

## **Enrollment Requirements**

- Complete, and update as needed, all enrollment forms
- \$50 enrollment fee (see below)
  - **Preschool Program:** annual fee per child
  - **Child Care Program:** one-time, nonrefundable fee applicable if child is not currently enrolled in Preschool Program. \$10 of this is our processing fee, and \$40 will be applied as account credit.

## **Tuition/ Billing**

Although our billing structure is complex, we are committed to working with families to make the Preschool Program affordable for all preschool-aged children to attend.

Families who work or attend school during the time their child(ren) attend may qualify for State financial assistance. Contact (888) 268-4632 to check eligibility.

Payments may be made by cash, check or credit (extra fee). Returned check fees will be passed on to the family. Enrollment includes completing a credit card authorization form authorizing the facility to charge all balances that are over 60 days overdue, with the exception being if parents choose to prepay each month or pay each week as they go.

**Infant (birth - 18 months): \$9/ hr under 40 hrs, \$8 under 80 hrs, \$7 over 80 hrs**

**Toddler (19 – 36 months): \$8 under 40 hrs, \$7 under 80 hrs, \$6 over 80 hrs**

**Preschool (37 months - 6 years): \$7 under 40 hrs; \$6 under 80 hrs, \$5 over 80 hrs**

**School Age (7 - 12 years): \$6 under 40 hrs, \$5 under 80 hrs, \$4 over 80 hrs**

- **Preschool Program**
  - Preschool Program scholarships are available – ask!
  - No drop ins
  - Families will be billed only for actual attendance
  - Child Care rates will be incurred 15 minutes after Preschool Program ends
- **Child Care Program**
  - Billed at 15 minute increments
  - Sign up during business hours to confirm specific dates and times
  - If no children are scheduled, the facility may close or not open that day
  - Drop ins are only allowed if the facility is already open
  - Families will be billed for time scheduled or \$25 per day, whichever is less. In the summer, cancellations must be made at least a week in advance. In the winter, cancellations must be made at least one day in advance.
  - Families may incur a \$20 fee if children are not picked up promptly. This fee applies if the extended schedule disrupts other families' care.
  - Families will incur a \$20 fee for any pickup after closing time.

## **Safety Drills**

Fire drills will be conducted and recorded monthly for the safety of the children.

## **Daily Schedule/ Content**

We feel that each area of a child's development is of equal importance: physical, social, emotional, and intellectual growth. The following areas of development we hope to inspire in your child: a joy of learning; curiosity for the natural world; empathy; concentration; self-confidence; self-discipline; independence; initiative; persistence; sensory-motor skills; social skills; a passion for lifelong learning; high self-expectations.

We will regularly incorporate cooking, art, music, movement, health, safety, science, and social studies content into stations to ensure that students are exposed to learning opportunities in myriad areas in addition to learning about literacy and mathematical concepts.

There is currently no television, video gaming, or computer use expected in the Preschool Program. Personal electronics of any kind are not allowed in either program. The Child Care Program may choose to use electronics, such as an age-appropriate movie for up to 1.5 hours per day.

### **Preschool Program Daily Schedule (may vary from day to day)**

9:00 – 9:05	Morning activity
9:05 – 9:15	Circle time
9:15 – 9:50	Stations/ free play
9:50 – 10:15	Story activity
10:15 – 10:45	Snack
10:45 – 11:45	Outside
11:45 – 12:00	Closing

### **Child Care Program Daily Schedule (expect day to day variations)**

8:00 – 9:00	Books/Puzzles/Imaginary play
9:00 – 10:00	Story time
10:00 – 10:30	Snack
10:30 – 11:30	Recess/ Outdoor Games/ Summer Reading on Wednesdays
11:30 – 12:00	Books/ Puzzles/ Board Games
12:00 – 12:45	Lunch
12:30 – 1:00	Recess/ Outdoor Games
1:00 – 2:00	Story Time/ Nap Time/ quiet indoor time or recess for older children
2:30 – 3:00	Snack
2:30 – 4:00	Outside Play/ walk/ activity
4:00 – 6:00	Inside activities/ continuation of early projects/ play

## **Discipline and Behavior Guidance Policy**

The goal of our Behavior Guidance Policy is to promote the social-emotional wellbeing of children through caring relationships, perspective taking, and self-management of behaviors. The policy is designed to help children learn to participate appropriately in everyday life, foster constructive relationships and communication skills, and develop their own sense of right and wrong. While a reward and punishment approach to discipline may yield quicker results in the moment, it does little to teach children appropriate behavior long term. Instead, we focus on helping children learn through experience. We guide children in constructing more appropriate ways of communicating their needs, learning self-discipline, and developing the skills to choose between acceptable and unacceptable behavior.

When a child hits another child, a natural consequence of that behavior is that the other child may choose not to play with the child who hit them. Rather than punish the child (for example with a five minute time out), we take the opportunity to engage both children about their feelings regarding what happened. If a child continues in a pattern of disruptive behavior, we may separate them from the group as a consequence while always communicating that they are welcome to join the group as soon as they are ready to do so without continuing that behavior.

We use behavior management techniques that are positive and supportive of the child such as, but not limited to:

- Modeling through words and actions
- Providing choices
- Giving constructive encouragement
- Guiding children to what they can do rather than what they can't
- Helping children to identify feelings and relate them to action
- Expanding communication and language skills
- Building self-help skills
- Redirecting attention to another activity, or modifying the environment
- Developing empathy and perspective-taking
- Practicing problem solving

Children will never be subjected to corporal punishment; cruel or abusive language; or humiliating behavior. Children will only ever be physically restrained when they are putting themselves and/or others in danger.

## **Creating a Positive Environment**

Our learning environment is age-appropriate, educationally stimulating, and frequently changing. We strive to cultivate a space that feels welcoming and safe for young children, which is the starting point for learning and growing. We take the time to develop positive, meaningful relationships with each child. We understand that all children have a unique set of needs, including children whose development is outside of the typical or expected range. Our focus on relationship allows us to understand and foster growth in an individualized way for each child.

To help children develop positive self-esteem, we use encouragement rather than praise. Encouragement is showing children we notice and appreciate the effort they put forth. This encourages ownership, promotes continuing development of positive behaviors, and strengthens relationships with caregivers. An example of praise is to say "Nice work!" whereas an example of encouragement is "I see that you worked really hard on

painting that picture. I love all of the colors you chose to use. You used two *new* colors today! How do you feel using so many colors?"

Understanding child development serves to inform our practice when providing discipline or consequences for undesirable behavior. We focus on the root causes of undesirable behavior, rather than simply stopping the behavior, so that children understand safe consequences and the impacts of their behavior. When undesirable behavior occurs, our caregivers first ensure that the environment is meeting the child's needs, that the child feels safe, and that our expectations of the child are developmentally appropriate. Then we guide the child in working through the problem and finding a healthier solution for everyone involved.

**In the event that a child is putting themselves or others in danger, the center will follow the following protocol:**

1. The child(ren) will be asked immediately to redirect away from the dangerous activity.
2. If the behavior continues, the caregiver may intervene physically by restraining or moving a child only as much as is needed in order to prevent harm.
3. The caregiver may divert the child to another activity or area until they are ready rejoin the group or activity. Consequences will be calmly and consistently explained as soon as the child is able to listen.
4. If a child is engaging in continuous dangerous or disruptive behavior, they will be asked to leave the group and rejoin only when they are ready to follow the expectations.
5. If the behavior continues, the parent or guardian will be immediately contacted to pick up their child and a written report will be completed and kept on file. Caregivers may develop an individualized guidance plan for specific behaviors.

**Parent Involvement/ Feedback**

We understand there are many varying ideas and opinions regarding the subject of child development and behavior guidance. Please do not hesitate to contact any one of us to talk about a current issue, our policies, or to get involved in the decision making within our organization. We do ask, however, that all conversations regarding specific children or specific behavior in the facility take place at a time and place when children are not present.

\*\*\*The ideas from which this policy was developed were taken from the following reference which is a recommended reading for anyone (parent or caregiver) who interacts with children.\*\*\*

Fields, M. V., Meritt, P. A., & Fields, D. M. (2014). *Constructive Guidance and Discipline: Birth to Age Eight* (6th ed.). Upper Saddle River, NJ: Pearson.

**Sick Child Policy**

If your child contracts a contagious illness (other than a cold), please inform the caregiver so that other parents may be advised. Children who have fever, vomiting, or diarrhea at school will be sent home. Please pick-up child within one hour of being informed of illness. A child who had any of these symptoms the day or night before attendance should not attend the following day.

It is the parents' responsibility to administer any and all medication their child may need.

### **Family Responsibilities**

- Attend family meetings
- Defer reasonably to the staff's requests
- Ensure your child is dropped off and picked up promptly
- Advise staff of any events, changes of routine, or other matters that may affect your child's behavior
- Send your child each day with appropriate indoor and outdoor clothing.
- Complete all initial and continuing enrollment paperwork

### **Personal Items to be left at the facility**

The following items should be kept at the school for student use and/or brought to the school as needed. All items should be clearly labeled with the child's name.

- a plastic bag with a change of clothes in case your child gets wet or has an "accident"
- one pair of indoor shoes is required (slippers are fine)

### **Family Responsibilities for Food during either Preschool or Child Care**

- Please inform us if your child has any food allergies or other dietary restrictions.
- The facility will not be providing food to any ages in either program.
- It is the family's responsibility to ensure each child arrives each day with more than enough food.
- Each child's name shall be written on their lunch container.
- Children will not be allowed to share food

**Child Care:** It is the family's responsibility to provide clear instructions for any necessary food preparation. Families may store shelf-stable food at the facility, but not items that require a fridge or freezer.

- For infants, there is a fridge (but no freezer) which can be used for bottles. It is the family's responsibility to supply the facility with sanitized bottles, any necessary tools, and any instructions for their individual child. An infant will always either be held or fed sitting up or, if unable to sit up, will always be held by a caregiver during the feeding. A child will not be permitted to hold or carry their bottle at times other than the feeding. Bottles will not be propped up for a child.
- Families of children who require their own high chair to be involved in family dining will need to provide their own individual chair.

**Preschool:** Snack should be:

- balanced (protein, fresh fruit/veggies, etc.);
- not contain sugary snacks or drinks;
- ready-to-eat/ requiring no prep from staff;
- in easy-to-open containers for children to learn independence;
- separate from any other food (food for Child Care afterwards) for ease during snack time.

### **Food for special events such as holidays or birthdays**

Staff may provide special treats to all children during holidays or birthdays. Any such treats shall take special consideration of any food allergies or dietary restrictions. Parents who wish to provide such a snack must first consult with staff.

### **Family Responsibilities for Nap Time**

Caregivers will ensure infants are able to nap on demand. All children will be given the opportunity to nap when they are in care for at least 5 hours in a day. Infants will be placed on their backs to sleep, unless otherwise ordered by a physician. All children will participate in “nap time” in order to create a nap-conducive environment for those who need it; no child will ever be forced to sleep. School age children can participate in nap time if they’d like, or they may engage in quiet age-appropriate activities.

- Individually labeled sleeping mats, preferably with washable waterproof covering, for each child who can climb. Pack n’ plays will be provided by the facility.
- A clean blanket and pillow for each child who wants them – individually labeled
- Each family is responsible for laundering their child’s individual items.

### **Family Responsibilities Regarding Diapers and Potty Training**

- Diapers and wipes – It’s the family’s responsibility to ensure the facility has more than enough of these each day. Children may be refused at the door if they arrive without meeting this requirement.

### **Use of Substitute, Emergency, and Volunteer Caregivers**

The facility will close if sufficient, qualified staff is not available. Any volunteer ( i.e. intern or parent helper) in the classroom, whose background check is not on file with the facility, will be under direct supervision at all times by a qualified caregiver over 18 years of age. These volunteers will never be left alone with any child, will never be responsible for the supervision or care of any child, and will not be counted in the child-to-caregiver ratio.

### **Animals in the Facility**

There are currently no animals allowed in the classroom.

### **Poisonous Plants**

No Poisonous plants are allowed in the facility.

### **Care for Various Ages and Stages**

Caregivers will respond appropriately to a child’s needs, including responding to a baby’s cry as promptly and effectively as possible. Caregivers will demonstrate a positive attitude toward bottle weaning, diapering, toilet learning, and individual needs.

Caregivers will not routinely leave an infant or toddler awake in a crib, swing, or similar device for more than 15 minutes without direct adult contact. Infants and toddlers will be given ample supervised opportunity during the day to explore and learn on their own outside of a playpen or other restraining device.

Caregivers will provide children with a variety of age-appropriate learning experiences in an environment that respects the gender, culture, ethnicity, family-composition, social emotional, cognitive, and developmental needs of each child. School age children will be given the opportunity to participate in the selection and planning of their own activities, and will be given separate space, equipment and supplies.



### **Cold Weather Outdoor Play**

Please make sure your child is adequately dressed to play outside each day. A raincoat and boots during most of the year and snow suit, boots, hat, and mittens during the winter are necessary. If children do not have clothing appropriate for the weather, they will not be able to participate in outdoor play, which may mean other children also miss out on going outdoors to stay always in compliance with the student to caregiver ratio. Also, please make sure your child understands that he or she must always have on a top and bottom while at school. Students may layer clothes on and off, but they must always keep their top and bottom covered. Please dress your child in clothing that he or she feels comfortable buttoning and fastening independently. During inclement weather, children will go outdoors at the discretion of the administrator. If the administrator chooses not to go outdoors due to the weather, they will ensure gross motor play is available at the facility or at the gymnasium across the street.

### **Transportation Arrangements**

The facility does not offer transportation for children to or from school.

### **Field Trips**

Field trips will only take place when all children have a completed field trip permission slip in their file. During field trips, the caregiver-to-child ratio will be upheld at all times, even in vehicles. If children are transported in vehicles, caregivers will ensure all children are equipped with age-appropriate car seats and only adults with a valid driver's license will drive. An example of a field trip may include an outing to the Gustavus Beach, to the Glacier Bay National Park, a visit to the Fire Hall, or an outing into the woods. Specific field trips vary and will always include: pre-planning to include any potential hazards; first aid supplies and enough food and water; a communication plan; a notification to all families of the specific plan to include a time-frame; and will follow our supervision of children policy which is detailed next.

### **Supervision of Children**

All children will remain under the supervision of at least one caregiver at all times both inside and outside the facility. Each caregiver will have a background check and fingerprints on file with the State of Alaska. State child-to-caregiver ratios will always be maintained.

The ratio of caregivers to children changes depending on the age of the youngest child. If the youngest child is between 0 and 18 months old, there will be one caregiver for up to 5 total children. If the youngest child is between 19 months and 35 months old, there will be one caregiver for up to 6 total children. If the youngest child is over 36 months old, there will be one caregiver for up to 8 total children. The facility will only accept one nonambulatory child per caregiver at any given time. The facility will only accept two children in the 0-18 month category when one caregiver is present, and only three children in the 0-18 month category when two caregivers are present. Whenever an infant is present, the maximum number of children allowed will be 10. Whenever the youngest child is between 19-35 months old, the maximum number of children allowed will be 12.

Children will not be allowed to participate in high-risk activities including: (1) A young child walking along a river edge; or (2) A child of any age riding a motorized all-terrain vehicle or snowmobile; playing near any body of water or playing with propelled objects without constant supervision; boating without a personal flotation device or in dangerous water conditions; or jumping on a standard or large trampoline.

**Parent Access/ Visiting**

Parents are welcome to visit the facility at any time but are asked to coordinate with the program administrator beforehand.

**Firearms in the Facility**

No firearms are allowed in the facility.

**Parent Conferences**

Individual conferences between parents and teachers will be offered twice per school year or more often if needed to promote dialogue between the parents and teacher.

**Changes to this handbook**

Parents will be notified within 30 days of any changes to this handbook.

**Concerns/ Complaints**

In an effort to ensure a reasonably safe and developmentally appropriate environment, please contact the Department of Health and Social Services Child Care Program Office at 907-465-4756 or toll-free 1(888)-268-4632 and request the Southeast Office.

**Parents' Guide to Licensed Child Care**

Please see attached form for more information of Licensed Care Facilities.



## CHILD CARE LICENSING PROGRAM

Division of Public Assistance  
Child Care Program Office



### PARENTS' GUIDE TO LICENSED CHILD CARE

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

- ♦ Choosing care for your child is a significant decision.

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

- ♦ Licensing is a key to quality child care.

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

- ♦ An informed parent is a key to quality child care.

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

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

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, contact the Child Care Program Office toll free at 1-888-268- 4632 or via email at [CCPO@alaska.gov](mailto:CCPO@alaska.gov)

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

### **CHILD CARE HOMES**

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

### **CHILD CARE GROUP HOMES**

- 2 caregivers required, one must be the Administrator and must be at least 21 years of age
- Caregivers must be at least 18 years of age
- No more than 12 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 5 children under the age of 30 months
- No more than 4 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

See 7 AAC 57.505 for child-to-caregiver ratio requirements allowing 1 caregiver in a Group Home.

### **CHILD CARE CENTERS**

- Administrator and/or Child Care Associates must be at least 21 years of age
- 13 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, needed to meet child-to-caregiver ratios:

- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4 year olds)
- 1 caregiver for every 14 kindergarten children (5 and 6 year olds)
- 1 caregiver for every 18 school age children (7 through 12 years old)

See 7 AAC 57.510 for allowable maximum group sizes in a Center.

### **CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS TO BE LICENSED**

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

### **OBTAIN FROM PARENTS**

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

### **PROGRAM REQUIREMENTS**

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must ensure screen time viewing is limited to 1½ hours in a 24- hour period
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate risk activity

### **SUPERVISION**

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

### **SAFETY**

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

### **BEHAVIOR GUIDANCE**

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



**HEALTH**

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver's own child and all children in care are treated equitably

**EQUIPMENT AND SUPPLIES**

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

**SPACE**

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
  - 35 square feet of usable indoor space per child
  - 75 square feet of usable outdoor space per child