



## CDC Enrollment Checklist

STUDENT NAME:

DATE of APPLICATION:

Parents: As required by state licensing requirements, the following documents ***must be completed in full***, and received by the CDC Office staff as part of the enrollment process ***prior to the start of student attendance in the program***, or before the student name can be added to the enrollment waitlist.

√	Name of Form	Instruction to Parent
	2023 Childcare Center Scheduled Closure Dates	Keep for your information.
	COVID-19 Mitigation Plan V.03.2022 (8 pages)	Read and keep the 8-page document for future reference. Sign and return the one-page Child Development Center Covid-19 Mitigation Plan Signature Page.
	Emergency Record Card (ERC)	Parent fills out both sides, signs and dates.
	"Getting to Know Me" Form	Parent fills in both sides. Information helps teachers and other staff get to know your child.
	Parent Services Contract (PSC)	Parent initials each PSC item, signs and dates page two PSC Acknowledgement and Demographic Information.
	CDC Monthly Rates and Rate Agreement (CDC-MRRA) – Finance Documents	Parents completes all four pages, signs and dates the bottom of pages 1-3.
	Procure Connect - Parent Letter & Slideshow	Please review the letter and slideshow, and email/call if there is any questions or concerns.
	Child and Adult Care Food Program Enrollment/Confidential Income Statement (CACFP)	Read and complete the appropriate sections of the CACFP form.
	Parent Handbook Acknowledgement and Media Release	Parent reviews Handbook and signs last page, in two locations.  Removes last page to turn in with enrollment packet, keeps remainder of handbook for future reference.
	Current Student Vaccination Record	Photocopy from Parent or fax from clinic to the Boys and Girls Club at (907) 248-0047.
	Current Annual Physical	Photocopy from Parent or fax from clinic to the Boys and Girls Club at (907) 248-0047.

Student Name: \_\_\_\_\_

FOR STAFF USE ONLY	Circle One or Fill in	SIGNATURE	DATE
Finance Paperwork Complete/Approved	Y / N		
FINANCE EMAIL SENT to Enrollment Team	Y / N		
CDC – Completed Packet Received and Approved	Y / N		
CDC EMAIL SENT to Enrollment Team	Y / N		
Enrollment or Waitlist	E / W		
Name of Classroom where placed			
Start Date in Program			

Pending Items or Questions:



# Child Care Rates

Effective January 1, 2021

Age/Program	Cost per Month
<b>School Age Childcare (Turnagain, Woodland Park)</b>	
Before & After School Program	\$535 / month
Summer Program	\$850 / month
School Age ASD Online COVID	\$850 / month
<b>Child Development Center</b>	
Infant (6 weeks-12months)	\$950 / month
Toddler (12 months-36 months)	\$850 / month
Pre-K (3-5)	\$850 / month

Families who are set up for our Auto-Pay option through Tuition Express will receive a **\$25 discount** on the monthly rate.

Other Charges	Daily Rates
	Daily rates are ONLY used when a child begins or ends enrollment in the middle of a month.
<b>Registration Fee</b> \$40	<b>Before &amp; After (School Age)</b> \$25
<b>Late Pick Up Fee</b> \$1/minute per child	<b>Summer Program (School Age)</b> \$51
<b>Late Payment</b> \$50 after the last day in each month	<b>ASD Online COVID (School Age)</b> \$51
<b>Declined Check/Credit Card</b> \$25	<b>Infants</b> \$59
<b>Center Diapers</b> \$1 per diaper	<b>Toddler</b> \$51
<b>Center Wipes</b> \$2 per day	<b>Pre-K</b> \$51

## Boys & Girls Club Child Development Center Mitigation Plan for Covid-19

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### General Operations

The Woodland Park childcare services will follow all Mandates and Childcare licensing standards for the State of Alaska and the Municipality of Anchorage.

#### **New Hours of Operation: 7:30am to 5:30pm**

We will be open to families from 7:30am to 5:30pm, Monday through Friday.

Vigorous cleaning protocols require daily and thorough cleaning and sanitizing in classrooms and common areas of the building. In order to allow for these essential cleaning times, we have no flexibility in drop off and pickup times. Families who repeatedly do not pick up before 5:30pm will be asked to find alternate care.

School age care will be offered Turnagain Elementary, dependent on the most recent guidance provided by the CDC, the State of Alaska, the Municipality of Anchorage and BGC policies.

Childcare Capacity: Ages served in the CDC are 6 weeks to 12 years.

Infant Rooms (6wks-18m)	4:1 ratio	Max 8 children
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Toddler Rooms (18m-36m)	6:1 ratio	Max 12 children
Pre-K Rooms (3y-5y)	10:1 ratio	Max 20 children
School Age Room	10:1 ratio	Max 20 children
<i>Totals</i>		<i>Max: 150 children onsite</i>

School Age Capacity: Ages served at Turnagain Elementary 5 years through 12 years

School Age Room 1	10:1 ratio	Max 40 children
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#### Changes to Program During Covid-19 Operations

- All building doors will be locked. Families must use the main entrance and wait for a staff member to let them in.
- Extra clothes will not be provided to children during this time. Parents will supply extra clothing (3-5 sets recommended), brought to the site in labeled zip-top bags.

#### Children wearing face masks:

- Parents are welcome to send children over the age of two years in a fitted, child sized face mask – but it is not required.
- Staff will encourage and model facemask use for children as needed.
- Children who repeatedly touch their mask, remove it, or leave it behind will have their mask collected by staff and put with their personal belongings to return home. You are welcome to send your child in a clean mask each morning and staff will continue to encourage your child to properly wear it.
- Staff will facilitate and cleanly store children's masks during meal and nap times. Children will not be permitted to wear masks during nap time.
- No child under the age of two will ever be allowed to wear a face mask onsite.

#### Exposure Response Plan:

BGC families **are required** to immediately report a positive Covid-19 test for themselves or someone in their household to the Center Director via phone: 907-249-5400

Effective November 8, 2021, we will no longer close classrooms/clubhouses due to close contact exposures. Instead parents/guardians will receive a "Quarantine NOT Required" notification of possible contact and only the staff/child that tested positive for COVID will be excluded from care for the duration of the illness.

In doing this, we ask that parents continue to monitor for symptoms and keep your child home when sick. If a staff/child becomes ill while in care, they will be sent home with the expectation that they may return under one or more the following conditions.

- 24 hours fever free without fever reducing medication
- A doctor's note that clears the child to return to care (Not COVID related)

- A negative COVID-19 test result
- After completion of a 5-day quarantine

In addition, we will no longer be prorating childcare billing for any day a child may miss due to COVID.

## Staffing

### Staffing and Supervision Plan for the Child Development Center:

Each classroom will be staffed to meet or exceed ratio requirements at all times.

Teams are responsible for:

- Ensuring the safety of all children.
- Implementing age appropriate curriculum.
- Modeling safe behaviors, quiet voices, and a caring environment.
- Ensuring classroom routines are followed.
- Ensuring all supplies, toys, and materials are sanitized throughout the day, and/or after each child's use.
- Ensuring children follow handwashing procedures and hygiene practices.
- Following all health, safety, and hygiene procedures.

### Staffing and Supervision Plan for Turnagain Elementary:

Teams are responsible for:

- Ensuring the safety of all children.
- Implementing age appropriate curriculum.
- Modeling safe behaviors, quiet voices, and a caring environment.
- Ensuring classroom routines are followed.
- Ensuring all supplies, toys, and materials are cleaned and/or disinfected during the operation of the program, including following daily cleaning checklists, hourly disinfecting of high touched surfaces and additional cleaning as needed after children's use.
- Ensuring children follow handwashing procedures and hygiene practices.
- Following all health, safety, and hygiene procedures.

At this time, Turnagain will not be visitors to the program.

### Supervision

The CDC including Turnagain's School Age Program are supervised by Zuleika Sanchez. For questions on Childcare enrollment, classroom or program questions, suggestions, etc. please call, email or come into the CDC office.

## Classroom Operations

Procedures for classrooms:

## Mitigation Plan March, 2022

- Children's belongings will be stored in their assigned area. CDC parents please take extra care to make sure your child's belongings fit within the blue bag in their cubby.
- CDC Families should provide 3-5 sets of spare clothes, placed in zip top bags and labeled with child's full name.

### Procedures for Outside Spaces:

- Each class will have their own outside times and must adhere to these times.
- At no time will multiple classes be outside in the same space, together.
- Dojo and gym use are assigned to ensure groups do not mix. Materials and surfaces are sanitized between uses.

### Sick Children:

- ***Sick children must be picked up within 45 minutes of a call or a message being left.*** It is the responsibility of families to ensure BGC has a phone number where they can be reached while a child is in care.
- A parent or guardian must pick-up a sick child, or a designated adult from the ERC card within 45 minutes of notification. Families not honoring this requirement of picking up a sick child within 45 minutes may be permanently excluded from the program.
- Parents will be notified when the child can return to care as described in the regular Child Development Center illness policies. This includes:
  - Child must be fever free for at least 24 hours without the use of fever reducing medication

### Sign in & Out Policies

All children will be signed in and out of the classroom by a parent, guardian, or designee using their unique 4-digit code on ProCare. A parent signature is required. Weekly attendance reports are stored digitally and filed in the CDC office.

### Procedures for Meal Times:

Meals will be served based on the most current Child and Adult Care Food Program (CACFP) guidelines. Staff will directly facilitate proper handwashing for small groups of children before meals and snacks, and reduce wait times and lines before eating.

### Procedures for Nap Times:

- Children are not permitted to wear masks during nap time to ensure safe sleep practices. Masks will be stored in a labeled plastic bag until they wake.
- Classroom blankets will be provided by BGC, and folded and stored on a child's cot on top of the base sheet. All blankets will be laundered at least weekly by Center staff.

### Additional Cleaning Measures for Covid-19:

Electrostatic Fog Machine: This is used regularly in classrooms and shared spaces to disinfect surfaces and the air.

Ventilation: The building is serviced with air handler roof top units that exchange the air regularly, in addition there are windows and doors that can be opened to ventilate.

### Introducing Pandemic Rules with Young Children:

In addition to lots of patience and enthusiasm, adults can help children learn these routines by:

- Explaining exactly what you're doing and why it keeps everyone healthy.
- Modeling what you want to see, including proper handwashing, asking to take a turn, etc.
- Providing opportunities for children to ask questions about new and unfamiliar things, including in small groups and one-on-one activities.
- Making new rules and routines a game.
  - Germ scavenger hunts where children find and clean things they've touched.
  - New ways to be friends, like air high fives, writing cards, air hugs, etc.
  - Hallway spacing games with animal footsteps, etc.
  - Roll call or 'who is here today' songs to replace waiting in line.

### Traveler Policy:

Boys and Girls Clubs will follow current mandates for domestic and international travel for any person returning to club property after traveling. Travelers should always self-quarantine if they are awaiting mandated COVID-19 test results, and notify Boys and Girls Club as soon as the results are available.

### Resources

Covid-19 Awareness: How to protect Yourself and Others: *More information can be found at [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)*

The virus is thought to spread:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.

Everyone should:

- Clean hands often with soap and water for at least 20 seconds
- If soap is not available, use hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Put a distance between yourself and other people



- Clean and sanitize frequently touched surfaces, regularly during the day. This includes tables, doorknobs, light switches, countertops, handles, phones, electronics, toilets, faucets, and sinks.

*Covid-19 Health Questions? Please consult your primary care provider for the most up to date diagnosis and illness information.*

How to Talk to Children About the Pandemic: Children rely on their parents for safety, both physical and emotional. Reassure your children that you are there for them and that your family will get through this together.

- **Answer questions about the pandemic simply and honestly.** Talk with children about their concerns. It is okay to say people are getting sick, but help children know there are things they can do like handwashing, or social distancing that will help your family stay safe.
- **Keep in touch with loved ones.** Children may worry about a grandparent who is living alone or a relative or friend. Video chats can help ease anxiety.
- **Model how to manage feelings.** Talk through how you are managing your own feelings. ("I am worried about Grandma since I can't go visit her. The best I can do is to check in with her more often by phone. I will put a reminder on my phone to call her in the morning and afternoon until this outbreak ends.")
- **Tell your child before you leave** the house for work or essential errands. In a calm and reassuring voice, tell them where you are going, how long you will be gone, when you will return, and that you are taking steps to stay safe.
- **Look Forward.** Tell your child that scientists are working hard to figure out how to help people who get ill, and that things will get better.
- **Keep healthy routines.** During this pandemic, it is more important than ever to maintain bedtime and other routines. They create a sense of order to the day that offers reassurance in these uncertain times.
- Tips for Coping with a New Baby ([/English/ages-stages/baby/crying-colic/Pages/Tips-for-Coping-with-a-New-Baby.aspx](#))  
What's the Best Way to Discipline My Child? ([/English/family-life/family-dynamics/communication-discipline/Pages/Disciplining-Your-Child.aspx](#))
- How to Shape and Manage Your Young Child's Behavior ([/English/family-life/family-dynamics/communication-discipline/Pages/How-to-Shape-Manage-Young-Child-Behavior.aspx](#))  
Feeling Overwhelmed with Parenting Demands? ([/English/family-life/family-dynamics/Pages/Feeling-Overwhelmed-with-Parenting-Demands.aspx](#))

Staff or families who have public health concerns can call:

Anchorage Department of Health: 907-343-6718

Anchorage Municipality of Childcare Licensing: 907-343-4758

Child Development Center Contacts:

Sydney Singer – Senior Director      907-782-5489

## Mitigation Plan March, 2022

### Full list of Resources:

- For COVID-19 questions beyond Child Care Licensing, please feel free to directly ask the EOC: 343-4019 or [covid-19@anchorageak.gov](mailto:covid-19@anchorageak.gov).
- Thread <https://www.threadalaska.org/thread/COVID19-Resource-Center>
- Child Care Aware of America <https://www.childcareaware.org>
- Center for Disease Control (CDC) [https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Fnovel-coronavirus-2019.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Fnovel-coronavirus-2019.html)
- Interim Guidance for Schools and Child Care Settings <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- Information regarding the federal Coronavirus Aid, Relief, and Economic Security (CARES) act, including how it relates to Child Care <https://www.ffyf.org/relief-for-child-care-providers-included-in-the-cares-act/>
- To subscribe to Nixle for COVID-19 updates, text:
- ANCEALTHto888-777(from Health Department).
  - o ANCHORAGEOEMto888-777(forCOVID-19 emergencies beyond the Health Department).
- Resources for Children and Families from Alaska DHSS <https://static1.squarespace.com/static/586370cec534a5dbdedba846/t/5e82c2cfe78b6956d2cd2b08/1585627858957/HMG-AK-Covid-19-Resource-list.pdf>
- Food Bank of Alaska <https://www.foodbankofalaska.org/help/covid19-food-resources/>
- Food pantries in Anchorage <https://www.foodpantries.org/ci/ak-anchorage>
- Governor's Office updates on Covid-19 <https://gov.alaska.gov/home/covid19news/>

### Parent Acknowledgement

Name : \_\_\_\_\_

Signature: \_\_\_\_\_

## EMERGENCY RECORD CARD CHILD'S INFORMATION

<b>Last Name:</b>	Date of Birth:
<b>First Name:</b>	First Day in Care:
Siblings enrolled      Yes      No <div style="display: flex; justify-content: space-around; width: 100%;"> <input type="checkbox"/>      <input type="checkbox"/> </div>	Any Custody Arrangements?      Yes      No      NA <div style="display: flex; justify-content: space-around; width: 100%;"> <input type="checkbox"/>      <input type="checkbox"/>      <input type="checkbox"/> </div>

### NAMES OF PARENT(S) OR LEGAL GUARDIAN(S) CONTACT INFORMATION

<b>Name</b>	<b>Name</b>
Relationship:	Relationship:
Place of Employment / Other	Place of Employment / Other
Phone	Phone
Physical Home Address	Physical Home Address:
Cell Phone:      ok to send text msg.	Cell Phone:      ok to send text msg.
Home Phone:	Home Phone:
E-mail Address:	E-mail Address:

### PERSONS AUTHORIZED TO PICK-UP CHILD – Emergency / Routine

List the names and phone numbers of persons who can pick up your child. <u><b>You must include at least one name and phone number</b></u> of an individual who can assume responsibility for your child if you cannot be reached immediately in an emergency. Clarify whether these individuals can pick up the child in emergency situations only or at other routine times. Individuals cannot be under the age of 16.				
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>
Name:	Daytime Phone:	Cell:	Emergency <input type="checkbox"/>	Routine <input type="checkbox"/>

\*\*Signature of Parent or Legal Guardian and periodic updates required on reverse side of this form\*\*

## MEDICAL INFORMATION and RELEASE FOR MEDICAL CARE

Child's Name \_\_\_\_\_

Child Care Facility \_\_\_\_\_

<input type="checkbox"/>	My child has NO ongoing health concerns, including allergies or ongoing medications, or				
<input type="checkbox"/>	My child has the following chronic health concerns				
<input type="checkbox"/>	Allergies: List all				
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Seizures or Epilepsy
<input type="checkbox"/>	My child takes the following ongoing medications: List all				
PREFERRED MEDICAL FACILITY INFORMATION					
Physicians Name:			Physician Phone:		
Preferred Hospital: Circle One					
Providence		Regional		ANMC JBER Other	

I, the parent or legal guardian of \_\_\_\_\_, am verifying that this medical information is correct and complete. I hereby give the above named facility permission to seek emergency medical treatment, including necessary emergency paramedic transport for my child, as needed. I understand that every effort will be made to locate me or my child's other parent or legal guardian as soon as possible. I understand my obligation to keep my child care provider informed of my whereabouts. I will assume the cost of necessary medical or surgical care and any related medical transportation costs.

\_\_\_\_\_  
Signature Parent or Legal Guardian

\_\_\_\_\_  
Date

INFORMATION ON THIS EMERGENCY RECORD CARD MUST BE REVIEWED AND  
UPDATED AT LEAST SEMI-ANNUALLY AND ANY TIME THERE IS A CHANGE.

DATE	INITIAL		DATE	INITIAL		DATE	INITIAL		DATE	INITIAL



**BOYS & GIRLS CLUBS**  
ALASKA

## Getting To Know Me

Child's Name: \_\_\_\_\_ Nick Name: \_\_\_\_\_

Birthday: \_\_\_\_\_ Allergies: \_\_\_\_\_

Physical description: \_\_\_\_\_

Parent's names: \_\_\_\_\_ Any Siblings: \_\_\_\_\_

Primary Language spoken at home: \_\_\_\_\_ Secondary Language: \_\_\_\_\_

Please tell us about your family/Culture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How would you describe your child's temperament? \_\_\_\_\_

\_\_\_\_\_

How do your child act when they start to get frustrated or overwhelmed? \_\_\_\_\_

\_\_\_\_\_

What does your child like to play with at home? \_\_\_\_\_

Has your child been in group care before? Yes OR No (circle one)

Is your child potty-trained: Fully Partially No (circle one) *if partially, please explain* \_\_\_\_\_

\_\_\_\_\_

Does your child nap at home? Yes OR No (circle one) If yes, is there a certain way you help your child sleep? \_\_\_\_\_ Nap from \_\_\_\_\_ to \_\_\_\_\_

Is there a certain way you discipline your child? \_\_\_\_\_

\_\_\_\_\_

What time will your child most likely be dropped off? \_\_\_\_\_ Picked up? \_\_\_\_\_

Are there any special concerns regarding your child that you would like us to know? \_\_\_\_\_

\_\_\_\_\_

Are there any questions you have for the classroom teachers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Infant Food Information

1. Is baby breastfed? \_\_\_\_\_
2. Is baby on formula? \_\_\_\_\_ If yes, is it a specific kind that you will be providing? \_\_\_\_\_
3. Does baby have a food allergy that you are aware of? \_\_\_\_\_. If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Foods your baby is eating at home:	Foods you are introducing:	Your baby is <b><u>NOT</u></b> ready to eat:
•	•	•
•	•	•
•	•	•
•	•	•



### Parent Services Contract

Parent/Legal Guardian \_\_\_\_\_ Child's Name \_\_\_\_\_

Desired First Day of Care \_\_\_\_\_

Please read and initial each item:

\_\_\_\_\_ You are required to provide a current copy of your child's immunizations and health physical at enrollment and throughout the time your child is enrolled.

\_\_\_\_\_ Parents are required to escort their child to and from the classroom, and to sign the child in and out on the daily attendance record in the classroom. This is a licensing requirement.

\_\_\_\_\_ Your child will have an assigned cubby. Please check daily.

\_\_\_\_\_ We take safety and security very seriously. Only the main door is open to the outside for drop off and pick up. The playground door may be open during certain hours of the day to facilitate movement among play areas.

\_\_\_\_\_ In order to ensure the safety of your child, parent or authorized person picking up MUST enter the classroom for pickup. The Child Development Center will not release any child unless the individual is listed on the Emergency Record Card. You will be asked to update the Emergency Record Card at least every six months but please update anytime there is a change in your contact information. This is a safety and licensing compliance requirement.

\_\_\_\_\_ The Child Development Center closes at 5:30 PM. If you are late to pick up, you will be charged \$1.00 per minute. Parent will be phoned at 5:30 pm; emergency contacts will be phoned at 5:45; Anchorage Police Department and/or Office of Child Protective Services will be contacted at 6:00pm.

\_\_\_\_\_ Our children love to play outside and teachers will take them out at least twice a day. (Children do not go out if the temperature is less than -10 factoring wind chill.) Please ensure complete and proper gear every day.

\_\_\_\_\_ We follow a strict federal food program, the Child and Adult Care Food Program (CACFP). Under this program, we are able to provide meals and snack to your child. No outside food or drink is allowed in the center. No food substitutions can be made unless a doctor note documents a food allergy.

\_\_\_\_\_ We follow guidelines of redirection and positive guidance. We will not restrain any child unless there is an immediate risk of injury to self or others. If positive guidance techniques are unsuccessful, you will be called to assist us with getting your child back on track.



**BOYS & GIRLS CLUBS**  
**A L A S K A**  
Child Development Center

Parent Services Contract Acknowledgement

I accept and understand the parent services contract, its listed terms and procedures, including those listed in the Parent Handbook and as required by Boys & Girls Clubs Child Development Center. By signing below, I understand that this is a binding agreement that may affect enrollment status, if not followed.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Demographic Information

This information is kept completely confidential but used in aggregate to request government, corporate, and foundation grants that help us continue to deliver services to you and your family. Providing this information is optional – but it is so important to us – please consider answering the following questions:

Child Ethnicity

_____ Caucasian	_____ African American
_____ Hispanic	_____ Asian
_____ Pacific Islander	_____ American Indian
_____ Alaska Native	_____ Mixed Race

Total Number in Household: \_\_\_\_\_ # of Adults in Household  
\_\_\_\_\_ # of Children in Household

Total Monthly Household Income (check one)

\_\_\_\_\_ 0 - \$1,300 (approximately \$15,600 annually)  
\_\_\_\_\_ \$1,300 - \$2,000 (\$15,600 - \$24,000 annually)  
\_\_\_\_\_ \$2,001 - \$3,000 (\$24,000 - \$36,000 annually)  
\_\_\_\_\_ \$3,001 - \$4,000 (\$36,000 - \$48,000 annually)  
\_\_\_\_\_ \$4,000 - \$5,000 (\$48,000 - \$60,000 annually)  
\_\_\_\_\_ \$5,000 - \$6,000 (\$60,000 - \$72,000 annually)  
\_\_\_\_\_ Over \$6,000 (Over \$72,000 annually)





### Child Development Center Monthly Rates and Rate Agreement

Parent/Legal Guardian \_\_\_\_\_ Parent/Legal Guardian \_\_\_\_\_

Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

#### Current Tuition Rates – Child Development Center

Infants (6 weeks – 12 months)	\$950/month
Infants and Toddlers (12 months – 36 months)	\$850/month
Pre-Kindergarten (3 years – 5 years)	\$850/month
School Age, School Year	\$535/month
Summer/School Age	\$850/month

Total monthly rate for the listed child before any childcare assistance \$ \_\_\_\_\_

Official Start date of care is \_\_\_\_/\_\_\_\_/\_\_\_\_

How will you pay your balance each month? Please initial one:

\_\_\_\_\_ Autopay monthly balance on the 1<sup>st</sup> day of each month and receive \$25 discount/child.

\_\_\_\_\_ Autopay on alternate day and receive \$25 discount/child. Day: \_\_\_\_\_

\_\_\_\_\_ Autopay monthly balance on the 15<sup>th</sup> day of each month and receive \$25 discount/child.

\_\_\_\_\_ Cash/Check/Credit Card: Account due in full by the last business day in each month. Late fee of \$50 will be applied to unpaid account on the last business day in the month.

\_\_\_\_\_ Child Care Assistance: I understand I am responsible for all fees not covered by the assistance agency and that all non-covered fees are due and payable by the last business day of each month. You must:

- Complete Childcare Assistance Agreement
- Provide Copy of Contract
- Indicate Method of Payment Above



Please initial each item:

\_\_\_\_\_ Enrollment is on a full-time basis only. No discounts or adjustments are provided for days not attended.

\_\_\_\_\_ Statements are provided as a courtesy. Your bill is due and payable, in full, on the last day of the month, regardless of whether you have received your statement.

\_\_\_\_\_ If you participate in autopay, and pay your balance in full by the end of the month, you will receive a \$25 discount per child on your monthly tuition.

\_\_\_\_\_ All childcare fees must be paid by the last day of each month. If the last day in the month the Child Development Center is closed, payment is due on the next regular business day.

\_\_\_\_\_ A \$50 late fee will be assessed/posted on your account on the last business day of each month for non-payment.

\_\_\_\_\_ \$25 will be assessed/posted on your account for any declined credit cards/returned checks.

\_\_\_\_\_ If payment is not received by the Friday preceding the 10<sup>th</sup> of each month, your child will not be accepted into care on Monday.

\_\_\_\_\_ When withdrawing, a written, two-week notice is required. If no notice is provided, you will assume responsibility for payment for the entire month of care.

\_\_\_\_\_ Your account must be paid in full at the end of your enrollment. If your account still carries a balance after 30 days, your account will be turned over to collections and subject to a finance recovery fee.

\_\_\_\_\_ The Center closes at 5:30 PM. A fee of \$1/minute/child will be charged for late pick-up. Repeated late pickup may result in termination of care for your child.

\_\_\_\_\_ The Child Development Center closes when Anchorage School District closes due to weather. No adjustment is made in the tuition for weather or emergency related closures.

\_\_\_\_\_ It is the parent's responsibility to provide diapers and wipes for their child(ren). Supplies provided by Boys & Girls Club will incur a charge of \$1/diaper and \$2/day for wipes.



If you receive childcare assistance:

\_\_\_\_\_ You are responsible for any charges incurred on your account that are not included in your contract.

\_\_\_\_\_ You are responsible for renewing your contracts with your assistance agency.

\_\_\_\_\_ You are responsible for any charges not approved under your contract (applies to both new and/or renewed contracts).

\_\_\_\_\_ If a current contract is not in place by the 1<sup>st</sup> of each month, you will be billed the full amount.

\_\_\_\_\_ It is your responsibility to contact your case worker and renew your contract.

\_\_\_\_\_ If, after initial enrollment, we don't receive your contract within 45 days or your contract is denied, you will be responsible for all balances due.

\_\_\_\_\_ Please be aware that most agencies will not back date contracts.

\_\_\_\_\_ I understand I am responsible for understanding my authorization and ensuring its accuracy:

\_\_\_\_\_ Any differences between the Boys & Girls Club Child Development Center rates and the State maximum childcare assistance rates will be your responsibility.

\_\_\_\_\_ We do not offer daily attendance rates, but your agency may approve you for daily attendance. If your child is absent on a daily attendance authorization, we still charge for those days. The assistance agency will not cover these days and that difference is your full responsibility.

\_\_\_\_\_ We have one Summer Program location; you must ensure your authorization is issued for the correct site. Parents must request a contract update for location changes.

\_\_\_\_\_ You are responsible for any fees your assistance agency does not cover, including but not limited to:

\_\_\_\_\_ Copay: an amount that varies based on family size and means, determined by the assistance agency. We reserve the right to charge you what we believe your copay will be for the first month, if you do not have an authorization approved at time of enrollment.

\_\_\_\_\_ Non-Attendance: Agency may pay less based on attendance; Parent/guardian is responsible for any fees the assistance agency doesn't pay.

\_\_\_\_\_ The Center closes at 5:30 PM. A fee of \$1/minute/child will be charged for late pick-up. These fees are not covered by assistance agencies will be your responsibility.



\_\_\_\_\_ It is your responsibility to provide us with a current copy of your contract and obtain renewals.

\_\_\_\_\_ During the contract waiting period (up to 45 days) you are responsible for 50% of your charges to be paid upon enrollment

\_\_\_\_\_ Agencies are billed after the month has concluded. Any balance the agency does not pay is your responsibility and due by the end of the month in which we transfer the balance to you. If you disagree with the agency's payment, you will need to contest the payment amount directly with them

By signing below, I signify my understanding of all terms and conditions listed above and that I agree to pay the stated monthly amounts which are due by the last day of each month. I also understand that these rates may change with notice at any time. I agree that other associated fees may be applied and added to the monthly rate.

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_



Finance Parent Information

Mother/Legal Guardian \_\_\_\_\_ Phone \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Father/Legal Guardian \_\_\_\_\_ Phone \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address (if different from Home Address)

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Your Cell phone wireless company (we use this so we can text via our childcare software)

\_\_\_\_ AT&T

\_\_\_\_ GCI

\_\_\_\_ Verizon

\_\_\_\_ Sprint

\_\_\_\_ Tmobile

\_\_\_\_ Other \_\_\_\_\_



2300 W 36<sup>th</sup> Ave Anchorage, AK 99517 | (907) 249-5400 | Facility License #: C92018

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2/22/2021

Dear Parents,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procare Solutions' best-in-class parent app.

**Tell Me More About Procare's Parent App**

Once you download the Procare app on your smartphone, we can update you on your child's daily activities, milestones and more. We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

**How do I get the app?**

You'll get an email soon with all the instructions including a unique **4-digit pin** and information to download the mobile app via email. For additional security, you will be notified via email when your child is signed in and out of the center.

**Portfolio**

We can now create a portfolio containing pictures taken throughout the day. These pictures will be available for you to download, share, print or link to Facebook.

We think you'll really enjoy this new way for us to stay connected!

Sincerely,

Kylee Beatty

Boys & Girls Club Child Development Center

Bgc-billing@bgcalaska.org





# Boys & Girls Club – Child Development Center

Introducing our New [Sign in-out] System

BGC Child  
Development  
Center

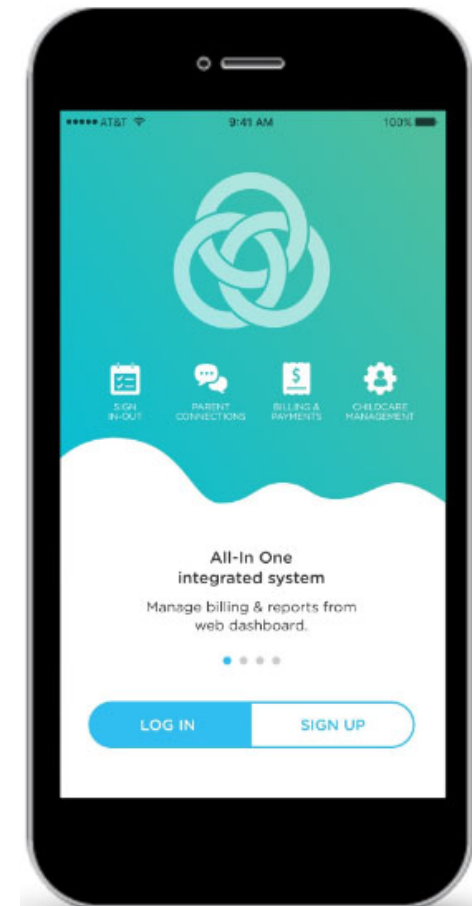
## Feel more connected to your child, with Procare

*Everything that matters, in one place*

We would love for you to see how much fun your  
child is having

Be a part of your child's day with photos and  
active communication

Rest easy knowing when your child gets to school





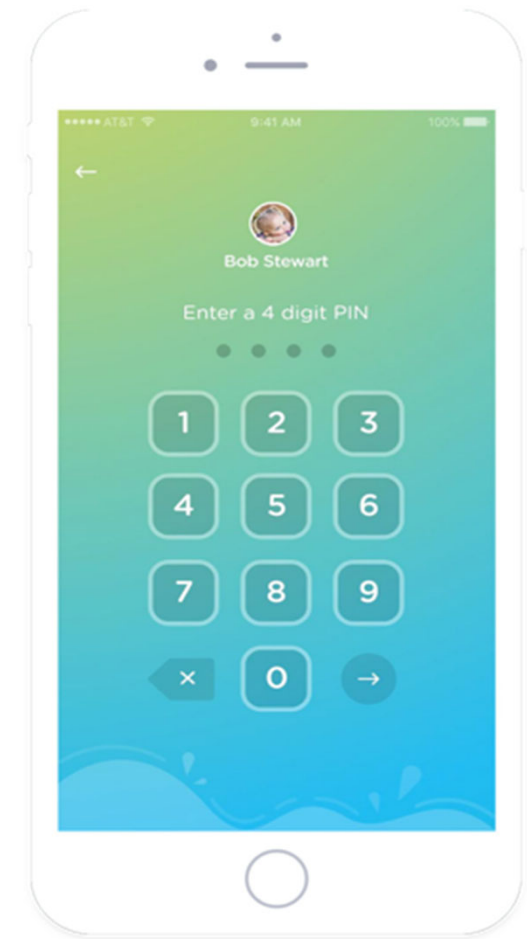
## Digital Sign In-Out

Secure 4-digit pin to sign in your child

Receive Notifications and Alerts

Added Child Safety

Know who picks up your child and when  
(Only authorized pick ups only – listed on ERC)



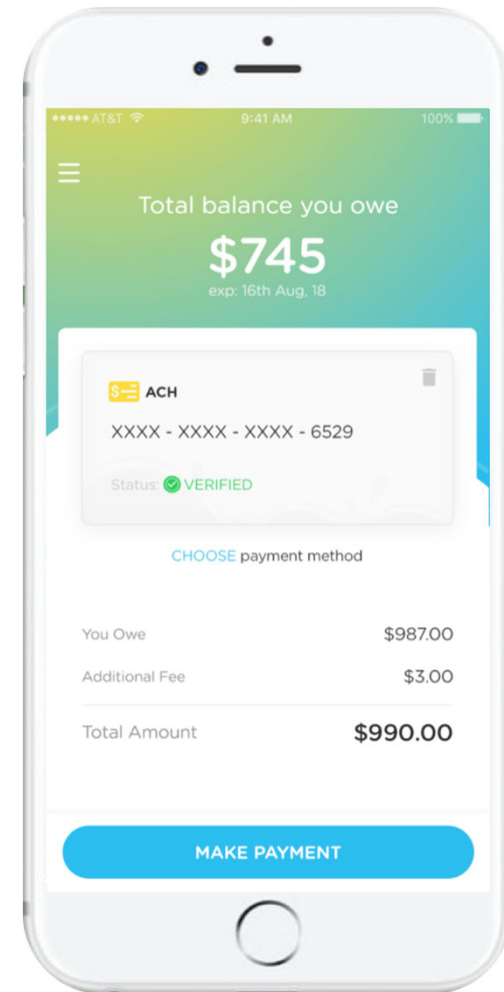
BGC Child  
Development  
Center

## Pay Online

Receive invoices and notifications

Pay through your phone or computer

Track your entire payment history

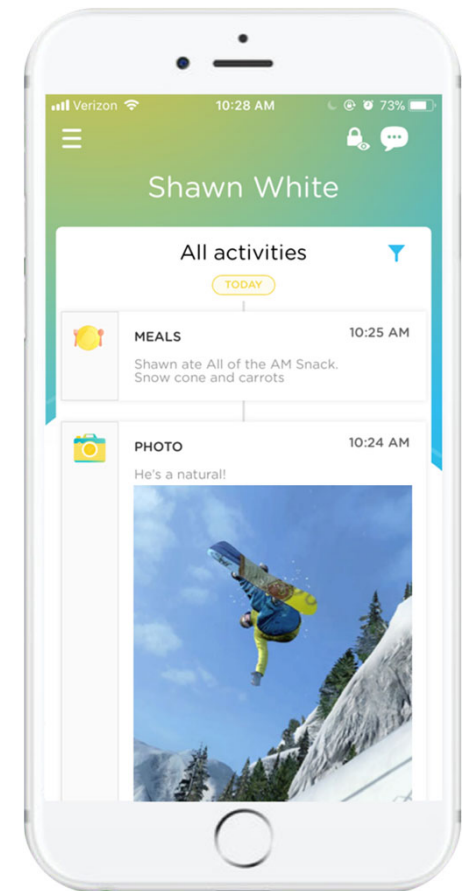


## Photo Sharing

Receive fun photo updates throughout the day

Ask your child about specific activities in their day

View, Download or Share your photos!



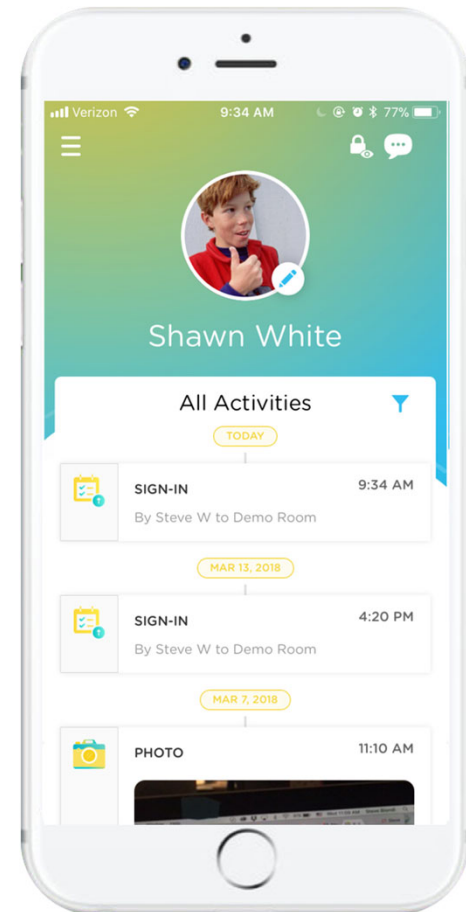
## Daily Updates

See what your child is up to throughout the day!

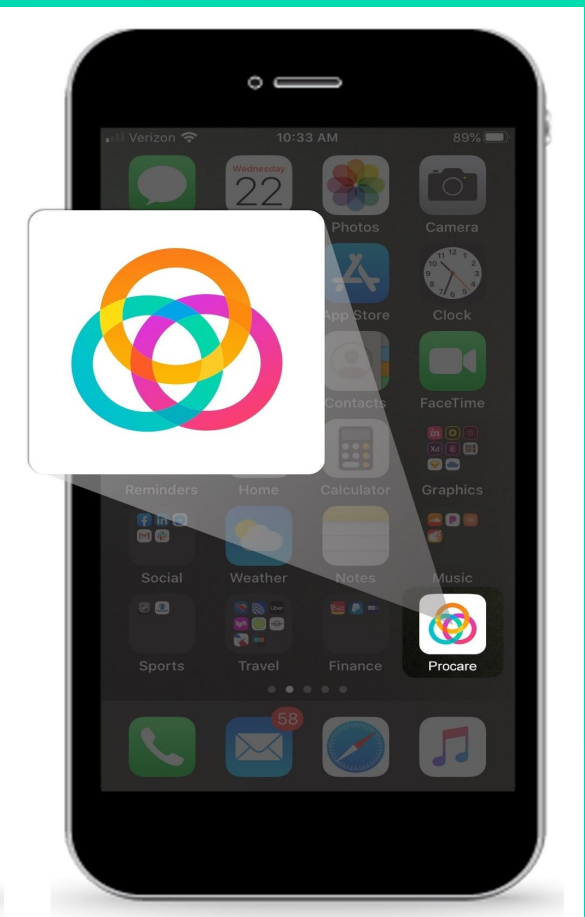
Meal Tracking

Bathroom Breaks

Nap times



Download the Procure App  
today and get connected!








# Mealtimes With Toddlers Family Handout

## The Foods We Offer in Child Care

Our child care site participates in the Child and Adult Care Food Program. We meet nutrition standards through this program and offer meals and snacks that help your toddler get the nutrients he or she needs for growth and development. Check out the types and amounts of foods we offer throughout the day.

<b>What is in a Breakfast?</b> 	<ul style="list-style-type: none"> <li>• Milk (4 fl oz or ½ cup)</li> <li>• Vegetables, Fruit, or Both (¼ cup)</li> <li>• Grains (½ oz eq)</li> <li>• Sometimes we serve a meat/meat alternate (such as eggs, yogurt, or other foods) in place of the grains at breakfast.</li> </ul>
<b>What is in a Lunch or Supper?</b> 	<ul style="list-style-type: none"> <li>• Milk (4 fl oz or ½ cup)</li> <li>• Meats/Meat Alternates (1 oz eq)</li> <li>• Vegetables (⅓ cup)</li> <li>• Fruit (⅓ cup)</li> <li>• Grains (½ oz eq)</li> </ul>
<b>What is in a Snack? We Pick 2:</b> 	<ul style="list-style-type: none"> <li>• Milk (4 fl oz or ½ cup)</li> <li>• Meats/Meat Alternates (½ oz eq)</li> <li>• Vegetables (½ cup)</li> <li>• Fruit (½ cup)</li> <li>• Grains (½ oz eq)</li> </ul>

fl oz = fluid ounces

oz = ounces

oz eq = ounce equivalent

Ounce equivalents are a way to measure amounts of food.

## What does your child drink in child care?

### For 1 year olds:

- Breastmilk you provide and/or unflavored whole milk.
- We offer and make water available throughout the day.

### For 2 year olds:

- Breastmilk you provide, unflavored low-fat (1%) milk, and/or unflavored fat-free (skim) milk.
- We offer and make water available throughout the day.

## Did you know?

Two year olds need less saturated fat in their diets than 1 year olds. Switching from whole milk to low-fat (1%) milk or fat-free (skim) milk can help cut down on some of the saturated fat they consume.

Help your child get used to low-fat or fat-free milk when they turn 2 years old by gradually increasing the amount of low-fat or fat-free milk in their cup.

## Example:



**Does your child have an intolerance or allergy to milk?**

**Let us know!**



# Feeding Tips for Toddlers

Does your child like a food at one meal, but not at the next? We notice this too in child care. Toddlers are busy learning new things, and may not be interested in a food at a meal or snack. But, they may not be as “picky” as we think. Here are some things we’ve learned and tips that may help!



## What did your child do at this meal?

### Grabbed a spoon from you.



He or she is learning and wants to practice using his or her fingers, spoons, and forks every chance he or she gets.

**Try this!** Give your child bite-size pieces of soft food to pick up with his or her fingers. Also, provide a child-sized spoon. To help with clean up, place a mat or towel under the high chair to catch any food that may fall on the floor.

### Did not eat a lot.



Children have small stomachs. He or she may not be hungry or may be distracted at mealtime.

**Try this!** Offer your child meals and snacks around the same time each day. Let your child decide how much he or she wants to eat. He or she does not have to finish all of the food on the plate to grow healthy and strong.

### Refused to eat a food he or she has tried before.



Your child is learning to express his or her independence, even at mealtimes. This means he or she may refuse to eat a certain food at a meal—that’s okay!

**Try this!** Keep offering the food. Your child may decide to eat it at another meal or snack.

### Did not want a certain texture of food.



Your child is learning through all senses—touch, taste, smell, and sight.

**Try this!** Cook a food a different way to give it a different taste and texture. For example, if your child does not seem to like a steamed vegetable, then try roasting it in the oven.

### Stared at you and didn’t eat the food.



Your child is learning from you! If you make a funny face at a food, then your child may be less likely to try that food.

**Try this!** Eat the same foods your child is eating. Eat them enthusiastically and talk about how much you like them.



[TeamNutrition.USDA.gov](https://TeamNutrition.USDA.gov)

FNS-878A September 2020  
USDA is an equal opportunity provider,  
employer, and lender.

Dear Parents:



Your day care facility participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). CACFP needs verification of enrollment and income information for each participant in this facility.

Please complete the **Child Enrollment and Confidential Income Statement** included for all children in your household that are enrolled at this facility. The information should be completed by the parent/guardian. Please use the guides to complete and sign and date where noted.

**Main Office**

2300 W. 36th Avenue  
Anchorage, Alaska 99517  
Tel: 907-248-5437  
Fax: 907-248-0047  
www.bgcalaska.org  
Facebook: Boys & Girls Clubs - Alaska

Providing quality care at rates that families can afford is a growing challenge and requires our taking advantage of all available funding resources. One of these resources is the reimbursement program for meals from the United States Department of Agriculture Food and Nutrition Services. This benefits you because it helps us keep the charge for child care at a lower rate.

**Chief Executive Officer**

Jennifer Patronas  
Tel: 907-770-7349  
Fax: 907-770-7345  
jpatronas@bgcalaska.org

Parent's income determines the amount of reimbursement we will receive for providing meals to enrolled participants. So that we can keep our fee schedule low and provide excellent food service for participants, we need the information on the **Child Enrollment and Confidential Income Statement** attached to this letter. Please complete these, sign and return as soon as possible. All information will be kept strictly confidential.

**Chief Financial Officer**

Stefanie Ryan  
Tel: 907-770-7336  
Fax: 907-770-7348  
sryan@bgcalaska.org

If your household receives Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), Alaska Temporary Assistance Program (ATAP) benefits or Temporary Assistance to Needy Families (TANF) benefits. or has a monthly income less than or equal to the levels below, the center receives more reimbursement for the meals served to your children.

Family Size	1	2	3	4	5	6	7	8
Monthly Income	2,620	3,529	4,439	5,349	6,258	7,168	8,077	8,987

**For each additional family member, add: +\$910**

If you believe you are over income using the above chart you may check the N/A box in Part 5 of the Confidential Income Statement and initial, without providing your actual income.

**GREAT FUTURES START HERE.**



If you have foster children in your home, please check the box in Part 1 with their name, age, and birth. Do not include any income you receive for their care.

Your cooperation is appreciated.

Sincerely,

Boys & Girls Club Child Care Center



**Main Office**

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Jennifer Patronas  
Tel: 907-770-7349  
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[jpatronas@bgcalaska.org](mailto:jpatronas@bgcalaska.org)

**Chief Financial Officer**

Stefanie Ryan  
Tel: 907-770-7336  
Fax: 907-770-7348  
[sryan@bgcalaska.org](mailto:sryan@bgcalaska.org)

**GREAT FUTURES START HERE.**



# The Child and Adult Care Food Program Enrollment/Confidential Income Statement for CHILDREN

FY2023 CENTER NAME: \_\_\_\_\_

Enrollment/CIS # \_\_\_\_\_

## PART 1. ENROLLMENT INFORMATION You must complete ALL 4 columns of Part 1 & Check if child is a foster child

Name(s) of Enrolled Child(ren)	Date of Birth	Circle Normal Days of Care and Print Normal Hours of Care	Circle the Meals the Child Normally Receives while in Care	Check if Foster Child
		SUN MON TUE WED THUR FRI SAT Normal Hours _____ to _____	Break AM Snack Lunch PM Snack Supper	<input type="checkbox"/>
		SUN MON TUE WED THUR FRI SAT Normal Hours _____ to _____	Break AM Snack Lunch PM Snack Supper	<input type="checkbox"/>
		SUN MON TUE WED THUR FRI SAT Normal Hours _____ to _____	Break AM Snack Lunch PM Snack Supper	<input type="checkbox"/>
		SUN MON TUE WED THUR FRI SAT Normal Hours _____ to _____	Break AM Snack Lunch PM Snack Supper	<input type="checkbox"/>
		SUN MON TUE WED THUR FRI SAT Normal Hours _____ to _____	Break AM Snack Lunch PM Snack Supper	<input type="checkbox"/>

### Infant Formula Selection: Complete if any child listed above is an infant under one year of age

This center provides \_\_\_\_\_ (list brand) iron fortified infant formula.

Check one: ☐ I accept the center provided formula ☐ I decline the center provided formula

I understand that by declining the center provided formula, I agree to provide breast milk or formula for my child. If I provide formula it must be on the approved formula list for the center to be reimbursed for the meal.

## CONFIDENTIAL INCOME STATEMENT Please check all that apply and then fill out the parts specified.

- ☐ A member of my household receives SNAP (formerly Food Stamps) and/or TANF benefits. → Please complete Part 2 and Part 6, and Part 7(optional)
- ☐ One or more of my children participates in Head Start / Early Head Start at this center. → Please complete Part 3 and Part 6, and Part 7(optional)
- ☐ My household includes one or more foster children → Please complete Part 1 (Foster) Part 6, and if non-foster children enrolled for care, Part 5, and Part 7
- ☐ My child(ren) may qualify for Free or Reduced-Price meals based on household income. → Please complete Part 4, Part 5, and Part 6, and Part 7(optional)
- ☐ My child(ren) will not qualify for Free or Reduced-Price meals. → Please complete Part 5, Part 6 only, and Part 7(optional)

## PART 2 – HOUSEHOLD MEMBER(S) RECEIVING SNAP, FDPIR, and/or TANF BENEFITS

If any household member gets SNAP (Food Stamps) and/or TANF benefits, list the recipient's name, circle the benefit type(s), and give the case number.

Name of Benefit Recipient	Circle One or Both (if applicable)	SNAP / FDPIR/ TANF Case Number (required)
	SNAP TANF FDPIR	

## PART 3. CHILD(REN) ENROLLED IN HEAD START (Enclose document letter from EHS/HS)

Name of Child	Name of Child	Name of Child

## PART 4. If any child is receives free or reduced meals at school due to income eligibility check the appropriate box.

Free Meals at School ☐ Reduced Meals at School ☐ Enclose document letter from School

## PART 5. Total Household Gross Income. You must tell us how much and how often. ☐ N/A My family does not qualify by income

Household Size: _____	Gross income (before Taxes & Deductions) how often it was received and Frequency A=Annual; W=Weekly; E2=Every 2 Weeks; T=Twice A Month or M=Monthly							
List Names (First & Last) of <u>Everyone</u> in the household	Gross Earnings from Work before deductions If none, write "0"		Welfare, Child support, Alimony If none, write "0"		Pensions, Retirement, Social Security, Other If none, write "0"		Check if approved for PFD	Check if approved for PFD
NAME	Income	Frequency	Income	Frequency	Income	Frequency	issued in July-Oct 2021	issued in Sept-Oct 2022
	\$		\$		\$		<input type="checkbox"/>	<input type="checkbox"/>
	\$		\$		\$		<input type="checkbox"/>	<input type="checkbox"/>
	\$		\$		\$		<input type="checkbox"/>	<input type="checkbox"/>
	\$		\$		\$		<input type="checkbox"/>	<input type="checkbox"/>
	\$		\$		\$		<input type="checkbox"/>	<input type="checkbox"/>

## PART 6. Signature and Last four digits of SSN (An adult household member must complete this section including signature.)

If Part 5 is completed, the adult signing the form also must list the last four digits of their Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.) I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

PRINTED NAME OF PARENT/GUARDIAN	LAST 4 DIGITS ONLY XXX-XX-____ <input type="checkbox"/> I do not have a Social Security Number	DATE SIGNED
SIGNATURE OF PARENT/GUARDIAN	STREET ADDRESS, CITY, STATE, ZIP	DAYTIME PHONE

**PART 7. CIVIL RIGHTS INFORMATION: ENROLLED CHILD(REN)'S ETHNICITY & RACE (OPTIONAL)**

Choose one ethnicity:

- ☐ Hispanic/Latino  
☐ Not Hispanic/Latino

Choose one or more (regardless of ethnicity):

- ☐ Asian ☐ American Indian or Alaska Native ☐ Black or African American  
☐ White ☐ Native Hawaiian or other Pacific Islander

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at:

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Privacy Act Statement:**

The Richard B. Russell National School Lunch Act requires the information on this Confidential Income Statement. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced meals which would affect the reimbursement to the provider or center. You must include the last four digit of the social security number of the adult household member who signs the form. The social security number is not required when you apply on behalf of a foster child or you list a SNAP, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the form does not have a social security number. We will use your information to determine the rate of reimbursement that your child care or adult care provider receives for meals served to your child, or adult participant and for administration and enforcement of the Child and Adult Care Food Program.

**INSTITUTION/SPONSOR ORGANIZATION USE ONLY**

Write the total number of household members in the boxes below who qualify for PFD. Write zero (0) if none qualify.

**Only use one year when calculating income. Use the year which corresponds with the date the CIS is completed below.**

CIS completed **BY December 31, 2022**

Use PFD issued in July-October 2021

CIS completed **January 1, 2023 or AFTER**

Use PFD Issued in Sept-October 2022

Total household members receiving PFDs \_\_\_\_\_ x \$1,114.00 = \_\_\_\_\_ (issued in July-October 2021)

Total household members receiving PFDs \_\_\_\_\_ x \$3,200.00 = \_\_\_\_\_ (issued in Sept-October 2022)

**ELIGIBILITY by INCOME:**

If there is more than one sequence of income or if the household received any PFDs you must convert all income to annual. (i.e. \$200/T, \$150/M, \$200/M & PFDs = Annual Conversion)

If there is only one sequence of income and the household did not receive any PFDs then you must keep the income at the sequence received. (i.e. \$200/T, \$100/T= No conversion necessary- keep at T)

List the income by sequence from first page:

Total Income by Category:

Conversion to Annual:

A-Annual: \_\_\_\_\_

x 1 = \_\_\_\_\_

M-Monthly: \_\_\_\_\_

x 12 = \_\_\_\_\_

T-Twice Per Month: \_\_\_\_\_

x 24 = \_\_\_\_\_

E2-Every 2 Weeks \_\_\_\_\_

x 26 = \_\_\_\_\_

W-Weekly \_\_\_\_\_

x 52 = \_\_\_\_\_

TOTAL HOUSEHOLD INCOME:

\$ \_\_\_\_\_

Check the sequence of income from above: ☐ Annual ☐ Monthly ☐ Twice Per Month ☐ Every 2 Wks ☐ Weekly

Total Income from above: \$ \_\_\_\_\_ + PFD income: \$ \_\_\_\_\_ = TOTAL INCOME: \$ \_\_\_\_\_ Household size: \_\_\_\_\_

**OR ELIGIBILITY by CATEGORICAL DOCUMENTATION:**

Check category from 1<sup>st</sup> page – must have case number or documentation from Head Start agency or school

**Household Eligible:**

- ☐ SNAP Household ☐ ATAP/TANF Household  
☐ FREE at School ☐ REDUCED at School

**Child Individual Eligibility:**

- ☐ Migrant/Homeless per school ☐ Foster Child(ren) ☐ Head Start/EHS

**The Institution's Determining Official MUST sign and date the Enrollment/CIS to complete it.** Signature of a Verifying Official is recommended.

**CLASSIFICATION:** ☐ Free ☐ Reduced Price ☐ Over Income (household income) ☐ Over Income (incomplete information)

Signature of Determining Official

Date

Date Child(ren) withdrew or terminated: \_\_\_\_\_

Signature of Verifying Official

Date



Handbook  
Boys & Girls Club Child Development Center  
2300 West 36<sup>th</sup> Avenue  
Anchorage Alaska 99517  
907-249-5400  
907-248-0047 (fax)  
[www.bgcalaska.org](http://www.bgcalaska.org)

### **Mission**

- Empower and inspire the diverse youth of Alaska to realize their full potential by offering them hope, opportunity, and a safe environment.

### **Vision**

- To provide a safe, healthy, nurturing, and responsive early childhood care setting for younger children and a safe and inviting environment for older children that promotes self-esteem, trust, honest, teamwork, leadership and interpersonal skills.

### **Program Philosophy**

- The Boys & Girls Club Child Development Center offers a variety of activities that reflect the needs of the children we serve. We are a play-based center and special emphasis is placed on activities that develop self-confidence, self-expression, positive social interaction, and self-reliance. Children are treated with warmth and gentleness by trained staff offering support, encouragement, and consistent adult guidance. Kind behavior management techniques are utilized to protect the safety and welfare of the children and others and to promote growth toward responsibility and self-control.

### **Non-Discrimination Program Statement**

- Boys & Girls Clubs Child Development Center is a nonprofit childcare program for children ages 6 weeks to 12 years. The Municipality of Anchorage licenses the Child Development Center program. Boys & Girls Clubs - Alaska does not refuse, withhold from or deny to a person any of its accommodations, advantages, facilities, benefits, privileges, services or goods on account of race, religion, age, sex, color, national origin, marital status, pregnancy, parenthood or physical disability. (Per nondiscrimination policy per AS 18.80.230 and AMC 5.20).

### **Enrollment Requirements, Procedures, Fees, and Payment Requirements**

- Located in the Child Development Center Enrollment Packet



## **Boys & Girls Clubs (licensed) Childcare Locations and Hours**

Woodland Park Child Development Center (Ages 6 weeks – 12 years)      M – F    7:30 am – 5:30 pm

Turnagain Elementary School (Turnagain students only)                      M – F    7:30am – 5:30 pm

## **Scheduled and Unscheduled Closures**

- Weather Closure Policy
  - If Anchorage School District closes due to weather, Boys & Girls Club Childcare will close.
  - If Anchorage School District operates on a delay due to weather, Boys & Girls Club Childcare will operate on the same delay.
  - If schools are released early, decisions to remain open will be made in a case-by-case situation. All closures or delays will be posted on our Facebook page.
- Facility Closure Policy
  - In the event of power, water, or heat outages longer than one hour, the Childcare Center will be closed and parents/guardians will be called to pick up their children.
- Holiday Closures generally include
  - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day following, Christmas Eve and Christmas Day

Training dates vary and are included on the annual closure notice

**For complete closure list with dates for current year – please see 2019 Closure Notice**

## **Dropping Off and Picking Up Your Child**

- All parents/guardians are required to escort their child to the classroom and sign the child in for attendance.
- When dropping off multiple children, parent must keep each child with them until he/she is delivered to his/her classroom, and signed in.
- No child will be released to any person other than parent or guardian unless that person is at least 16 years of age, and explicitly listed on the emergency record card. Unknown persons will be asked to provide identification upon pickup.
- However, if a parent is NOT listed, yet arrives to take custody of the child with legal documentation proving identity, childcare staff CANNOT stop the parent from taking the child. It is the REGISTERING parent's responsibility to ensure all appropriate legal documents are on file in regards to custody, release, etc. If the staff is unfamiliar with any person, they will ask for identification before releasing the child.
- The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem or pose a safety issue. The Anchorage Police Department may be contacted for assistance if needed.



### What Happens If I Am Late to Pick up My Child

- We close promptly at 5:30pm.
  - Parents/Guardians will be called at 5:30 pm, emergency Contacts will be called at 5:45 pm, Anchorage Police Department and Office of Children's Services will be called at 6:30 pm.
- Tardiness will result in a late fee charge of \$1.00 per minute per child which will be added to your account and must be paid with the next billing cycle. Assistance agencies do not pay late fees.
- Excessive late pick-ups may result in termination of your enrollment.

### Parking and Parking Lot

- The parking spots at the main entrance (marked 15-minute parking) are available for you to park when dropping off or picking up your children. Please, **NEVER** park in the **fire lane** along the curb – even if you are sitting in the car waiting. **It creates a significant safety hazard by creating a blind spot for children coming out of the building.**
- Do not leave vehicles running, unlocked and **NEVER** leave a child in the car unattended.
- Drive slowly – and heed the one-way traffic flow that has been implemented for the safety of our children.

### Visitors, Volunteers and Substitutes

- The Childcare Center is only open to visitors that are enrolled participants/parents. Occasionally, a parent/customer/staff may be given a tour but will be accompanied by a staff member at all times.
- We regularly use volunteers in our organization to assist staff. All volunteers are secured through a formal application process – including full background checks and approval through our licensing authority.
- Substitute staff from other childcare program spaces also serve as substitutes for regular classroom staff when needed.
- **Weapon:**
- **Any kind of Weapons are not permitted at all in this Program**

### Access to Your Child

- You are welcome to visit your child at the center at any time - we just ask that you let us know you are in the building and visiting (check-in at the office).
- Persons not listed on the Emergency Record Card will not be allowed to visit your child.
- In a custody situation, please discuss your situation directly with the childcare program administrator.
- Parents are encouraged to pre-arrange opportunities to share lunch with their children or visit the class. Extended family members such as grandparents and aunts/uncles are also welcome to visit in certain pre-arranged situations. Feel free to contact a member of the management team if you wish to set up a visit for an extended family member.
- Parents are welcome and encouraged to drop in ANY TIME! We appreciate parent comments, and suggestions, and encourage staff/parent conferences. Parents who wish to be in a classroom for



an extended amount of time must complete a volunteer application and consent to a background check as well as complete the Childcare Licensing requirements.

- Please avoid dropping off children for care between 12:30 – 2:30 pm daily (nap time). It is very disruptive to the rest of the children that are asleep or resting.

### **Animals and plants in the Center**

- Freshwater fish can be found in some classrooms as part of science centers and teaching children how to be responsible for small pets (feeding and watering only). Occasionally visiting rabbits, dogs, cats, and reptiles is part of our activities and workshops. Children will have access to such pets only under staff supervision. NO other animals are allowed in the facility unless they are part of the program and have prior senior management approval. If your child has pet allergies, please note this on their emergency card and bring it to the attention of management.
- Poisonous plants are not allowed in classrooms, office areas, or anywhere in the facility. All plant and flower deliveries must pass through the Child Development Center office.

### **Clothing and Personal Belongings**

- No personal toys are allowed in our classrooms, they cause disruption to planned activities.
- Children are not to bring items of value such as video games, jewelry, radios, i-pods, etc. Items of value, necessary for school (such as musical instruments) must be checked into the office upon arrival every day. Boys & Girls Club does not assume responsibility for lost or stolen items at any of its facilities.
- Please label your child's clothing, shoes, blankets, and any other personal items that are brought into the center.
- Children's clothing should be comfortable and appropriate for active, messy play.
- Please provide a paint shirt for your child for art activities.
- Keep an entire change of clothes at the Center, including underwear and socks. Potty training children need extra sets, please. Soiled clothing will be bagged for you to take home to launder.
- No offensive clothing may be worn by staff, volunteers, or children to Boys & Girls Clubs programs at any time. This includes clothing with tobacco, gang or drug and alcohol related logos on them.

### **Field Trips**

- Field trips and outings are a regular part of our program and usually occur on in-service days and school district holidays – and during summer months. Trips may include all age levels participating together or separate events planned for the different age groups.
- Permission slips are required.
- If your child is under the age of four and weighs less than forty pounds, it is your responsibility to provide the car seat for the van/bus on the day of the field trip.

### **Outdoor Play**

- Outdoor play will be part of our center's daily activities (and required by licensing). Children will go outside multiple times a day, except when the temperature is below 10 degrees (with wind chill factors) or when the extreme weather conditions exist.





- Please be sure your child has appropriate clothing every day – for both the weather, and appropriate for free play (climbing, jumping, running, biking, etc.).
  - Cold weather months: winter gloves & hat, heavy jacket & snow pants or snowsuit, and snow boots.
  - Warmer months: light weight jacket, sweat pants, shorts, t-shirt, and outdoor shoes.
- Due to required ratios of staff to children, we are not able to exclude children from outdoor time. And children who are well enough to be in care are presumed well enough to play outside.
- Children must have both boots and shoes – wearing boots inside is uncomfortable for your child and deprives them of opportunities to learn how to care for themselves (dressing appropriately for conditions and learning to get their own shoes and boots on and off)
- We believe that exploring the outdoors and playing in puddles is an important part of childhood – your child will be dirty and wet sometimes. Staff will do their best to ensure children are warm and dry after returning indoors but parents can help by providing appropriate outdoor gear (raincoats and rain boots) as well as a full change of dry clothing.

### Screen Time

- Licensing regulations limit screen time to no more than one hour for non-school age children. Our Center does not allow ANY screen time for children under three and our children over 3 only receive exposure to screen time for special events. Our School Aged children can receive up to an hour per day of educational programming on a computer to supplement homework.

### Naps and Quiet Time

- Periods of rest are part of a healthy day for your child and all non-school age children are provided opportunities to nap or rest. Please avoid dropping children off during your room's scheduled nap/quiet time.
- If your child doesn't nap, he/she is encouraged to rest on his/her cot with a book – taking a break from the busy play of the day. Staff are not allowed to keep a child from falling asleep nor will staff wake a child up early from a nap. At the end of scheduled nap/quiet time, lights are brought up and regular activities resume – children still asleep are allowed to wake at their own speed and rejoin the group.
- No child shall be permitted to sleep with a blanket over their head.
- Infants are (of course) allowed to sleep on demand.
  - All infants will be put to sleep on their backs on a firm infant crib mattress in a crib and will not be swaddled without a doctor's note.
  - If an infant falls asleep in an activity area, in a bouncer, or any place other than the crib - the child will be gently moved to the crib and placed on his/her back for the duration of the sleep period.
  - Pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products will not be allowed under, with, or around an infant during sleeping. No waivers are allowed. If a child needs additional cover, only a "sleep sack" will be used. **At all times while sleeping, infant's head will remain uncovered.**
  - While infants and toddlers are sleeping, staff will supervise by sight and sound at all times by positioning themselves to see as many children as possible. Teaching staff will check on sleeping infants and toddlers by standing near and looking into the child's crib/cot at





least three times/hour. Checking on the child should not disrupt that child's sleep or the teacher's interaction with children who are awake and the frequency of checks should reflect knowledge of the child's sleep characteristics and needs. Teaching staff may use natural transitions (for example, putting another child in crib) to check on sleeping children.

- Boys & Girls Clubs Child Development Center will only allow variance from this policy to the extent allowed by the licensing agency – and only then with a signed, explicit authorization from the child's physician.

### Children with Special Needs

- We welcome kids with special needs but sometimes, we are unable to provide accommodations or specialized staffing to meet the needs of the child. Decisions are made on a case by case basis, in consultation with the parents and when appropriate, case workers or other community support network providers. The Child Development Center reserves the right to allow for a "trial period" as a part of the assessment process for understanding a child's needs. A release of information may be requested so that information can be shared between the facility, teachers, and medical providers. The Center expects that the parent/guardian will fully disclose their child's special needs to ensure that the placement is in the best interest of the child.

### Supervision Plan

- Per Municipality of Anchorage Licensing Code AMC 16.55.320A-C...
  - All enrolled children are supervised while in attendance at the Childcare Center utilizing explicit ratios for staff to children (see chart below).
  - All staff members meet licensing requirements indicated in AMC 16.55.320 including a minimum of 20 hours of training each year in various topics related to Early Childhood Development.
- Usual Room Configuration and Ratios

Program Room/Site	Serving Ages	Adult to Child Ratio	Capacity
Ptarmigans, Puffins & Owls	6 weeks – 18months	1:4	8/room
Foxes, Lynx, Wolverines and Ravens	19 – 36 months	1:6	12/room
Caribou, Belugas	3 – 5 years	1:10	20/room
Grizzlies (Ready for Kindergarten class)	5- years*	1:10	20
Turnagain	5-12 years*	1:10	50
Gym (Summer Program)	5-12 years*	1:10	40

\* Children must have completed kindergarten to be in enrolled Grizzlies, Turnagain or the Gym program during the summer.

Total daily capacity is 160. On Anchorage School District closure days, total capacity is 230.

### Positive Discipline Philosophy

- Our behavior management techniques emphasize positive reinforcement and encouragement. At no time does staff use verbal or physical discipline (spanking, yelling, etc.) with children. Instead, praise is used to guide children into acceptable behavior through redirection and positive correction.



- Redirection and/or removal from a current activity are used when a child is not responding to correction, or there is concern for bodily injury to themselves or others around them. Children resume participation when they show understanding of why their behavior was inappropriate and how they can improve their behavior through other choices.
- Our policy of positive discipline (no spanking) also applies to parent-child interaction while on Boys & Girls Clubs property.

### **Exclusion and Suspension Policies**

- Exclusionary practices are only to be used as a last resort in extraordinary circumstances where there is a serious safety concern that cannot be reduced or eliminated with reasonable accommodations.
- Children may be removed temporarily from an activity or the program (via suspension or expulsion) should negative behaviors not improve after redirection.
  - Licensing regulations define “suspension” as removal from ratio for more than 10 minutes.
  - Licensing regulations define “expulsion” as permanent removal from the program and withdrawal of enrollment.
- When a child needs to be removed from ratio, documentation of the frequency of such incidents will begin. The documentation plans will include methods for understanding the child’s behavior as well as developing and implementing a team-based approach to support positive behavior. Below are the steps to be followed by staff and administrative staff in identifying behavioral needs.
  - Positive Guidance and “Take a Break” strategies will be used within the classroom before administration is called. This includes re-teaching expectations, social and emotional support systems, and 1:1 coaching by staff.
  - If unsuccessful at redirecting to positive behavior, administration will be called for the child to take an additional break in the office.
  - If administration and support staff are unable to return the child to ratio in 10 minutes for reasons of noncompliance, aggression, or otherwise unsafe behavior (i.e. running away), parents will be called to come assist and/or pick up.
  - If behavior presents over several days and/or weeks, staff and the CDC Director will develop a written plan with the child’s parents including individual supports and outside consultants such as Thread and PIC.
- When, after appropriate efforts and reasonable accommodations have been implemented with the child and family, and the child still does not appear to be benefiting from our program, we will discuss alternative programs that may better meet the child’s needs.
- The Boys & Girls Club has a “zero tolerance policy” for threats (written and oral) and/or aggressive behavior that compromises the safety and security of any child, staff or volunteer. Such behaviors will not be tolerated; CDC Director and management staff reserves the right to immediately remove any and all children/adult involved in such behaviors from the Child Development Center.

### **Food Program**

- Children enrolled in the childcare program are provided breakfast, lunch, and afternoon snack.
- No outside food is allowed in the facility as the program is strictly regulated for proper components and balanced nutrition.



- The food program follows a “family-style dining” model where everyone sits down, all foods are offered, children are encouraged to dish their own servings, and the child has choice of the foods he or she eats. No child will ever be forced to eat – nor will food be used as an incentive or reward for behavior.
- The CACFP is a great program that allows our agency to provide nutritious meals and receive reimbursement – with no cost to you!
- Meal times are:

	<b>Non - School Age</b>	<b>School Age *</b>
Breakfast	8:30 am - 9:00 am	7:30 am - 8:00 am
Lunch	12:00 - 12:30 pm	12-12:30 pm
Snack	3:00 pm - 3:30 pm	4:00 pm - 4:30 pm

\*During the school year. If there are breaks in school, School age children will follow the non-school age schedule.

- If your child is not present during these times, please ensure they have eaten prior to arrival.
- All food allergies must be communicated with a signed medical statement. Substitutions will be made for documented allergies.
- The menu is posted on the kitchen door and in each classroom and there are copies available for take home on the resource table located across from the office.
- Milk (or milk substitute) is served with lunches. Whole milk for children ages 1-2 years, and regular 1% for children ages 2 and up. Costco Soy Milk or like product is used for children with documented milk allergies.

### **USDA Nondiscrimination Statement for Food Programs**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.



## **Infant Meals and Breast Milk**

### **We provide a welcoming environment for breastfeeding mothers, including**

- Nursing mothers are welcome to come to the classroom and breast feed their baby. We have a designated space to allow for privacy while you feed your baby.
- Breast milk must be labeled with the child's name and the date it was expressed and be provided (unless frozen) in sterile baby bottles or bottle liners. (We prefer frozen in individual freezer bags).
- If provided frozen, the milk will be stored in a freezer. It will be thawed under hot water or in the refrigerator (not in a microwave oven) and if not used, it will be discarded or returned to the parent. It will not be refrozen.

We also provide breastfeeding support by:

- Sharing with families the ways we support breastfeeding
- Sharing with family education materials about breastfeeding
- Teaching families to properly store and label their expressed milk
- Linking families with community organizations that provide breastfeeding support

Professional development for all staff is also provided at least two times per year on promoting and supporting breastfeeding mothers. We train about proper storage and handling of breast milk, about infant feeding and how to bottle-feed a breastfed baby, and on our program's policies on promoting and supporting breastfeeding.

The CDC follows all national standards for infant feeding, including:

- Feeding infants on cue, not on a schedule.
- Developing a breastfeeding-friendly plan with each infant family.
- Ensuring that breastfed babies do not receive food or drink other than their mother's breastmilk unless indicated in the feeding plan.
- Infants' foods (cereal, fruits, veggies, meats, formula) are supplied by the Center as are feeding bottles (standard bottles, lids, caps, and Nuk nipples). Bottles are clearly marked for each infant with a designated color band and nipples are paired to each child's need. All bottles are washed and sanitized after each use.
- If you choose to use a different formula than the center formula, you are responsible for purchasing/delivering the formula in its original container marked clearly with your child's name. most cases used within 30. Days. The formula will be prepared daily according to the manufacturer's directions and refrigerated, but discarded within 24 hours when mixed with water.
- If you choose to use your own bottle, you must supply five bottles each day, clearly marked with your child's name. All bottles and nipples will be rinsed and returned to you at the end of each day for cleaning and sanitizing at your home.
- Staff will not mix cereal in with formula in a bottle, nor will staff prop a bottle up in a bed.
- Children are not allowed on the floor with bottles or pacifiers (too much sharing-too much germs)

We also support our breastfeeding employees by providing flexible breaks and quiet comfortable space for breastfeeding and/or expressing breastmilk.



### **Transportation – Van & Bus Safety**

- All children must wear seat belts on any van or bus at all times. Staff are required to check for compliance before departing.
- No food, gum, or drinks are allowed on any of the Club vehicles at any time.
- Any and all behaviors that compromise the safety of the children and staff will not be tolerated and consequences up to, and including, immediate suspension may occur. The following is a guideline established for correcting disruptive behavior
  - The child will receive an initial and a second warning (if needed) to stop the behavior.
  - Driver will record the incident and parent will be called.
  - If the behavior continues, regardless if on the same day or another, the driver may elect to stop transporting the child: If in route, the driver will stop the vehicle and radio to have another van pick-up the child. In this event, the child's vehicle privileges will be suspended.
- Afterschool, the driver will wait 7 minutes for children to arrive at the bus. If a child has not boarded the bus/van after 7 minutes, the driver will assume that the child is absent or not riding the bus/van. We do not wait nor will we contact the parent/guardian to confirm whether or not the child is riding the bus/van. If a child misses the bus/van, it is the parent's responsibility to arrange for alternate transportation - Boys & Girls Club will not return to the school.

### **Keeping your Information Current**

- The Municipality of Anchorage Licensing Authority requires parents/guardians to:
  - Update registration information periodically (every three months) during the program year.
  - Provide changes in contact information as soon as they occur.

### **Photographs**

- Photographs taken in the facility may include images of your child and some may appear in newspapers, magazines, tv, or social media in posts of, or about, Boys & Girls Clubs. The enrollment packet includes permission for photographs to be taken of your child. If you do not want pictures of your child to be taken, you must specifically indicate so on their registration paper work.

### **Notice of Video Recording**

- Program areas are monitored by video cameras used primarily as a safety and training tool and all persons entering the building will be monitored via this system. Video records may be saved to document incidents, are confidential and generally are not shared with anyone except police and other legal authorities – the exception being a parent/ of a child involved in an incident (as long as the confidentiality and protection of any other children in the video clip can be ensured).

### **Insurance**

- Our insurance coverage complies with all state, municipal and organizational requirements.

### **Family Member Conduct**

- Legal and Illegal Substances: Tobacco Products, Vapor or 3-cig Cigarettes, Alcohol, Drug Use Prohibited on all Boys & Girls Club property.



- The Boys & Girls Clubs' buildings, grounds, and programs are tobacco-free, alcohol-free, and drug-free environments. No employee, customer, parent, or youth may use, possess, distribute, manufacture, purchase, or sell alcohol, legal or illegal drugs while on the premises. Use of any of these products is prohibited within 100 feet of Boys & Girls Clubs' property.
- Threatening conduct or communication toward any staff, child, volunteer, or others associated with Boys & Girls Club programs will not be tolerated and may result in immediate termination of participation in Boys & Girls Club Programs
- It is a violation of Boys & Girls Club policy for any person to carry a firearm or dangerous weapon on facility premises, facility-provided transportation, or any event managed by the Boys & Girls Club. Firearms may be carried by authorized personnel, such as police officers.

### **Family Conferences**

- Parent/teacher conferences are scheduled as needed – or at the request of the parent/guardian.
- Scheduled time gives parents and staff a unique (and uninterrupted) opportunity to spend some quiet time discussing your child's development and activities in the class.
- The Childcare Administrator is always available for you to answer your questions, comments, or concerns – with or without an appointment.

### **Custody Arrangements**

- We recognize that many families have unique custody arrangements. In a custody situation, the parent registering the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details - they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. Copies of specific court orders are required in order for the Center and its employees to deny access to any legal parent.
- We encourage families to find solutions to custody issues without putting the child and/or staff in a difficult position. When a difficult position presents itself, staff will discuss the issue with both parties to attempt to find a solution that minimizes the stress for the child. In the event that an adult is attempting to violate or is outside the scope of a court-ordered custody arrangement, the Anchorage Police Department will be contacted for assistance.

### **Emergency Plans**

- Evacuation drills take place in all buildings monthly.
- In case of a real emergency that calls for a facility evacuation, parents will be notified to pick up their child(ren) as soon as possible.

### **Policy Changes**

- Parents will be notified of major changes in policy and/or procedures at least thirty days prior to the effective date of the change.

### **Concerns**





- Parents/guardians are our partners in providing excellent care for your child when you can't be with them. If you have concerns of any sort, please feel free to speak with your child's teacher or the childcare administrator. Your partnership is valuable to us and we will always work to seek a resolution of your concerns that meet the needs of the children in our care.

### **Child Abuse, Neglect, and Complaint Procedures**

- Alaska State Statutes and Municipality of Anchorage Child Care Center Regulations require that all licensed childcare providers report all incidents of suspected or actual child abuse and neglect of children – regardless of whether it occurs in or is related to the facility (MOA 16.55.230E.4). This facility is therefore obligated by law to report such incidents within 24 hours to the Alaska Division of Family and Youth Services Child Protection Office (Office of Children's Services). State and Municipal agencies, including grant administrators, have the authority to have contact with any children, including interviewing and/or taking custody of the child(ren), for purposes relevant to investigations and review processes.
- The Municipality of Anchorage, Department of Health and Human Services Child/Adult Care Office is the agency responsible for licensing childcare centers. This agency, therefore, supervises monitors and investigates complaints involving childcare centers serving seven or more children. The Child/Adult Care Office is located at: 825 "L" Street Anchorage, AK 343-4758.

### **Confidentiality and Right to Privacy**

- Information received from parents is strictly confidential. Children's records are only available to Boys & Girls Clubs staff, Municipal Licensing personnel, State/Municipal regulatory agencies. Parents who are interested in obtaining copies of documents in their child's file may request such documents two days in advance.
- Communication between staff and child is shared only with the parent and staff supervisor. Parents with concerns about accidents and/or negative behaviors observed are to bring their comments to either the immediate staff present or the supervisor; parents are NOT permitted to communicate their concerns to any other children other than their own.
- Following the guidelines of the National Association for the Education of Young Children, we do not release any information about a child to anyone other than his/her parents or legal guardian, childcare staff, and departments of the municipality. However, when we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies and individuals that may be able to act in the child's best interest. This policy applies to membership information, financial contracts, and events that may happen in the course of care. In any given situation involving two children, we will not release the name of either child except to their respective parents / guardians.

### **Health, Illness, Safety**

- Firearms
  - It is a violation Boys & Girls Club policy for any person to carry a firearm or dangerous weapon on facility premises, facility-provided transportation, or any event managed by the



Boys & Girls Club. Firearms may be carried by authorized personnel, such as police officers.

- Immunizations and Physicals
  - Each child is required to have an up-to-date immunization record and current physical (dated within one year for non-school age children and within two years for school age) on file before their first attendance day.
  - Children cannot be in care without current physical and immunization records.
    - Children exempt from immunizations due to medical necessity must provide documentation acceptable to the licensing oversight (Municipality of Anchorage/State of Alaska).
    - Religious exemptions are no longer accepted as of June 1, 2019. Children reenrolling in care, after a break in childcare, must provide proof of immunization and are not exempt.
  - It is the parent's responsibility to ensure that the childcare office has a current copy of the child's physical and immunizations on file. Once notified of an outdated physical/missing immunization, an updated copy must be received within one week or the child will be excluded from the program. Refunds are not granted for non-attendance due to this policy.
- Medication Authorization
  - No prescription, non-prescription, medication, including vitamin and mineral supplements, will be administered by Childcare Center staff without a signed Medication Authorization Form.
  - The staff will administer prescription and non-prescription medications only with written directions including specific times and dosage amounts from the parent(s) on the designated forms. These instructions may not supersede the directions written on the manufacturer's label for dosage and duration.
  - All medications must be brought to the program in their original container, with the child's name, time and dosage amount clearly stated on the label.
  - Preventative medications (sunscreen, insect repellents, Neosporin or other antibiotic cream, calamine lotion, diaper ointments and powders) also require a signed Medication Authorization Form.
- Illness
  - DO NOT send your child to childcare when ill, or showing any signs of illness.
  - Section 16.55.390 (J) of Municipality of Anchorage Child Care and Educational Center Licensing Code states: A child care facility shall not admit a child showing signs of a serious illness or of a communicable disease or allow the child to remain in attendance unless a medical provider approves the child's attendance. Medical approval shall indicate the child, as well as other children in care, will be safe. Symptoms for exclusion shall be determined by the department.
  - A child will be immediately sent home if they have a fever of 100.4 or greater, or have symptoms including vomiting, diarrhea, uncontrolled coughing, mouth sores, rash with or without fever, and "pink-eye" or any other symptom that indicates illness.
  - This Child Development Center reserves the right to request pickup even if **no** symptoms exist but there is concern for the child's health.





- If your child has a contagious condition, please inform the Childcare Administrator immediately. Per licensing code (Reference AMC 16.55.230. E.) the Center reports all communicable disease to the Department of Health and Human Services, Child and Adult Care Program. The program will inform all families if children in the facility have been exposed to a communicable illness. Reportable Communicable Diseases include:
 

Diphtheria	Giardiasis	Hepatitis A
Haemophilus Influenza	Salmonellosis	Measles (rubeola)
German measles (rubella)	Shigellosis	Bacterial meningitis
Pertussis (whooping cough)	Mumps	Tuberculosis
Meningococcal infection		

- **Guidelines for when a child may return to care** as recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines are relied on unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

Fever Free	Return when fever free for 24 hours. Exception: Ear infection – return as soon as treatment begins.
Vomit Free	Return when vomit free for 24 hours.
Diarrhea	Return when normal stools resume for 24 hours.
Conjunctivitis	Return 24 hours after documented treatment for has begun. 9commonly known as “pink eye”
Sores or Rash	Return with physician's note confirming that the rash is not a communicable disease.
Lice	Return 24 hours after appropriate treatment has begun, must be nit free.
Scabies	Return requires physician's note.
Tuberculosis	Return with physicians note confirming non-contagious.
Impetigo	Return 48 hours after treatment begins.
Strep Throat	24 hours after documented treatment has been initiated.
Varicella/Chicken Pox	Return at least 7 days after onset of rash or when all lesions have dried and crusted.
Shingles	Child is excluded until sores are crusted unless they can be covered by clothing/dressing,
Whooping Cough	Return after 5 days of appropriate treatment.
Mumps	Cannot return until 9 days after onset of swelling of glands near the ear.
Hepatitis A	Return at least one week after the onset of illness or after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health dept. staff.
Measles or Rubella	Return at least 6 days after onset of rash.
Ringworm	Return 24 hours after starting treatment or with a doctor's note saying non-infectious.

## Daily Schedules and Specific Classroom Information: Infants

### Classrooms: Ptarmigans, Puffins, and Owls

- For infants, there is no set classroom schedule. We follow the patterns and needs of each child as they settle in to the childcare space, and build nurturing, trusting relationships with their caregivers. Quick response to an infant's needs helps foster a sense of trust in the world around them, encouraging them to explore and envelop at their own pace.
- Infants are always placed on their backs for sleep and will not be swaddled. The Center follows the most recent recommendations on infant sleep. For complete infant sleep policy – please see Infant Sleeping Position, Crib Furnishings, and Swaddling Policy.



- Meals – see food program overview in handbook.
- The following items are supplied by the parent
  - Diapers and wipes
  - Two (or more) complete clothing changes
  - Formula/frozen breast milk if not using center supplied product
  - 6 clean bottles daily if not using center supplied product
  - Pacifier if your child uses one
  - Gear for outside: hat, mittens, snow pants/coat or snowsuit, boots all appropriate for season
- You may expect to see the following activities in the infant room
  - To develop gross motor skill
    - Dojo and outdoor play, Block play, Dumping and Filling activities
  - To foster artistic creativity
    - Foam and splash art, Music rich environment, Drums and shakers
  - To develop social skills
    - Constant communication between staff and child, Pretend games like telephone talk, Waving, blowing kisses, Side-by-side play
  - To develop literacy skills
    - Sign language, Storytime
  - To develop sensory tolerance
    - Whip cream painting, Water and sand play
  - To develop independence
    - Self-feeding, Self-soothing, when appropriate
  - To develop fine motor skills
    - Puzzles, shape sorters, nesting cups

### **Daily Schedules and Specific Classroom Information: Toddlers**

Classrooms: Ravens, Fox, Lynx, and Wolverines

- Toddler years are the time when your child is developing their independence. Your child depends on a consistent routine to confidently explore their environment. The schedule is designed to give ample freedom to be as independent as possible while still providing consistent reassurance and loving care. Play center and teacher-initiated activities involving developmentally appropriate toys and materials are utilized.
- The following items are supplied by the parent
  - Diapers and wipes
  - Two (or more) complete clothing changes
  - Blanket & Pillow
  - Pacifier if your child uses one
  - Gear for outside: hat, mittens, snow pants/coat or snowsuit, boots all appropriate for the season



- Specific schedule will be posted in the room but sample schedule follows:

7:00	8:15	Good morning! Child-directed activities. Diaper check within 30 minutes
8:15	9:00	Clean up, handwashing, breakfast
9:00	9:30	Child directed activity while all friends potty/diaper and handwashing.
9:30	10:00	Circle time (approx. 15 minutes) and teacher directed activity.
10:00	11:00	Transition to outside. Dress for weather. Gross motor activities
11:00	12:00	Transition to Classroom. Free play while friends potty/diaper/hand wash.
12:00	12:30	Lunch
12:30	12:45	Clean up and ready for naptime
12:45	3:00	Lights out until 2:30. Potty/diaper upon wakeup. (Quiet activities for early walkers.
3:00	3:30	Snack time
3:30	4:00	Child directed activity while all friends potty/diaper and hand wash.
4:00	5:00	Transition to outside. Dress for weather. Gross motor activities
5:00	5:30	Transition to classroom and teacher directed activity
5:30	6:00	Clean up. Potty/Diaper. Get ready to go home!

### **Daily Schedules and Specific Classroom Information: Pre-Kindergarten Classrooms**

Classrooms: Caribou and Belugas

- The pre-kindergarten program gives children (ages 3-5 years) opportunities to develop language and social skills through a print-rich environment and verbal communication. Activities encourage development of a practical understanding of math through counting, measuring, comparing, and manipulative and block play. Large and small motor muscles continue to develop through the use of puzzles, manipulatives, and gym and dojo experiences. Creative senses are encouraged through open-ended art activities, music and movement, and learning about the world around them through field trips, walking excursions, and guest speakers.
- The following items are supplied by the parent
  - Two (or more) complete clothing changes (including socks and underwear)
  - Blanket & Pillow
  - Gear for outside: hat, mittens, snow pants/coat or snowsuit, boots all appropriate for season



- The preschool schedule has large blocks of time to allow children to explore and learn from play centers, which the teachers have created with developmentally appropriate materials. Specific schedule will be posted in the room but sample schedule follows:

7:00	8:30	Good morning! Child Directed Activity
8:30	9:00	Breakfast
9:00	9:30	Child Directed Activity
9:30	10:20	Quiet Activity
10:20	11:30	Gross Motor outside or Gym
11:30	12:00	Table Tops/Get ready for lunch
12:00	12:30	Lunch
12:30	2:50	Nap/Rest/Quiet Time
3:00	3:30	Snack
3:30	4:00	Clean Up & Learning Activities
4:00	4:30	Outside Gross Motor
4:30	6:00	Indoor Centers, clean up, Go home.

### **Daily Schedules and Specific Classroom Information: School-Age Classrooms**

Classrooms: Grizzlies, Turnagain, (and the gym in the summer)

- Workshops and activities are developed around five core programs, which are designed to be developmentally appropriate for school age groups:
  - Character and Leadership Development
    - Torch Club, problem solving skills
  - Education and Career Development
    - Homework assistance, guest speakers, spelling bees, math derby
  - Health and Life Skills
    - Body awareness, nutrition, dental hygiene, personal safety
  - Arts
    - Dance, arts & crafts, dramatics, music
  - Sports, Fitness and Recreation
    - Cooperative group activities, sports programs, hiking, physical fitness
- Specific schedule will be posted in the room but sample schedule follows:



**BOYS & GIRLS CLUBS**  
A L A S K A  
Child Development Center

School Year			Summer		
7:30	8:00	Structured Activity Choices	7:30	8:00	Structured Activity Choices
7:30	8:00	Breakfast	8:00	9:00	Gym, outdoor games
8:15	8:40	Transport to School	8:30	9:00	Breakfast
			9:30	11:00	Core group meeting and activities, theme discussion
			11:00	12:00	Mini-workshops, field trip departures
			12:00	1:00	Handwashing, Lunch and self-directed activities
			1:00	3:00	Outside play, nature walks, field games
			3:00	3:30	Handwashing and Snack
3:30	4:00	Transportation from school, outside play, free play	3:30	4:00	Structured activity choices
4:00	4:30	Snack	4:00	5:00	Core group activities
4:30	5:00	Homework Help, Reading buddies	5:00	5:30	Structured activities, cleanup, parent pickup
5:00	5:30	Structured Activities/ Parent Pick Up			



## Parent Guide for Choosing a Childcare Center

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

Licensing is a key to quality child care. It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements. A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects this facility regularly and investigates all complaints. The goal of licensing is to prevent risk to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

You as an informed parent are a key to quality child care and responsible for choosing and monitoring your child's care. Licensors visit one to four times 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 capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

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

- Discuss your concerns with your caregiver – especially if you observe health or safety problems or you feel the program need improvement.
- If you are still concerned, or if you believe children may be in danger or a standard is being violated, contact the local licensing office. The licensing office investigates all complaints.
  - Municipality of Anchorage, Child Care Licensing Department  
825 L Street, 3rd Floor  
P.O. Box 196650  
Anchorage, AK 99519-6650  
(907) 343-4758

How are Child Development Centers different than Child Development Homes?

Child Development Center Homes	Child Development Centers
Children 12 and under and including children related to caregiver and children living in household <ul style="list-style-type: none"> <li>- No more than 8 children total</li> <li>- No more than 6 children total if only one exit door.</li> <li>- No more than 3 children under 30 months</li> <li>- No more than 2 non-walking children</li> <li>- At least 1 adult caregiver</li> <li>- No more than 5 children (including caregiver's children) in nighttime care (10 PM – 6 AM)</li> </ul>	<ul style="list-style-type: none"> <li>- 9 or more children</li> <li>- 1 caregiver for every 4 infants (6 wks thru 11 mths)</li> <li>- 1 caregiver for every 5 toddlers (12 thru 18 months)</li> <li>- 1 caregiver for every 6 toddlers (19 thru 35 months)</li> <li>- 1 caregiver for every 10 children (3 thru 12 years)</li> <li>- At least 2 adults on premises</li> </ul>



## **Summary of Child Care Licensing Requirements within the Municipality of Anchorage**

### **Parents**

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

### **Licensing**

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

### **Caregivers**

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

### **Safety**

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly
- It is a violation Boys & Girls Club policy for any person to carry a firearm or dangerous weapon on facility premises, facility-provided transportation, or any event managed by the Boys & Girls Club.

### **Health**

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed



- Medicine is given only with parents' permission
- Food preparation and handling are sanitary

### **Equipment and Supplies**

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

### **Program**

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

### **Behavior Guidance**

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

### **Fire Safety**

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





## Child Development Parent Handbook Acknowledgement and Media Release

\_\_\_\_\_  
Child's Name

### Handbook Acknowledgement

I have received the Child Development Center Handbook and have had the opportunity to ask questions before signing below.

Since the information, policies, and benefits described in the Handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur at any time. All such revisions and changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies

Furthermore, I acknowledge that I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### Media Release Acknowledgement

I understand, and consent to, the taking of photographs or videos, the use of quotes, and the participation in interviews of the child named above by the Boys & Girls Clubs Child Development Center.

Photographs taken in the facility may include images of your child and some may appear in newspapers, magazines, tv, or social media in posts of, or about, Boys & Girls Clubs.

I consent to the media release

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I DO NOT consent to the media release

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date