



Tanaina Child Development Center  
"A Gathering Place" Since 1979

# FAMILY HANDBOOK





# Tanaina Child Development Center

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**SERVING TWO GENERATIONS OF LEARNERS SINCE 1979**

**1200 AIRPORT HEIGHTS DR. SUITE 140 ANCHORAGE, AK 99508**

**IMPORTANT NUMBERS:**

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**OPERATING HOURS: 6:30AM -6:00PM**

**FEDERAL TAX I.D. – #92-0069221**

**FACILITY LICENSE NUMBER – C15004**

**UPDATED NOVEMBER 2023**



# Tanaina Child Development Center

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## Table of Contents

<b>Mission Statement</b> .....	5
<b>Welcome Families</b> .....	6
<b>History and Vision</b> .....	7
<b>Educational Philosophy</b> .....	8
<b>Curriculum</b> .....	8
<b>Child Assessment</b> .....	9
<b>Diversity</b> .....	10
<b>Programs</b> .....	11
Educational Practices (Toddlers, Preschool, and Pre-K) .....	12
Daily Activities (Toddlers, Preschool, Pre-K, and School-Age) .....	12
<b>Toddler Program</b> .....	13
<b>Preschool/Pre-K Program</b> .....	16
<b>Child Nutrition Program</b> .....	18
<b>Food Allergies</b> .....	20
<b>Enrollment and Attendance Policies</b> .....	21
<b>Enrollment Options and Hours of Operation</b> .....	22
<b>Fees</b> .....	23
<b>Withdrawal Policy</b> .....	24
<b>Arrival at the Center</b> .....	25
Developing a Successful Goodbye Routine Tips .....	25
What you Need .....	25
<b>Late Pick-up</b> .....	26
<b>Sign in and out Policy</b> .....	26
<b>Custody Policy</b> .....	26
<b>Transportation Policy</b> .....	27
<b>Access to Tanaina</b> .....	28



# Tanaina Child Development Center

---

<b>Tanaina Keycard And Access Policy</b> .....	<b>28</b>
<b>Child guidance and Support</b> .....	<b>29</b>
<b>Biting</b> .....	<b>32</b>
<b>Incident Reports</b> .....	<b>32</b>
<b>Termination of Child Development Services</b> .....	<b>33</b>
<b>Health and Safety</b> .....	<b>33</b>
Medical Records .....	33
Medical/Physical Care Plan.....	34
Determining Health for Daily Attendance .....	34
24hr Sick Policy.....	36
Cause for Exclusion Due to Signs and Symptoms of Illness.....	36
Communicable Diseases .....	37
Medication Policy and Procedure .....	38
Safety: Injuries.....	39
Safety: Drills.....	39
Topical Products .....	40
Handwashing.....	40
<b>Closures</b> .....	<b>41</b>
Emergency Closures.....	41
<b>Outdoor Play/Physical Exertion</b> .....	<b>42</b>
<b>Smoking Policy</b> .....	<b>42</b>
<b>Dress Guidelines</b> .....	<b>43</b>
<b>Family Engagement</b> .....	<b>43</b>
<b>Family-Teacher Communications</b> .....	<b>45</b>
Additional Ways to Stay Informed .....	45
<b>Complaint Procedure</b> .....	<b>46</b>
<b>Notifications of Changes to Policy</b> .....	<b>47</b>



# Tanaina Child Development Center

---

Governance .....	48
Legal: Licensing, Records, and Mandated Reporting .....	49
Quick Guide to Tanaina .....	50
Glossary .....	52
Parents' Guide to Licensing .....	54

## Mission Statement

Tanaina Child Development Center collaborates with families and community to foster children's development. We are committed to promoting a love of learning by providing quality early childhood education through an evidence-based curriculum in a supportive childcare setting.

**CORE VALUES, TANAINA TEACHERS AND STAFF BELIEVE THAT EVERY CHILD IS COMPETENT AND RICH WITH POTENTIAL AND WE PROVIDE AN ATMOSPHERE FOR THEM TO:**

- Thrive in environments where trusting relationships are built, and a strong community is valued.
- Learn best when caring adults work together to develop rich and stimulating learning experiences for each child.
- Benefits from meaningful and challenging experiences where he/she will be successful.



# Tanaina Child Development Center

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## Welcome to Families

Greetings Families of Tanaina Children,

Welcome to our Tanaina family! Tanaina Child Development Center's philosophy can be summarized in four words:

- Discover
- Explore
- Create
- Celebrate

The values and practices that lie behind these simple words add up to an early childhood education program that recognizes the uniqueness of your child in the context of nurturing community and relationships.

Drawing on several approaches to early childhood education, we recognize your child as an individual who is growing and learning at her/his own rate with special interests, strengths, and needs. Our teachers partner with your child and classmates to identify topics of interest and design activities around those topics. Natural surroundings and the design of physical space are valued as important aspects of your child's learning and exploration. We recognize that the environment is the child's third teacher, supporting the efforts of his/her family and teachers. Activities and projects include all the senses and all the developmental domains (social, emotional, cognitive, language, literacy, and physical) to create meaningful and age-appropriate learning experiences. Children are encouraged to express themselves and to grow an understanding of the world and people in it.

Teachers at Tanaina underscore the attention to positive social development that sets the stage for all forms of success later on. The nurturing, family-like atmosphere encourages children to take responsibility for the surroundings. We hope you will join us in classroom activities or in supporting our program behind the scenes.

We look forward to working with you and your family!

-The Tanaina Board of Directors, Administration, and Teachers



# Tanaina Child Development Center

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## History and Vision for the Future

Tanaina is a private, non-profit 501(c)(3) organization, incorporated in 1979, with the mission to serve young children (12 months-5 years) of the Anchorage community.

In a typical year, Tanaina hosts a number of students and community members to observe Tanaina's program. The bulk of these visitors are University students observing the program to fulfill their own education requirements. In particular, many of the students enrolled in the Early Childhood Education Program are given opportunities for hands-on experience in the classroom. This direct application of theory better prepares these students for careers in education.

We envision ourselves as the model childcare and learning center in Alaska. We focus on child development, and this in part entails a structured "school day" with clear beginnings and endings. We offer 3, 4, and 5 day/week enrollment options. Rates are dependent on days enrolled. 3 day a week options are limited. We are focused on building community and relationships, providing the children with social-emotional skills to successfully navigate their world. "Creating community" refers to that sense of belonging, of being a member of our team, of being someone we value in our classroom. It is the idea that every child has something amazing to offer and can make a difference in our classroom. It refers to how the set-up and look of our classrooms will make children feel welcome and safe. It refers to how we will help our students feel genuinely connected to each other, to the teachers, to the environment, and to the processes we explore throughout each day. We are confident that the changes will lead to improved growth and services for the children.

In May 2015, after 35 years on the UAA campus, Tanaina changed its location to a temporary home at St. Mary's Episcopal Church. In August 2016, Tanaina moved to their permanent location at Alaska Regional Hospital. Today, we are happy to serve Alaska Regional employees and the Anchorage community.

Please see the National Association for the Education of Young Children (NAEYC) website [www.naeyc.org](http://www.naeyc.org) to learn more about the national best practices standards for our young children.



# Tanaina Child Development Center

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## Educational Philosophy

Our program has been inspired by Waldorf, Reggio Emilia, and Montessori and is influenced by the work of Piaget, Vygotsky, and other development theorists. We strive to provide a uniquely rich developmentally appropriate program for young children. We know that each child who enters our doors brings a wealth of knowledge about his or her own world and we seek to support and develop this fund of knowledge. We define developmentally appropriate programming as one that is planned and implemented based on knowledge of how children grow and learn—physically, intellectually, emotionally, and socially at each stage of development. The teacher’s role is to observe children at work and play and determine how to best extend that child’s experience building new skills and language. Ongoing involvement and assessment by early childhood professionals help us continually refine our program.

## Curriculum

We believe that the early years are learning years. This is the critical time when memories are born that will sustain our children throughout their lives. Recent brain research tells us how important early learning experiences can be in developing important connections that serve later learning.

Our curriculum draws upon research providing a framework to assist teachers in creating learning experiences and opportunities to expose children to important concepts and skills as well as expanding language, literacy, and math skills. Materials and experiences reflect the lives of the children and their families, and the diversity found in our rich Alaskan community. Children have the opportunity to explore, experiment and discover with the support of knowledgeable and caring teachers nearby. Support to develop skills for engaging in social relationships is provided in a relaxed and nurturing, homelike setting. We believe that children learn about the power of print and the value of becoming literate by being exposed to print in meaningful and relevant ways. We know that children build language as they listen to other’s stories and tell their own. We see





# Tanaina Child Development Center

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evidence of their emerging knowledge and questions in the representations and drawings they create each day.

We know that children learn best through play. As demands for testing and measuring children's progress increase, we work to create an environment where children have the support and freedom to explore. We acknowledge that on-going assessment is a tool used to develop meaningful learning experiences and we strive to do this through observation while using our knowledge of child development.

We use a written curriculum, The Creative Curriculum (Teaching Strategies), to guide our work with children. A copy of the curriculum can be reviewed in our school office.

A large part of our program focuses on the development of appropriate social skills. We guide children as they make choices each day to help them become independent learners who can work and play alone and in small groups. As children grow, they become better at regulating their own behavior. We work with the children to identify, understand, and effectively control their emotions. Having feelings is a normal part of the human experience. Sometimes our feelings are small and sometimes they are big. It is always okay to be angry, sad, upset, or excited. Our goal is to teach the children how to appropriately express those feelings. One of the ways we teach them to appropriately express themselves is with Calm Classroom (Luster Learning Institute - <http://calmclassroom.com/>). This curriculum supplement is used to teach the children techniques for calming down, de-stressing, mindfulness, and awareness of their surroundings. These are very short exercises, a simplified form of meditation, that are used at least three times daily.

## Child Assessment

Children's developmental levels are assessed by connecting observations with the State of Alaska Early Learning Guidelines and Teaching Strategies. Teachers use observation and documentation to assess children's developmental progress and create an ongoing portfolio, that follows each child through the program. Portfolio assessments and conferences will be offered bi-annually or upon request. Parents are informed of their



# Tanaina Child Development Center

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children's assessment results and are advised if any further screening or assessment is recommended. Assessment results are used by teachers to plan individual activities for the children.

## Diversity

Tanaina Child Development Center is committed to maintaining and improving racial, class, gender, ethnic, and sexual diversity in our classrooms and in our staff. Long before age five, children become aware of differences in gender, race, ethnicity, and abilities. They are also sensitive to the attitudes (both positive and negative) that family and society attach to these differences. Tanaina embraces age-appropriate anti-bias curriculum that reflects the diversity of our community and world, which conveys complete respect for ethnicity, gender, age, class, family structure, sexual orientation, and physical ability. Our goal is to create a learning environment where each child develops a strong personal identity, feelings of comfort with diversity, the ability to talk about differences, and the ability to challenge bias. During the year we:

- Present children with materials from different cultures and ethnic groups, including holidays and traditions represented culturally within our community;
- Talk about many kinds of families, e.g., single parent, blended, nuclear, extended, adoptive, gay, lesbian and multi-racial;
- Present images of women and men in roles that challenge the prevailing stereotypes;
- Include curriculum materials which encourage respect and appreciation for the elderly and physically challenged individuals.

As in all our work with children, we begin with the premise that the role of the teacher is to help children explore their world in an open-minded and inquiring way. The teacher presents alternatives, asks thought-provoking questions, and gently guides children to think critically and act responsibly.



# Tanaina Child Development Center

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## Programs

Tanaina Child Development Center is licensed by the Municipality of Anchorage Health and Human Services Child Care Licensing department. We are licensed for 90 total children ages 12 months-6 years of age.

Transitioning a child into Tanaina- Transitions for young children mean change in environment and routine. Children must adjust to a new environment, new teachers, new routines, and a new social scene and leave all what has become familiar over the past year or more. Children respond to these potentially stressful situations in their own unique ways. While some children jump into their new classroom and feel right at home the first day, others are not as comfortable with new situations. These children may cling to their family members in the mornings and may be slower to warm up to the new teachers and the new group of children. To support your child's transition into the program, we request that you and your child visit the receiving classroom before starting regular attendance. This provides your child with time to adjust to a larger group, new adults, and new environment. It also is the beginning of an important relationship between you and your child's teachers. During this period, teachers may make suggestions that will ease the transition from home to school.

All classrooms have a schedule of routine activities during the day (i.e. group time, story time, outdoor play...). Teachers post the daily schedules and lesson plans in their classroom. The planned "school day" runs from 9:00am to 3:30pm. We encourage that children be present for this period. Families are encouraged to drop off children anytime between 6:30-9am and to pick them up anytime between 3:30-6:30pm. Pick-up and drop offs at alternate times are requested to be communicated to your child's teacher and the director one week in advance. However, emergency situations will be accommodated at the discretion of Tanaina Admin. Families should inform Tanaina of absences and late arrivals. Absences lasting for a week without communication may be interpreted as withdrawal from the program. If prior arrangements were not made, late arrivals after 10AM will not be accommodated due to teacher-child ratios.



## **Educational Practices (Toddlers, Preschool, Pre-k, and School-Age)**

The Creative Curriculum, Developmentally Appropriate Practices, and the NAEYC guidelines are taken into consideration when planning activities. The daily activities include art, dramatic play, science, math, language development, music and movement, and small and large motor activities. Activities stress sound nutrition and good health habits, social-emotional development, acceptance of diversity, and cognitive development. Teachers present the curriculum activities with the planning and implementation of daily lesson plans.

Teachers use themes or units of study that represent areas of interest to children at that time, making it fun to work on curriculum objectives. You will often see themes such as farm animals, colors, zoo, the grocery store, sea creatures, outer space, and insects. Many topics come from what children are observing around them and want to know more about. We base our lessons and activities on their natural curiosities.

The developmental accomplishments of the children become part of the child's portfolio which is shared with families during conferences and upon request. Conferences are scheduled upon request.

## **Daily Activities (Toddlers, Preschool, and Pre-K)**

**Free Choice Time/Independent Activities** – Children choose and explore a wide range of equipment, materials, and media. Areas of the classroom are developed around related materials and types of activities, e.g., books, art, housekeeping, music, manipulates, and creative art.

**Classroom Community Group Times** – Children participate in music and movement activities, role playing, finger plays, storytelling, sharing of home events, games, and community building activities.

**Small Groups** – Children work with a Developmentally Appropriate Group on particular skills such as mixing paint, cutting with scissors, separating pegs by color, and identifying shapes.

**Digital Media**- Tanaina's use of television/computers/movies is very limited. Toddlers do not have access to digital media sources. Preschool may use a video clip to expand on



# Tanaina Child Development Center

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the lesson they are studying. Digital media is capped at 20 minutes a month for preschool. All video clips, television shows, computer games, and movies must be pre-approved prior to viewing by the child's family.

Pets- Tanaina does not allow pets in the center other than Beta fish.

Outdoor Education- Children run, hop, skip, jump, slide, ride, push, throw, dig, race, hide, shout, roll, and carry. It's a time when children can collect and examine leaves, bugs, rocks, etc. Teachers take an active role in supervising children. They can become involved in the children's games and provide planned activities.

Breakfast, Lunch and Snacks – Meals are served family style, which means children and adults gather at the table together and interact over food, using the opportunity to discuss the events of the day and other topics of interest. These periods are often incorporated into children's cooking/nutrition activities.

Rest time – Children sleep or lie/sit quietly. All children are required to rest their bodies for at least 20-30 minutes on their mats. If they are normally sleepers, teachers will help them calm their bodies with reading or gentle talking. Soothing music is played in each room to help with relaxation. Non-sleepers are given quiet activities or books to read for the first 20 –30 minutes on their mats. After a short time, they may interact quietly with other non-sleepers. Once sleepers are all settled in, the non-sleepers are given the opportunity to meet at an activity table set up with quiet, hands-on activities. Since each of our rooms are integrated with younger and older children, there are a variety of needs when it comes to rest time. This is a prime time to help children respect the needs of others by working quietly during that period of the day.

## Toddler Program

The toddler program includes three classrooms and serves children ages 12 months to 36 months of age. These classes are staffed at a teacher-child ratio of 1:5 for younger toddler (12months-18months) and 1:6 for older toddlers (18months-36months).



# Tanaina Child Development Center

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## **TODDLER CLASS DAILY SCHEDULE:**

Times may vary slight according to individual class needs

6:30am-7:00	Tanaina Opens / Quiet Free Choice Time
8:00am- 9:00	Breakfast is served/Quiet free choice activities
9:00am-9:30	Circle time (Diaper changes/Potty time)
9:30am-10:30	Outdoor Play Time
10:30am-10:45	Diaper Changes/ Potty Time
10:45am-11:15	Activity Time (i.e. art projects, cooking projects)
11:15am-11:30	Wash hands and get ready for lunch (story time)
11:30am-12:00	Lunch Time
12:00-2:30pm	Rest/ Nap Time (Diaper Changes as Children Wake up)
2:30pm-3:00pm	Snack is served/ Free Choice
3:00pm-4:00pm	Outdoor Play Time
4:00pm-4:30pm	Group Time (diaper changes and potty breaks)
4:30pm-5:00pm	Table Toy Activities
5:00pm-6:00pm	Snack/ quiet free play

## **DIAPERS AND WIPES**

While toddlers are in diapers, the family needs to maintain a supply of disposable diapers and disposable wipes in the diaper-changing area of Tanaina. Non-disposable diapers are not permitted unless the child has a medical reason requiring their use. A health care provider must provide documents supporting the need for non-disposable diapers.

Teachers check children for signs that diapers are wet or contain feces at least every two hours when children are awake and immediately after the children awake from naps. Diapers that are wet or soiled are changed immediately in the designated changing areas (each changing area is specifically for bathroom and hand washing use only, and separated from other areas of the classroom). Diapers are changed on an elevated surface that is also specifically used for diapering (not storage or temporary placement



# Tanaina Child Development Center

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for items) and teachers make sure that the children are kept from falling. In the changing area, teachers post and record the results of the children's diaper checks (whether the child was wet, dry, or had a bowel movement, or any other documentable event), along with the checking teachers' initials.

Changing tables and potty chairs (used during potty training) are cleaned and disinfected after each use. Toilets, diaper pails, and other bathroom surfaces are cleaned and disinfected two times per day. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly by using a hands-free device (e.g., a step can). Containers are kept closed and are not accessible to children.

Teachers whose primary function is preparing food do not change diapers or assist children with bathroom needs.

## **TOILET TRAINING**

The Toddler program offers toilet learning as part of its curriculum when the child shows signs of readiness (cognitive and emotional). Families and teachers work together to develop a program that is adequate for group care and individual need. Communication between toddler families and teachers is essential to a successful and stress-free process.

## **PACIFIERS**

Pacifiers are not recommended for children over the age of 12 months. When toddler children begin our program, they will be able to have access to personal pacifiers until they begin to feel comfortable with our program. Teachers will transition children away from the pacifier at school, a process that may take over a month. Safety precautions preclude any pacifiers outdoors or during any physical activity indoors. Children may ask for their pacifier during rest, quiet, and nap times.



# Tanaina Child Development Center

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## Preschool/Pre-K Programs

The preschool and Pre-K programs includes two classrooms each. Preschool serves ages 3-4 while pre-K serves 4-5 years of age. These classes are staffed at a teacher-child ratio of 1:10.

### **PRESCHOOL/PRE-K CLASS DAILY SCHEDULE:**

Times may vary slight according to individual class needs.

6:30am-7:00	Tanaina Opens/ Quiet Free Choice
8:00am-9:00	Breakfast Served/
9:00am-9:30	DAP Community Group Time
9:30am-10:30	Exploration (planned activities in all learning areas)
10:30-11:20am	Outdoor Play Time
11:20am-11:30	Group Time/Transition into Lunch
11:30-12:30pm	Lunch Served
12:30pm-2:00	Rest Time/ Independent Quiet Activities
2:00pm-3:00	Snack Served
3:00pm—3:30	Group Community Time
3:30pm-4:15pm	Independent Activities
4:15pm-5:00pm	Outdoor Play Time
5:00pm-6:00pm	Snack Served/ Independent Activities/ Free choice

### **TRANSITIONS**

An expected transition for Tanaina children is the move from the Toddler program to the Preschool program once the child has turned 3 years old and is potty trained and then to the Pre-K program during their 4th year. The transition is on a space available basis. This transition is treated with sensitivity to the child's needs with their previous teacher available to them the first couple of days. Families may submit a written request to have their child moved up more quickly; these requests are subject to individual conferences evaluation, and space availability.

A toddler moving into a preschool room must be potty trained and no longer using





# Tanaina Child Development Center

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diapers or Pull-Ups®. Tanaina's definition of Potty Trained: A child that can control bladder and bowel movements; communicates the need to use the toilet (not being asked or coached); are accident free for 3 weeks. Tanaina teachers understand that occasional potty-training accidents are developmentally appropriate for newly trained children. If there is a documented special need, appropriate accommodations will be met.

Tanaina gives families at least three weeks' notice of planned transitions. Families and teachers will know which children are moving into which Toddler, Preschool, or Pre-K classrooms to facilitate communication among all parties. During the three weeks, the children will spend increasing amounts of time in their new classes.

The group of toddlers and a toddler teacher will visit the Preschool section of the facility multiple times, allowing the children to get to know their new friends while still secure in their existing relationships. Upon return to the Toddler section, the children and teachers will talk about what they did and how they feel about it.

Toddler and Preschool teachers also communicate behind the scenes and are preparing new cubbies with pictures and artwork. Preschool teachers are also preparing current Preschoolers for the arrival of new, younger friends.

We also partner with families to support the transition. Families can ease anxiety by talking about the transition and framing it as something to look forward to, by inviting their children to share their feelings, and by participating in visits to the new classroom.

## **CLOTHING AND LINENS**

- Bring a blanket with a small pillow. Take them home at the end of every week for a wash. These items should all be placed within a bag and be able to be stored easily in the child's cubby.
- Label all clothing and personal items (coats, sweaters, shoes etc.).
- Dress children in practical clothing; children should not be restrained from participation in activities for fear of soiling good clothes. Avoid difficult-to-undo belts and fasteners.
- Dress children appropriately for the weather.



# Tanaina Child Development Center

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## **Plan of Supervision**

To ensure the safety and security of all children enrolled in Tanaina's Program the following supervision plan is followed. Tanaina maintains child to teacher ratios in accordance with childcare licensing municipality code which vary according to age. There are always 2 staff onsite and on field trips. Staff are always within sight and sound of children; children are not permitted to go to an unsupervised location. In higher risk areas such as the playground or out on field trips children will be instructed to stay within closer proximity to a staff member. Staff members will always have an out of ratio supervisor available for extra support if needed, they will be able to contact this person via radio or phone. If a regular staff member is scheduled off a qualified, regular Tanaina substitute will be scheduled in for them. Tanaina does allow families to participate and volunteer in our program, these visitors are always monitored by Tanaina staff and never left alone with children. If a child requires extra support and supervision Tanaina will make a plan of care for that child to ensure proper supervision is being carried out.

## **Field Trips**

Tanaina may at times ask families to pay fees for field trips. Families will be notified of the fee in advance. Children will not be denied participation in the planned field trip because of families' inability or refusal to pay; however, permission to attend the field trip is required. Children for whom a signed permission slip has not been submitted will remain at the Center in an age-appropriate classroom. Family members may also attend and help chaperone field trips.

## **Child Nutrition Program**

Breakfast and 3:00pm snack are served daily and menus are posted outside classrooms. Examples of meals served are: Breakfast- oatmeal, oranges and milk and for Snack- yogurt and crackers. Families are required to provide a sack lunch daily following the recommended nutritional guide provided [HERE](#) by Childcare Licensing. Milk is a required component of a sack lunch Tanaina will not provide or store child(ren)s milk at the



## Tanaina Child Development Center

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Center. Tanaina is not responsible for heating or storing lunches in the refrigerator. For food safety families must supply their child(ren) with appropriate storage containers, such as thermoses and ice packs. Sack lunches will be stored on classroom lunch carts and lunches must be labeled with child's name and date. All breakfast and snack foods served are low in sugar and preservatives in accordance with high standards of nutrition. Meals are served family style. Our monthly menu is always posted for your information just outside the classroom. A dedicated Tanaina representative oversees and passes out the food and beverages served at Tanaina.

For all children with special feeding needs, teachers keep a daily record documenting the type and quantity of food a child consumes and provides families with that information.

Tanaina provides drinking water for all children, freely available throughout the day. Every child is required to bring their own water bottle from home which they can freely access throughout the day as well as cups by a sink.

Tanaina occasionally offers grapes as a fruit portion. All grapes are sliced in half or quartered to prevent choking. Food is generally no larger than 1/2 - inch square and are adjusted to meet each individual's swallowing capability.

Nursing mothers are welcome to breastfeed their toddlers. Teachers will work with mothers to establish a regular schedule of visits.

In accordance with Federal law and the US Department of Agriculture policy, Tanaina is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA, Director  
Office of Civil Rights, Room 326-W, Whitten Bldg.  
1400 Independence Ave., SW  
Washington, DC 20250-9410  
Or call (202) 720-5964 (voice and TDD)



# Tanaina Child Development Center

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An Environmental Sanitarian from the Municipality of Anchorage (Department of Health and Human Services) makes unannounced visits to the Center twice each year specifically to check on the kitchen and food program. Their recommendations and Tanaina's responses are available upon request.

## **Forgotten Lunch Policy**

If a family forgets to provide a lunch for their child(ren), Tanaina will attempt to contact the family to notify them of the forgotten lunch. The family will be responsible for providing their child a meal by 11:00am, before lunch is served. If a family fails to provide a lunch and Tanaina must supply an alternative, then the family will be charged a fee in the amount of \$20.00 per lunch. Two or more forgotten lunches in a month period is subject for disenrollment.

## **Food Allergies**

If your child has food or other allergies, please ensure they are listed on your child's physical form & emergency contact card and communicated to the child's teacher and to Tanaina Admin. Tanaina provides all classrooms with a display of center wide food allergies. This information is to be used solely to safeguard your child and provide proper accommodations for his/her health and to sustain overall healthy and safe environment for all children at Tanaina. Tanaina is not a nut free facility. If a child has a severe food allergy, please alert Tanaina Admin, and adjustments will be made as necessary.

## **Guidelines for Food Brought from Home**

Special arrangements will be made for children with restricted or special diets and food allergies. If there are any questions or concerns with the food allowed in or served at Tanaina, please feel free to speak with Tanaina Admin. A note from a health care provider may be required for certain accommodations.

To maintain the standards of our Child Nutrition Program, we ask families not to bring sugary foods into Tanaina for their child. However special accommodations may be requested for special occasions.



# Tanaina Child Development Center

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## **Further Notes About Birthdays:**

Birthdays are special occasions. Each classroom has its own way of celebrating the children's birthdays. Families who are interested in joining in the classroom's celebration of their children's birthdays are encouraged to contact the Lead Teacher in advance of the birthday. Please do not bring poppers or balloons to the classroom celebration. If Tanaina friends are to be invited to separate birthday parties, we encourage inviting all classmates, so no one feels excluded

## **Enrollment and Attendance Policies**

### Application and Waitlist Policy and Procedure

Demand for TCDC's programs has resulted in a waitlist. Placement on this waitlist will be determined by application date, though siblings of currently enrolled children will be given preference along with Alaska Regional Employees. There is a \$75 waitlist fee.

Upon enrollment an enrollment application needs to be completed and submitted. Applications will be emailed once the spot has been accepted and must be filled out for each individual child. Please note that there is a onetime \$75 enrollment fee due with enrollment application.

### **Notification of Availability**

When Tanaina makes contact for possible enrollment, there are two business days given to respond to our notice. If no response is received, it is assumed the family has declined the available slot, they will be removed from the list and Tanaina will continue moving down the waitlist. If a family wishes to defer an offered space, they may re-waitlist one time at no charge. Re-waitlisting means you will be removed from the current ranking and will be placed on the list according to the new registration date. If Tanaina administration is not updated with current phone numbers or e-mails and consequently cannot reach a waitlisted family, the child will be removed from the waitlist.



# Tanaina Child Development Center

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## **Accepting Available Enrollment**

Once a family verbally accepts a slot with Tanaina, there is a process for enrolling. Families will receive an Enrollment Application which must be completed shortly after acceptance of the slot. A 50% non-refundable deposit will be due upon acceptance into the program and will be applied to the first month of the child's attendance. This deposit must be paid prior to the start date.

Tanaina Child Development Center and its teachers encourage children to visit their classroom with their family before starting regular attendance. During this time and within the first two weeks of attendance, TCDC teachers will observe the interactions and behaviors of the child.

Once a child begins attending Tanaina, there is a two-week period during which Tanaina staff will observe the interactions and behavior of the child. If the judgment is made that the child is not an appropriate fit for our program, the child will be withdrawn from our center. There will be no reimbursement for the days the child attended Tanaina.

## **Enrollment Options and Hours of Operation**

Tanaina's program focuses on the educational needs of the children, their social-emotional development and connectedness to community. To this end enrollment is for a full-day program: 9am–3:30pm. This gives children the opportunity to integrate into the daily routine and bond with their teachers and peer group. The center is open from 6:30am–6:00pm Monday-Friday. Your child may attend any of those additional hours as needed beyond the 9am–3:30pm timeframe at no extra charge. A child may be enrolled full time for 3, 4 or 5 days per week.

Space availability varies. Options to change the schedule once enrolled may require time on the waitlist within our program until a space becomes available. Any request to change the child's schedule must be submitted in writing to Tanaina Admin and may be declined.



# Tanaina Child Development Center

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## Drop in Policy

Current or previous Tanaina enrollees may request drop-in care outside of their normal enrollment status as availability allows. A \$75 per day fee will be assessed per child. Drop-in care is limited to 3 days per month

## Fees

The tuition fee schedule (below) is effective January 1<sup>st</sup>, 2023. Please contact the Tanaina office to confirm the current tuition fee schedule.

Charges are based on enrollment, not attendance. Tuition is due on the first day of attendance, and by the first day of the month thereafter. A billing period is identified as one month of services. Fees are charged at the same rate each month. Families are required to pay full tuition each month regardless of holidays, other Center closures, or absences due to illness and family vacations. Fees will not be prorated. Fees are non-refundable. Costs are determined by the child's program placement and the number of days per week the child is enrolled.

Payments are made to TCDC by check, money order, automatic withdrawal through ProCare's **Tuition Express** or credit card (a 2% surcharge will be added on credit card payments, surcharge fee is waived if 3 month of tuition is paid in advance) in person, or by mailing a check or money order to: Tanaina Child Development Center 1200 Airport Heights Dr. Suite 140 Anchorage AK 99508. Please note your child's name in the memo section of the check each month.

Tanaina will send an invoice one week prior to the 1st of the month to the primary account payer's email. However, it is each family's responsibility to submit timely payment regardless of invoice. Failure to pay fees may result in the termination the child from the program. There is a 5-business day grace period. Failure to pay the full balance within this time period will result in a late fee in the amount of \$100.00. Families who are unable to pay tuition on time must discuss this with the Executive Director before the deadline. Services will be terminated if a family incurs an overdue balance of \$500 or more that is over 30 days past due. Returned checks for closed bank accounts or non-



# Tanaina Child Development Center

sufficient funds will be assessed a Returned Check Fee of \$25.00 and the entire balance is due immediately. Any account that is more than 60-days overdue that have been unaddressed will be turned over to a collection's agency. Questions about enrollment, fees, or payment should be directed to the Executive Director.

Day per Week	Younger Toddler	Older Toddler	Preschool/ Pre-K
5-Day Schedule Monthly	\$1325	\$1250	\$1175
4 Day Schedule - Monthly	\$1180	\$1110	\$1050
3 Day Schedule - Monthly	\$1110	\$1050	\$980

## Summer Schedules

Tanaina Child Development Center is a year-round program. As a result, children are expected to be continuously enrolled in the Tanaina program, including during the summer months. Summer is defined as June and July. Payment is required on the first of each month while your child is enrolled, regardless of attendance.

## Withdrawal Policy

Families who wish to terminate enrollment must submit a written withdrawal notice one month prior to the child's last day. Families who fail to submit a Withdrawal Notice will be invoiced for one month's tuition following the last day of the child's attendance. Tanaina Child Development Center does not prorate the last enrolled month if a child exits the program.





# Tanaina Child Development Center

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## Arrival at the Center

When a child arrives at the center, teachers will greet them. The family members will then proceed to the classroom, help the child settle his/her belongings in the cubby, and accompany the child to the restroom for hand washing before releasing the child to the classroom teacher. Do not leave your child's classroom until the teacher has seen your child. Do not allow the child to wander into the classroom or outdoor areas unattended. State and center regulations permit only a legal guardian or a designated adult to bring or pick-up the child. Children should be dropped off between 6:30-9am. Special circumstances such as appointments or emergencies should be communicated to child's teacher and Tanaina Administration.

## Developing a Successful Goodbye Routine

### TIPS:

1. Do not prolong saying goodbye. Keep it simple -- one kiss, one hug and out the gate you head. And never bring your child home with you.
2. Keep your own emotions in check. Children are surprisingly adept at picking up on what grown-ups are feeling, even if we are trying to hide it.
3. If you are having a challenging morning, discuss what is going on with your child's teacher or member of the administrative team. We want to support you!
4. See if you can get another relative or friend to bring your child to school to see if a change in routine makes a difference.
5. Be prepared for your child to regress a bit after vacations, after he or she's been out sick or if something eventful is going on at home, like the birth of a sibling.

### WHAT YOU NEED:

- A small reminder of home, like a photo or "lovie" (stuffed animal)
- Patience



# Tanaina Child Development Center

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- A strong support system in place - teachers and friends.
- A goodbye routine that you follow each time-ask your child's teacher for ideas.

## Late Pickup Policy

Tanaina CDC closes at 6:00PM and the Summer Camp Program at 5:00PM. Our liability insurance does not cover the care of children after closing. Therefore, this end time is adhered to strictly. Late fees of \$1 per minute will be assessed beginning at 6:01pm for Tanaina CDC and 5:01pm for Summer Camp Program. This fee is to be paid upon arrival to the center or it will be charged to the following month invoice. There is no grace period. Families who know they will be late must call and communicate with their child's teacher or make alternative arrangements with designated emergency contacts (people identified on the emergency cards as approved for picking up children). Families, who are chronically late, are late more than three times in one month, and/or refuse to pay late fees must meet with the Executive Director and their children may be disenrolled.

## Sign In and Out Policy

ProCare is required by each family to use to sign in and sign out children. You will register within the first week of starting at Tanaina. At the time of arrival or departure, your child will be physically signed in or out by a Tanaina teacher. This allows us to verify that the child was picked up and is safe with the family. If children are not properly signed in/out, the center is out of compliance with licensing regulations and is subject to fines and closure. The sign-in sheet is a legal document. Please do not allow children to scribble across the page. Do not use white out.

## Custody Policy

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order), Tanaina CDC must be provided with a Certified Copy of the most recent order and all amendments to it. The court's orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing to the court.



# Tanaina Child Development Center

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In the absence of a court order on file with the Tanaina CDC administration, both parents shall be afforded equal access to their child as stipulated by law. Tanaina CDC cannot, without a court order, limit one parent's access by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Tanaina CDC suggests that the parent inform the appropriate authorities.

The most recently dated court order will be followed if conflicting court orders are presented.

Once presented with a Protection from Abuse Order or a Restraining Order, Tanaina CDC is obligated to follow the order for the entire period it is in effect. Employees of Tanaina CDC cannot allow a Protection from Abuse Order and/or a Restraining Order to be violated at the request of anyone except the issuing judge. Tanaina CDC will report any violations of these orders to the court.

Tanaina CDC policy prohibits our facility from being named the "point of transfer" on custodial documents for parental units with split custody situations. We ask that you transfer the child from one parent's care to the other off of our property.

## **Transportation Policy**

Tanaina CDC's first responsibility is to protect the health and safety of the children in its care. When families (or those otherwise authorized) drop off and pick up their children, Tanaina CDC strives to ensure the children are transported safely. When a family member transports children under the influence of alcohol or drugs or fails to use an appropriate car seat, it creates an unsafe transportation situation for the children. If, in the opinion of Tanaina CDC staff, a child cannot be safely transported to or from the center, Tanaina CDC will ask the family member not to transport the child and will contact a previously authorized emergency contact of the child. If the family member insists on transporting the child, Tanaina CDC staff will immediately call the police and



# Tanaina Child Development Center

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report the unsafe driving situation.

In the event, a previously authorized emergency contact cannot be reached, Tanaina CDC may elect to call a cab to pick up the child and the family member. The family member will be responsible for paying the cab fare.

If the person picking up the child has failed to bring an appropriate car seat for the child, Tanaina CDC will ask the family member to drive home without the child and return with an appropriate car seat installed in the car.

Tanaina CDC may charge a late pickup fee under any of these circumstances.

Tanaina does not transport children.

## Access to Tanaina

The safety and security of all children is a priority to the center. An unrecognizable person asking to pick up a child will be asked to present a valid photo identification card and will not be authorized without further confirmation. Reviewing the child emergency contact card for authorized adults and/or a phone conversation with a family member that authorizes pickup will make confirmation. Former Tanaina employees and families are not permitted to visit current Tanaina staff, teachers, or families.

## Tanaina Keycard and Access Policy

The purpose of this policy is to provide optimal physical security and safety for children, families and teachers and to protect the assets of Tanaina Child Development Center. Tanaina Summer Program does not require Keycard/Door Code responsibilities.

### **KEYCARD/DOOR CODE ACCESS RESPONSIBILITIES**

All Tanaina families and employees are responsible for maintaining building security. A keycard/door code holder is responsible for all keycard/door codes issued to them. Possession of any unauthorized keycard/door code is not permitted. The holder of keycard/door code assumes responsibility for the safekeeping of the keycard/door code



# Tanaina Child Development Center

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and its use. A limit of 2 cards per family and 1 card per employee will be issued upon start date at Tanaina. Should a loss of a keycard occur, the holder would be responsible for keycard replacement in the amount of \$25. Additional keycards may be requested for a \$25 fee per card. To minimize loss or misuse of keycards families and employees are strongly encouraged to keep their assigned keycards in a secure location.

- Keycard/door code holders will not loan or transfer their keycard/door code to any other individual.
- Keycard/door code holders shall not grant access to Tanaina for another individual unless the individual is known by them to have authorized access to enter.
- All Tanaina keycards must be returned to Tanaina office upon disenrollment or vacating of any position at Tanaina in order to maintain accurate inventory and access control. Any keycard not returned will be subject to a \$25 fine.
- Any found Tanaina keycards should be turned in to Tanaina office.

## Child Guidance and Support

Each of us has strong beliefs about what is important for children, and at times these beliefs may differ. Learning to get along with others is a process that begins in childhood and develops throughout our lives. For children, this emerging skill can be assisted by the support and guidance of others. We are committed to providing guidance for children in our care, which promotes the following:

- Positive self-concept and self- esteem
- Successful social interaction
- Respect for diversity
- Independence
- A sense of responsibility to community
- Self-control and self-regulation
- Problem solving skills
- Conflict resolution skills

In an atmosphere of support and safety, as part of our daily curriculum, we foster self-



## Tanaina Child Development Center

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discipline in children. We aid children in the expression of their feelings and help them develop their skills in problem-solving and conflict resolution. If a particular child experiences difficulties in the group setting, teachers carefully assess the behavior and then plan strategies to assist the child. Families and staff work cooperatively in the process to share information and insights.

At no time will any adult in our programs physically harm a child, use verbal threats, or speak to a child in a way that is disrespectful or damaging to self-esteem. Children will not be physically restrained unless they pose an immediate danger to themselves or others.

When children are given the opportunity to work through conflict with the support of caring and responsive adults, they begin to internalize that process of resolution. They learn appropriate ways to seek and give comfort, identify emotions, respond appropriately, collaborate with peers, and develop self-control.

Teachers' approaches to assisting children through conflict resolution may differ depending on the age of the children and the situation but will always be based in respect for the feelings, actions and ideas that children bring to conflict situations.

Time out is not used in our programs. While it may interrupt a negative behavior, it does not help children acquire the skills to deal with the situation, should it arise again. Young children are generally not yet capable of the reflective thought necessary to make time out a learning situation. If a child needs time apart to calm down, teachers facilitate this in a non-punitive manner, giving the child time, space, and emotional support to find calm. Corporal punishment is never used at Tanaina.

The guidance programs we choose to use at Tanaina consists of the following:

- Love and Logic Magic in Early Childhood by Jim Fay and Charles Fay: Offers children choices when given directions that effectively guides them to positive interactions and compliance with those directions.
- Positive Discipline by Jane Nelsen: Effective praise reinforces positive behaviors. Over-praising and non-specific praise is ineffectual.



# Tanaina Child Development Center

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## **TOYS FROM HOME**

Tanaina does not allow children to bring toys from home. If a child has a toy from home, they will be asked to put it away in their personal cubby space. Classrooms may schedule a show and tell day and at that time a child may bring a toy to share with their classmates.

## **WHEN FURTHER INTERVENTION IS NECESSARY**

Teachers and admin document behavioral disruptions. Incidents that seem minor taken individually may still add up to patterns that warrant additional attention and support for the children. These patterns will be identified at regularly-scheduled conferences and may prompt a request for other meetings.

When a particular child's behavior is excessively disruptive or harmful to self, other children, or the group (in other words, when a single incident is significantly worrisome or dangerous), the family will be called to pick up the child, and a conference with the Lead Teacher and possibly the Executive Director will be scheduled prior to the child's return to Tanaina. If teachers and administrative staff concur that additional support and expertise are required to best meet a child's needs, we may require any or all of the following measures:

**ADDITIONAL FAMILY-TEACHER CONFERENCES:** The Executive Director may also attend to share observations, professional opinions and to offer support to the family and teacher. The purpose of the conference is to clearly define the problem, reexamine possible causes, brainstorm any changes that the teacher and/or family can make to reinforce consistency between home and school and compose a written plan for improvement. Families may be asked to meet with the teachers on a regular basis. This provides extra support for the family and assures communication between home and school.

**PROFESSIONAL SUPPORT:** For example, a resource specialist from the public schools or other local support agencies may be sought. The Director can facilitate the referral process and assist in coordinating the efforts of families, staff, and specialists.

**COUNSELING:** Families may be asked to seek professional counseling outside the program. Teachers welcomes observations, additional insights, and suggestions. With a waiver from the family, the counselor is welcome to speak with us.



# Tanaina Child Development Center

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**SUSPENSION OF SERVICES:** We reserve the right to suspend services for a period of time if the child's behavior is harmful to self or others. A conference is required before a suspended child may return to the program. The continued enrollment of an excessively disruptive child will be made contingent upon the family's willingness to cooperate in finding a solution, as well as the child's success in changing the behavior in question.

## Biting

Because of the potential health hazards of biting, Tanaina has specific guidelines to address it. For children beginning at about 18 months of age, biting is considered a "normal" behavior that allows pre-verbal children to show anger and frustration. As children gain verbal skills, biting should lessen. Teachers and admin work with the children and their families to develop and enhance verbal skills to eliminate the "biting" response.

When a child bites the first time, assessment by the teacher of the events that led to the behavior will be discussed with the biting child's family. All efforts will be made to monitor the child's subsequent behaviors and interactions to redirect the child when possible to prevent another incident. In a busy classroom another incident may not be preventable. If the child bites a second time the family will be called and asked to make time, that day, for a conference. During the conference with the Director, a family member and teacher, an action plan will be developed and agreed to by all parties. The action plan may include any of the previously mentioned supports such as counseling or regular conferences. If the child bites a third time, the family will be called to pick up the child. Another meeting will be requested at which time new strategies will be discussed and agreed to by all parties involved. Anytime during this process if an agreement on necessary strategies and procedures cannot be reached between all parties the child may be disenrolled from the center.

## Incident Reports

Incident reports are used as documentation and communication for any type of inappropriate behavior (usually of a physical nature) as well as any kind of accidental





# Tanaina Child Development Center

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injuries. They are filled out by the witnessing teachers and reviewed and signed by Tanaina Administrators before being given to the family. A record is kept of all incident reports.

## Termination of Child Development Services

Termination will be implemented only as a last resort. Tanaina teachers and admin are committed to seeking solutions for challenging situations with children and families. Nonetheless, Tanaina Child Development Center reserves the right to terminate childcare and development services if:

- A family is delinquent in payment of tuition fees.
- A family fails to comply with center policies.
- A family is uncooperative or hostile.
- A family is physical or verbally abusive to personal or property
- A family is suspected of providing false information.
- An enrolled child's behavior becomes a hazard to teachers or students and attempts to address the situation have not led to resolution.
- Our child development center cannot meet the needs of the child.

## Health and Safety

### **MEDICAL RECORDS**

As required by State of Alaska regulations, Tanaina requires that before children can attend, families must provide documentation from a health care provider showing that all immunizations for the relevant age have been received. The immunization records must show the dates on which required doses were administered. Newly enrolled children cannot receive services until this documentation is submitted. For continued enrollment,



# Tanaina Child Development Center

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families must demonstrate that their children have received the required additional immunizations. The Measles/Mumps/Rubella vaccines, Hemophilus influenza type b (HIB) vaccine (one must be given after the 1st birthday), and the Hepatitis B series are also required. A Medical Exclusion Form may be used in conjunction with or in replacement of an immunization record when a formal letter from your health care provider is received or an approved Religious Exemption Form. Religious Exemption Forms are valid for only 1 year and any forms dated before March 2013 are no longer effective. Statements indicating philosophical or personal opposition to vaccines will invalidate religious exemption documentation. Questions regarding religious exemption requirements may be directed to the Alaska Immunization Program Helpline: 269-8088 in Anchorage or 1-888-430-4321.

Children who are not up to date on vaccines or have a medical exemption may be required to not attend TCDC should an outbreak of illness (such as Pertussis) occur. Tuition will not be prorated or forgiven in this scenario.

Children must also have annual physical examinations documenting their health and fitness to participate in daily activities.

Policies related to health and wellness are evaluated with less than the 30-day notice as determined by the Tanaina board.

## **MEDICAL / PHYSICAL CARE PLAN**

Children with special health needs require a Medical/ Physical Care Plan form signed by their healthcare providers and by the family. This ensures that Tanaina's teachers are trained in the special health conditions of all enrolled children and that the children are safe in the environment at all times.

## **DETERMINING HEALTH FOR DAILY ATTENDANCE**

Upon arrival a daily visual health check will be performed by your child's teacher. The purpose of the health check is to determine if your child is well enough to attend school.



# Tanaina Child Development Center

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During this time, please share any concern regarding your child's health or behavior.

Children may attend Tanaina so long as they can fully participate in activities, including outdoor activities. Based on the National Health and Safety Performance Standards Guidelines for Early Care and Education Programs, children experiencing the following conditions/symptoms **may attend school**:

- Common colds, runny noses (regardless of color or consistency of nasal discharge).
- A cough not associated with an infectious disease (such as pertussis) or a fever.
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes).
- Ringworm (exclusion for treatment may be delayed until the end of the day).
- Thrush (i.e., white spots or patches in the mouth or on the cheeks or gums).
- Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared.
- Methicillin-resistant *Staphylococcus aureus*, or MRSA, without an infection or illness that would otherwise require exclusion. Known MRSA carriers or colonized individuals should not be excluded.
- Cytomegalovirus infection.
- Chronic hepatitis B infection.
- Human immunodeficiency virus (HIV) infection.
- Asymptomatic children who have been previously evaluated and found to be shedding potentially infectious organisms in the stool. Children who are continent of stool or who are diapered with formed stools that can be contained in the diaper may return to care. For some infectious organisms, exclusion is required until certain guidelines have been met. Note: These agents are not common, and caregivers/teachers will usually not know the cause of most cases of diarrhea.
- Children with chronic infectious conditions that can be accommodated in the program according to the legal requirement of federal law in the Americans with Disabilities Act. The Act requires that childcare programs make reasonable



# Tanaina Child Development Center

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accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

## **24-HOUR SICK POLICY**

Tanaina Child Development Center does not have special facilities for ill children and cannot provide a prolonged one-on-one ratio necessary to accommodate specific needs of a sick child. Tanaina Administration and Teachers strive to maintain a safe and healthy environment for all children by preventing a spread of seasonal and communicative diseases. We kindly ask that you keep your child home if he/she is sick. Your child may return 24 hours after there is no longer an illness or fever or signs of illness or a fever (without the use of fever-reducing medicine).

## **CAUSE FOR EXCLUSION DUE TO SIGNS AND SYMPTOMS OF ILLNESS**

Children will be excluded from the center when they exhibit the following symptoms/illness:

- Severe pain or discomfort particularly in joints, ear, or abdomen;
- Acute diarrhea specifically characterized as re-occurring two times above the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
- One or more episodes of acute vomiting within 24 hours;
- Severe coughing or sore throat;
- Temperature of 100 degrees F or more;
- Yellow skin or eyes;
- Red eyes with discharge;
- Infected, untreated skin patches or lesions;
- Difficult or rapid breathing;
- Severe itching of body or scalp;
- Skin rashes, excluding diaper rash, lasting more than one day;



# Tanaina Child Development Center

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- Swollen joints;
- Visibly enlarged lymph nodes;
- Stiff neck;
- Blood or pus from ear, skin, urine or stool;
- Unusual behavior for the child characterized by no playing, unusual fatigue, confusion, persistent inconsolable crying;
- Loss of appetite characterized by refusing all solids;
- Green or yellowish white mucus issuing from nose accompanied by a fever (signs of infection);
- Symptoms which indicate any of the following diseases: Chicken Pox, Impetigo, Lice, Scabies, Strep Throat.

In the case of lice: children may not return to the center until they have been appropriately treated for head-lice and are nit-free.

## **COMMUNICABLE DISEASES**

The presence of any of the following reportable communicable diseases will be reported to the parents, the Department of Health and Human Services, Child/Adult Care Unit:

- Respiratory and Gastrointestinal illnesses
- Diphtheria
- German Measles (rubella)
- Haemophilus Influenza
- Measles (rubella)
- Bacterial Meningitis
- Pertussis (whooping cough)
- Meningococcal infection
- Giardiasis



# Tanaina Child Development Center

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- Hepatitis A
- Salmonellosis
- Shigellosis
- Mumps
- Tuberculosis

Children who have been diagnosed with any of the above reportable communicable diseases may return to or remain at the center ONLY when written documentation (or verbal confirmation with a written follow up) from a licensed health care professional states that the child has been evaluated and presents NO health risk to other children and may be admitted to a child-care facility.

The Center will notify families of all occurrences of, or exposure to, communicable diseases or conditions in the center. Any families with children who are not immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs, who are enrolled during an instance of a reportable communicable disease, will also be notified immediately. Non-immunized children will be excluded from the environment promptly until further notice.

## **MEDICATION POLICY AND PROCEDURE**

Children receiving medications must have written permission from the family permitting teachers to administer medications (Prescription Medication Form, or Over-the-Counter Medication Form).

Tanaina may administer to a child medicine, including vitamin & mineral supplements, under the following conditions:

Prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals ("As needed" is not acceptable), name of prescribing physician and date the prescription was filled;

Non-prescription medications must be in the original container and require daily written



# Tanaina Child Development Center

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order by the family including dosage and dosage intervals (“As needed” is not acceptable). Teachers will document each time medication is given and return the remaining medicine at the termination of treatment.

Any non-prescription medication given more than four consecutive days requires a physician’s written order or verbal order with written follow-up.

## **SAFETY: INJURIES**

Tanaina Child Development Center facility has been designed for the activity, physical size, and motor abilities of young children. The environment was created to safely stimulate the physical, cognitive, and social development of our students. Our highest goal is to provide a safe and secure place for young children to learn and play. Our teachers are trained and experienced in the prevention of accidents and in the administration of first aid, including pediatric CPR.

While children are never left unsupervised, minor injuries such as falls, bumps, scrapes, bites, and scratches are inevitable. When an injury does occur we will notify the family by phone or injury report.

If an injury requires immediate medical attention, we will both call 911 and call the family. At registration, families complete an Emergency Release form that grants permission for the Center to seek medical attention in the absence of the immediate guardian. Tanaina teachers and Admin under no circumstances will transport a child to a medical facility. Families submit a class/work schedule and contact information so we can quickly contact them in an emergency. It is important that this contact information is up to date. If a child has a head injury, no matter how minor it appears, we will contact the family.

## **SAFETY: DRILLS**

Safety standards are set and monitored by Municipality of Anchorage Child and Adult Services (licensing) and the Municipality of Anchorage Department of Health and Human



# Tanaina Child Development Center

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Services. We practice monthly fire, earthquake, and lockdown drills. In the case of a legitimate lock down, all children will be escorted to areas within the center that have limited sight from windows and doors. No one is allowed in or out until the lockdown has been lifted. Personnel are not allowed phone use during this time. Families will be notified when the lockdown has been lifted.

## **TOPICAL PRODUCTS**

Topical products must be labeled with the children's names, and families must sign specific permission slips that detail the time frame and circumstances for use. A permission slip may not grant permission for more than a 1 year period.

Topical products that Tanaina teachers may administer with permission are: sunscreens, insect repellent, diaper ointment, hydrogen peroxide, 1<sup>st</sup> aid ointments, calamine lotion, baking soda, lip balms, and skin creams.

## **HAND WASHING**

Tanaina Child Development Center teachers, volunteers, and children are taught proper hand-washing procedures which is required and periodically monitored. Teachers work with the children to teach them independent hand washing with minimal assistance. Children and adults must wash their hands:

- On arrival for the day, before joining the class
- After diapering or using the toilet
- After handling body fluids
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking
- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals





# Tanaina Child Development Center

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- When moving from one group to another (e.g., visiting) that involves contact with infants and toddlers

## **CHILDREN'S PERSONAL LAUNDRY**

At the end of each week the sheet and blanket used on nap mats need to be taken home for washing and must be returned on Monday.

## **Closures**

Tanaina is open Monday- Friday 6:30AM-6:00PM year-round. Tanaina's calendar follows closely that of the Alaska Regional Hospital calendar. The following is a list of closures. A copy of the schedule for closures is available.

- New Year's Day
- MLK Day
- President's Day
- Seward's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)
- 3-4 Teacher In-Service Days spread throughout the year, typically in months without other closures. Tanaina will make every effort to correlate in-services with ASD.

## **EMERGENCY CLOSURES**

TCDC follows the emergency closure schedule in alignment with the Anchorage School District (ASD). In the event of an ASD Emergency Weather Closure announcement Tanaina will close for the 1<sup>st</sup> day of the ASD closure period. In the event of a consecutive



# Tanaina Child Development Center

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ASD weather closure announcements Tanaina will make the best effort to open in the following day, however hours may be limited. The Tanaina office will promptly announce emergency closure information through our messaging alert system and via email. If such an emergency occurs during the time children are in attendance, the Tanaina teachers/admin/volunteers will use the information on each child's emergency card to contact family and other persons authorized to pick the child up (routine procedures will be followed for verifying identification and signing each child out).

## **Outdoors Play/ Physical Exertion**

Children at Tanaina Child Development Center are provided a minimum of 20mins of outdoor physical exertion twice per day. Outdoor play is an integral part of the day and opportunities to physically interact with the environment are important for early child development. Exceptions for outdoor play are made when weather, air quality, and environmental safety condition pose a health or safety risk. Tanaina's cold weather temperature cut off is 0 degrees Fahrenheit. Teachers also adjust duration of time outdoors based upon immediate weather conditions and their observation of the children's needs.

The adult signing the child in for the day is responsible for providing clothing appropriate for weather conditions and for ensuring that the child is healthy enough for Outside Play/Vigorous Physical Activity.

Tanaina teachers may call an authorized adult if a child is deemed too sick to go outside. Families who wish their children to stay inside should keep them home. There is no provision for teachers to stay in with a child and meet ratios at the same time.

If conditions are deemed too adverse for outdoor play, the children will use the Tanaina gym within the center for indoor gross motor play.

## **Smoking Policy**

Tanaina is a smoke free environment and is aligned with the Alaska Regional Hospital



# Tanaina Child Development Center

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tobacco free campus policy. Smoking and smokeless tobacco use will not be permitted on campus. This includes Tanaina, the main hospital, the Medical Plaza Building and Medical Office Buildings A, B & C, as well as the parking lots, garages, sidewalks and entryways surrounding Alaska Regional Hospital. Vehicles on the hospital campus are included in this policy.

## Dress Guidelines

The clothing that children wear contributes to their safety in the preschool environment. Clothes should be comfortable, weather appropriate and fit properly so that movement is not impeded. Children should not wear long dresses, clothing with complicated fastenings. They may wear play clothes. Preschool children should not wear jewelry, shoes with heels to school or sandals. Expect children to participate in activities that often result in soiled clothing. Even though the teachers take precautionary measures to prevent unnecessary damage to garments, incidents occur, and it is inevitable that children will get dirty. We strongly recommend that children not be dressed in expensive and difficult to clean pants, dresses, shirts and shoes. The classroom teachers will encourage children to participate in all activities, many of them messy. Children should have well-trimmed fingernails. Long nails collect dirt and bacteria and children often put their hands in their mouths. Short nails also eliminate harmful scratching of peers. Seasonally appropriate outerwear is necessary, including rain boots and light rain jackets during the summer and warm coats, snow pants, snow boots, warm hat, and gloves during the winter. Children without weather-appropriate outerwear will be provided with the necessary gear as the supply of extra gear permits; Tanaina does keep some extra on hand, but there is no guarantee that there will be the appropriate item or size. Families will be notified if a child has had to borrow gear-these are emergency loans only and children are expected to have complete gear the following day. "Character costumes" (i.e. Disney costumes, fairies, princess, Batman etc.) are not allowed. These items are ONLY for Show-and-Tell or special occasions. If your child would like to show his/her special costume, you should coordinate with your child's Teacher in advance.



# Tanaina Child Development Center

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## Family Engagement

- Tanaina Child Development Center views families as critical partners in supporting children's development. We encourage family's involvement, participation, and observation in their child(ren)'s classrooms and throughout the center. We allow free access to families to their children at any time

Some ways that families can participate at Tanaina are:

- Joining the Board of Directors or Board Committee
- Volunteering in the classroom
- Donate classroom supplies
- Organize materials and cleaning

Some activities such as show and tell, and storytelling should fit into the children's daily schedules and routines. Families should be respectful of their teachers' plans and coordinate volunteer activities with the teaching staff in advance of their visits. They should also be mindful of the Center's development and educational goals and uphold the same standards required of Tanaina staff. Families should maintain standards of confidentiality towards other families and children enrolled in the program, respecting individual differences, and working to provide a safe and supportive environment for children, families, teachers and administrative staff.

Teachers maintain an open-door policy in their classrooms. Families are urged to visit and inquire about their children's activities and growth. The classroom teachers are eager to answer questions and cooperate in making the many decisions regarding the children. If you require a meeting or conference, please make arrangements with the teacher so that a substitute may be called to provide adequate coverage.

Families who are unable to participate during regular hours can support activities and learning at the Center in other ways:

- Collect and donate gently used children's books to the Center's library.
- Coordinate an art project for the classroom, providing common household materials such as cardboard boxes, toilet paper rolls, bits of leftover wrapping paper and old



# Tanaina Child Development Center

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magazines.

- Participate in Tanaina's Fred Meyer Rewards, Pick Click Give and other fundraising opportunities
- Ask your child's teacher about their "wish list" of items and then donate these supplies to his/her classroom.

## Family-Teacher Communications

Communication between families and teachers helps to maintain this partnership and build mutual understanding. Family conferences are offered a scheduled times throughout the year and are available upon request year these provide uninterrupted time for discussing children's growth and development.

Tanaina will also provide more informal updates about children's well-being. Families are encouraged to inform teachers of unusual circumstances at home or elsewhere in the family.

We can better assist children during the day when we know how the evening, or the morning went at home. Difficulty sleeping, changes in eating habits and other normal events have an impact on children's day in the program. "Ordinary" events, such as a new pet or a visit from grandparents, give us hints about how to shape curriculum around the children's interests and experiences. Some aspects of family life, such as illness or separations, can be hard for children to understand or cope with and are therefore especially important for the teaching staff to know about. When we are informed, we are prepared to help the children think and talk about what is happening. All sensitive family matters are treated confidentially and discussions regarding such information are limited to teaching staff.

### **ADDITIONAL WAYS TO STAY INFORMED**

- Bring children's art projects, etc. home and ask them what they did at school.
- Check classroom and center bulletin boards daily for lesson plans and notices.



# Tanaina Child Development Center

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- Be aware of activities in session when entering classroom areas and try to avoid disturbing the children participating in the planned curriculum.
- Communicate as necessary any pertinent information to teachers.
- Check your email routinely for newsletters and updates each week.
- Any questions regarding billing, payments, late pickups, enrollment or attendance must be communicated to Tanaina Admin.
- Check your child's cubby and sign in sheet for notes and letters from administration

## Complaint Procedure

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

### UNRESOLVED COMPLAINTS

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

### CHILD CARE LICENSING



# Tanaina Child Development Center

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Contact Child Care Licensing for any concerns or complaints that cannot be resolved at Tanaina. Child Care Licensing investigates complaints against licensed programs within the Anchorage Municipality. They are located at 825 L St., 3rd floor.

- **An informed parent is a key to quality childcare.**

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 Licensing Program at 907-343-4758** or via email at [HHSCCL@muni.org](mailto:HHSCCL@muni.org) .

Click [HERE](#) for a full review of the "Parents Guide to Licensed Child Care". Families are also provided one in their enrollment packet upon enrollment.

## Notification of Changes to Policy

The Board of Directors approves all policy changes. Once the Board approves a change, families will be notified via email, notes on the child's cubby, message on Remind and/or posted signs and on our websites.

If you have questions or concerns about a policy change you may speak with the Executive Director or the Board President. All board meeting dates and times are posted at Tanaina and on Tanaina's monthly newsletters.



# Tanaina Child Development Center

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## Governance

### THE BOARD OF DIRECTORS

The Tanaina Child Development Center is a private, non-profit organization governed by a Board of Directors of up to nine members. The Tanaina Board of Directors oversees “big picture” issues and has the ultimate responsibility to ensure that the Tanaina Child Development Center achieves its goals and continues to serve Tanaina’s mission. The Board does this by:

- Setting and adjusting policy;
- Hiring, supervising, and assisting the Executive Director in carrying out policy;
- Establishing and overseeing the Tanaina Child Development Center budget.

It should be noted that the board purview does not extend to day-to-day operational issues which are under the authority of the Executive Director.

The Board of Directors must approve policy changes. The Board ensures that policies comply with Anchorage Municipal Code and Alaska State Statute. The Board, when appropriate, solicits opinion from the Tanaina community on policy revisions. When a policy change has been made, the draft policy is submitted to the Municipality of Anchorage Licensing Department for final approval.

Families and guardians will receive a minimum of 30 days’ notice before the final, approved policy goes into effect.

Families are encouraged to participate on the Board of Directors. This is an excellent opportunity for parents/guardians to shape the service provided to children at Tanaina and improve access for all children to quality early childhood development services.





# Tanaina Child Development Center

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## **Legal: Licensing, Records, and Mandated Reporting**

### Liability Insurance Coverage

In accordance with Municipal Code, Tanaina Child Development Center maintains a comprehensive liability insurance policy. The policy covers professional liability, bodily injury, SAM and property damage. The policy is renewed annually.

### **Inspection Authority of Licensing Agency**

Tanaina Child Development Center maintains a license for its programs to operate a childcare and education program. The license is administered by the Municipality of Anchorage. Guidelines that govern these facilities are taken from Anchorage Municipal Code Regulations, Title 16, Division 55, Child Care and Educational Facilities – Centers and Homes. Copies are available through the appropriate State of Alaska offices. Many of the policies and procedures that are stated in our Tanaina Child Development Center Family Handbook relate to the regulations under Title 16. Please note that all personal information is kept confidential, however as mandated by our license we must allow access to children’s files to the Licensing Agency.

In accordance with Anchorage Municipal Code and Alaska State Statute, Tanaina Child Development Center is required to report known or suspected child abuse. The staff members of Tanaina Child Development Center are legally mandated reporters. Child abuse must be reported “when one acquires knowledge of or observes a child under conditions which indicate a reasonable suspicion of child abuse or when one has knowledge of or observes a child whom he or she knows has been the victim of child abuse.” The report must be made to the Office of Children Services or the Anchorage Police Department.

Upon enrollment in Taniana’s programs all families will be provided a copy of “Parents’ Guide to Licensed Child Care CC61” to ensure the health and safety of all Tanaina children and understanding of responsibility.



# Tanaina Child Development Center

## Quick Guide to Tanaina

Families, please initial that you have received and understand the following policies and procedures at Tanaina Child Development Center. If you have any questions, do not hesitate to ask your child’s teacher or Tanaina Administration.

Initial	Policies/ Procedures
	<p>Tanaina Child Development Center is a private non-profit 501(c)(3) corporation. Tanaina must rely on State and Federal grants, private and public support to supplement the childcare fees charged to the family/guardian. Tanaina makes every effort to keep costs down while continuing to provide quality childcare services. Unfortunately, there will be occasions when the fees must be increased. Tanaina will provide a minimum of 30-day’s notice prior to any increase in fees.</p>
	<p>Unless noted on the Tuition Agreement, the family/guardian is responsible for the monthly childcare fees <b><i>regardless of their child’s attendance</i></b>. Unfortunately, Tanaina’s budget does not support prorated monthly fees to accommodate family vacations, other absences or if services ended are mid-month.</p>
	<p>Tanaina observes all major holidays. Its closure schedule coincides with that of the Alaska Regional Hospital. Additionally, Tanaina closes up to four (4) in-service days per year. These in-services provide training and professional development opportunities for Tanaina’s teachers; thus, ensuring your child receives the best possible care. Unfortunately, Tanaina’s budget does not support prorated monthly fees to accommodate closures due to holidays and/or in-service days.</p>
	<p>A <b><i>written month notice must be provided to decrease</i></b> your child’s enrollment pattern, <b><i>inform admin of family vacations</i></b> or <b><i>to discontinue your child’s attendance</i></b>. During which time the family/guardian continues to be responsible for the original childcare fees. Any changes in your child’s enrollment pattern will be accommodated on a space-available basis. A new <b><i>Tuition Agreement Form</i></b> must accompany any changes in enrollment patterns.</p>



# Tanaina Child Development Center

	Families/guardians <b><i>may not "trade" or "switch"</i></b> a regularly scheduled enrollment day for a different day. Additional days may be added on a space-available basis and your account will be charged the applicable daily rate of \$75 per day.
	Families with accounts 6 days past due will be excluded from care if there has been no communication with Tanaina Administration. The child will be excluded until the amount is paid in full. Tanaina Child Development Center reserves the right to dismiss a family due to failure to make timely payments. A family balance of \$500 or above that is over 30 days past due may be subject to dismissal.
	Immunizations and Physicals are due annually and families will be notified of upcoming expirations. Failure to update annually will result in exclusion of care until the required documents are on file.
	Checks returned from the bank for Non-Sufficient Funds will result in a \$25 returned check fee.
	Occasionally the teachers plan field trips around Anchorage that involve transportation and admission costs. Families or guardians may be asked to cover the cost for their child to attend the field trip. Families/guardians will be informed of these costs on a Field Trip permission form. Teachers are not to collect any fees. Please pay all fees with Tanaina administration prior to the field trip, otherwise the cost will be added to your next monthly invoice.
	To ensure your child has the best possible experience and a chance to participate in planned educational activities, please arrive by 9:00am or give a courtesy call/text if you are running late or have appointments during the day.
	If your child is experiencing first signs of illness and/or not well enough to participate in the program, we strongly recommend that s(he) remains in the comfort of your home. This will ensure a quicker recovery for your child. At Tanaina, we work very hard to prevent the spread of disease and keep all the children and staff healthy and safe.
	Children displaying signs and symptoms of illness or have a presence of a communicable disease according to AMC 16.55.390 will be excluded from care until cleared by a healthcare professional.



## Glossary

**Alaska Early Learning Guidelines:** are a set of statements that reflect expectations for children's knowledge and behavior. [Alaska Early Learning Guidelines](#)

**areas of development and learning:** *the broadest domains of development and learning, e.g., Social-Emotional*

**Calm Classroom:** *is the largest provider of school-wide mindfulness programming in the United States. We are committed to cultivating **peaceful**, engaged **classrooms** and school communities by empowering students and educators with mindfulness skills that support mental and emotional wellbeing.*

**cognitive development:** *is the construction of thought processes, including remembering, problem solving, and decision-making, from childhood through adolescence to adulthood.*

**Creative Curriculum®:** *is a comprehensive, research-based **curriculum** that promotes exploration and discovery as a way of learning, enabling children to develop confidence, **creativity**, and lifelong critical thinking skills. [Teaching Strategies Creative Curriculum](#)*

**developmentally appropriate practice:** *(or DAP) is a way of teaching that meets young children where they are — which **means** that teachers must get to know them well — and enables them to reach goals that are both challenging and achievable*

**Jean Piaget:** *was a Swiss psychologist and genetic epistemologist. He is most famously known for his theory of cognitive development that looked at how children develop intellectually throughout the course of childhood.*

**language and literacy development:** *encompasses children's understanding and use of language, emerging reading and writing skills and ability to communicate effectively*

**Lev Vygotsky:** *was a seminal Russian psychologist who is best known for his sociocultural theory. He believed that social interaction plays a critical role in children's learning. Through such social interactions, children go through a continuous process of learning*

**Love and Logic:** *is a process by which children grow through their mistakes and learn from the consequences of their choices. ... Provide empathy before describing consequences, use*



# Tanaina Child Development Center

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few words and more **loving** actions, delay consequences when necessary, and give kids the gift of owning and solving their problems.

**Montessori:** is a **method** of education that is based on self-directed activity, hands-on learning and collaborative play. In **Montessori** classrooms children make creative choices in their learning, while the classroom and the highly trained **teacher** offer age-appropriate activities to guide the process.

**National Association for the Education of Young Children (NAEYC):** is a professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research. [NAEYC](#)

**physical and motor development:** involves developing control over the body, particularly muscles and **physical** coordination

**positive discipline:** is a **discipline** model that focuses on the **positive** points of behavior. It is based on the idea that there are no bad children, just good and bad behaviors

**objective:** a statement of expectations of knowledge, skills, and abilities, e.g., Regulates own emotions and behaviors

**redirection:** guiding children's behavior by restating or providing an attractive alternative

**Reggio Emilia approach:** is an educational philosophy and pedagogy focused on preschool and primary education. This **approach** is a student-centered and constructivist self-guided curriculum that uses self-directed, experiential learning in relationship-driven environments.

**social-emotional development:** includes the child's experience, expression, and management of **emotions** and the ability to establish positive and rewarding relationships with others

**teaching strategies:** what teachers can do to support and scaffold children's learning as it relates to a particular objective

**Waldorf:** education, also known as Steiner education, is based on the educational **philosophy** of Rudolf Steiner, the founder of Anthroposophy. Its **pedagogy** strives to develop pupils' intellectual, artistic, and practical skills in an integrated and holistic manner.



# Tanaina Child Development Center



## Municipality of Anchorage Child Care Licensing Program



### PARENTS' GUIDE TO LICENSED CHILD CARE

This form is required to be included in a childcare facility's policy 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 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 home or center 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 Licensing Program conducts 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 Licensing Program at 907-343-4758** or via email at [HHSCCL@muni.org](mailto:HHSCCL@muni.org).



# Tanaina Child Development Center

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## **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 CENTERS**

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

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

- 1 caregiver for every 4 young infants (birth through 11 months)
- 1 caregiver for every 5 older infants (12 months through 18 months)
- 1 caregiver for every 6 toddlers (19 months through 35 months)
- 1 caregiver for every 10 preschool children (3 to 4 year olds)
- 1 caregiver for every 10 kindergarten children (5 to 6 year olds)
- 1 caregiver for every 10 school age children (7 through 12 year olds)

See AMC 16.55.170 for allowable maximum group sizes in a center

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

### **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



# Tanaina Child Development Center

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- Must allow the Child Care Licensing (CCL) program 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 prohibit screen time viewing including T.V., computers and hand-held devices for children under two years of age
- Must ensure screen time viewing for children two years and over is limited to 1 hour in a 24-hour period except for special occasions
- Must have a specialization approved by CCL 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 CCL and fire safety standards





# Tanaina Child Development Center

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- 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



# Tanaina Child Development Center

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- 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