



North Slope Borough
HEALTH
and Social Services

Barrow Early Learning Center **Parent Handbook**



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Program Overview

North Slope Borough Health Department Mission Statement

Vision

Every single day North Slope communities are healthier than the day before.

Mission

Our mission is to promote the health and well-being of the North Slope residents in a culturally appropriate manner.

Values

1. We value group decision making
2. We value positive role modeling
3. We value respect
4. We value teamwork, ownership, empathy, consistency and resourcefulness
5. People and relationships are important
6. Determination and follow through are keys to our success
7. "Darkness cannot drive out darkness, only light can do that" MLK Jr. – Have a positive attitude

Barrow Early Learning Center Vision

The Barrow Early Learning Center is committed to creating a sustainable and vibrant early care and learning program that contributes to the overall economy, quality of life, and health of the community, where all parents and children are flourishing and growing in a culturally relevant and healthy environment.

The Barrow Early Learning Center is designed to support 20 children 6 weeks through 36 months in out of home care. Through licensed, safe and healthy care, developmentally appropriate learning experiences, and nurturing relationships the Barrow Early Learning Center aims to help each child to grow and develop within the program, their family and the community.

Program Design

Center Contact Information

Nicole Watson
Barrow Site Supervisor
Nicole.Watson@north-slope.org
Phone: 907-852-0340
Cell: 907-855-9036
Fax: 907-852-0412

Cheryl Humme
Child Care Program Coordinator
Cheryl.Humme@north-slope.org
Phone: 907-852-0366

Center Hours of Operation

Hours 7:30am – 5:30pm
Monday – Friday
Year round program

Program Calendar

The Barrow Early Learning Center operates a year round program. NSB Holidays and Staff In-Service days will be observed as noted below.

Holidays

Date	Holiday
July 2, 2019	Founder's Day
July 4, 2019	Independence Day
September 2, 2019	Labor Day
October 18, 2019	Alaska Day
November 7, 2019	Inuit Day
November 11, 2019	Veterans Day
November 28-29, 2019	Thanksgiving
December 25, 2019	Christmas Day
January 1, 2020	New Year's Day
January 20, 2020	Martin Luther King Jr. Day
February 17, 2020	President's Day
March 30 2020	Seward's Day
May 25, 2020	Memorial Day

In-Service Days

Date	In-Service Days
October 4, 2019	Teacher In-Service
February 7, 2020	Teacher In-Service
June 2020 TBD	Teacher In-Service

Other Program Closures

Weather closures will run concurrently with North Slope Borough School District closures. A 30 day written notification will be given to parents, guardians, and State of Alaska licensing office, for all other non-emergency closures, that were not previously approved.

Classroom Staffing

The Barrow Early Learning Center will serve 20 children ages 6 weeks to 36 months. The Center will maintain the required minimum teacher/child ratio at all times. The following is the Teacher/Child ratio followed by the program:

Classroom	Age Group	# of Children	# of Adults
Infant	6 weeks through 11 months	4	1
Infant	12 months through 18 months	4	1
Toddler	19 months through 35 months	6	1

Supervision Plan

Teaching staff-child ratios within group size are maintained during all hours of operation, including indoor time, outdoor time, and field trips.

Our center shall ensure children are always under supervision by a teacher. Children are supervised at all times, even when the children are sleeping. Teachers are aware of, and positioned so they can hear and see, any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.

Teachers shall be in close proximity to children. Teachers shall know the whereabouts of the children in their care at all times. During supervision, teachers provide ongoing personal contact, meaningful learning activities, and immediate care as needed to protect children's well-being.

Transportation

There is no transportation of any children except in emergency circumstances.

Policy Changes

There will be a 30 day written notice, to parents and state licensing, for any policy changes within the Barrow Early Learning Center, including changes to this Handbook.

Program Environment

Tobacco Free/Drug Free Environment

Tobacco Free

Barrow Early Learning Center maintains a smoke free environment.

Smoking, chewing tobacco and e-cigarettes are prohibited inside the facility, in the play yard and outside within 20 feet of openings in interior space which children access. Childcare personnel shall not smoke or chew tobacco while responsible for the care of children and shall not expose children to second-hand or third-hand tobacco.

Drugs/Alcohol Free

Parents, visitors or staff may not be under the influence of any alcohol or intoxicating substances. The Barrow Early Learning Center is a drug free zone. If an employee is under the influence of alcohol or drugs while working at the center, the employee will immediately be terminated. A parent or visitor will not be permitted to enter the facility if under the influence of alcohol or an intoxicating substance.

Scent Free Environment

As a result of potential allergies regarding various scents, the Barrow Early Learning Center will maintain a scent free environment.

Television, Movie, Video, Computer Use

There will be no television, movie viewing, video games, or computer use for children in the Barrow Early Learning Center.

Peanut Free Environment

As a result of potential allergies regarding peanut products, the Barrow Early Learning Center will maintain a peanut free environment. Please refrain from bringing peanut products into the Center.

Poisonous Plants

Poisonous plants or any other dangerous plants for young children will not be allowed in the Barrow Early Learning Center.

Non-Discrimination Statement

Barrow Early Learning Center will not discriminate in enrollment with regard to religion, marital status (or changes in marital status), pregnancy, sex, color, or national origin of children and their families.

Confidentiality

Strict rules of confidentiality are maintained by the program for the benefit of all families, children, and staff.

As part of orientation and staff training, all staff are informed of the program's confidentiality policy stating all information concerning families is private. Staff is required to sign a Code of Conduct upon hiring.

Any information about a child and/or their family will not be discussed with other families, service agencies or anyone outside of the program without prior written parental authorization.

Grievance Procedure

Parents/guardians are encouraged to first discuss concerns about services with their teacher and the Site Supervisor. If the problem is not sufficiently resolved, the Child Care Program Coordinator should be contacted. If the NSB Health Department is unable to address the concern, contact a State of Alaska licensing representative. The State of Alaska, Department of Health and Human Services Child Care Programs Office is the agency responsible for licensing child care programs. This agency supervises, monitors, and investigates complaints involving child care programs. The licensing representative conducts routine site monitoring visits and addresses complaints to see if corrective action is required.

Barrow Early Learning Center Licensing Specialist Contact Information

Claudia Essley
State of Alaska Child Care Programs Office
Department of Health and Human Services
Child Care Programs
542 4th Avenue #212
Fairbanks, AK 99701
(907) 451-3198

Code of Conduct

While on the premises, all adults will need to act in a reasonable and appropriate manner in order to maintain a positive learning environment for the children. Adults need to consider their tone of voice, vocabulary, and physical gestures while at the Center.

Program Enrollment

Enrollment Options

Full-time and part-time enrollment options are available. Priority will be given to full-time applicants.

Full-time

Full-time is considered 5 days of care per week.

Part-time

Part-time is considered 3 days of care per week. Parents choosing part-time enrollment will be required to select a schedule showing the same days or hours each week of the month. Every effort will be made to accommodate the schedule you request per availability. Families enrolled in a part-time status will be given a 30 day notice when a full-time slot has been requested. If families choose not to change to full-time care, the child will have to disenroll.

Any other enrollment option requested will be at the discretion and approval of the Program Coordinator and Health Department Administration.

Family Leave of Absence

All families will be offered the opportunity to take an equivalent of 1 month leave of absence from the Center annually at no cost. This will renew annually thereafter based on the child's admission date. A two week notification to the center is necessary. Leave of absences must be taken in full week increments.

Admissions

An Enrollment Application must be completed and returned to the Barrow Early Learning Center to be considered for admission. If an opening is available, you will be contacted with next steps. If an opening is not available, your child's name will be added to the Center's wait list.

Enrollment Forms

Parents/guardians are required to complete necessary forms before any early care and learning services are rendered. All information will be kept confidential and is for our Center's use only:

- Enrollment Application
- Child Health History
- Child Development History
- Child Health Screening
- Parent Authorizations
- BELC Release of Information (as needed)
- Media Consent form
- Parent's Guide to licensed care
- Signature page of Parent Handbook
- Child's Current Immunization Record (All children have to be up-to-date on their immunizations in order to attend)
- Child Emergency Information and Consent for Emergency Transportation and Medical Care
- Medical Statement to Request Special Meals & Accommodations (as needed)

Physicals

A current physical exam for each child is required prior to enrollment in the program. A child must have an examination by a licensed physician, certified practitioner or physician's assistant before attending. Annual examinations are required. The report of the examination shall be kept on file at the program.

Immunizations

Alaska State Law requires that Alaska children be appropriately immunized in order to attend a licensed childcare facility. Parents/guardians/guardians are responsible for obtaining all age appropriate immunizations as required by the Alaska Department of Health and Social Services. The parent or guardian of the child must provide a copy of a shot record verified by a medical provider that indicates the date(s) of all immunizations the child has received upon enrollment and provide copies of additional shots as the child receives them. A fax record from a medical provider is acceptable as a verified medical record.

Evidence of exemption from immunization will include one of the following:

- A statement signed by a medical professional licensed in this state as a doctor of medicine (M.D.), doctor of osteopathy (D.O.), physician assistant, or advanced nurse practitioner, stating immunizations would, in the individual's professional opinion, be injurious to the health of the child or members of the child's family or household; or
- An affidavit signed and notarized by the child's parent or guardian, affirming immunization conflicts with the tenets and practices of the church or religious denomination of which the parent or guardian is a member.
- This affidavit must be updated and notarized annually.

Please reference the State of Alaska Child Care and School Immunization Requirements Packet for more information about which immunizations are required before and throughout the duration of enrollment. Children who are not up to date on their schedule of immunizations may be temporarily excluded from care.

Attendance

Daily attendance is encouraged for children to benefit fully from the program. If your child is going to be absent for any reason please notify the program as soon as possible. Children cannot arrive earlier than ten minutes before the start of the daily program.

Only persons authorized on your child's emergency card will be approved to pick-up your child from the Center without written permission. Photo identification must be provided before releasing the child. This is for your child's protection and safety.

Sign-In/Sign-Out Sheets

Parents/guardians are required to sign their child in and out of the Center, and initial the times the child arrived and departed.

Children Who Remain After Closing

When the parent/guardian or other authorized individual does not pick up the child at the end of each day, we will attempt to contact every person on the child's emergency contact card. If the Barrow Early Learning Center staff cannot reach any emergency contact, after one hour, we will make a report to the Office of Children Services.

Withdrawing Your Child

Parents/guardians are required to give, at least, 2 weeks written notice when deciding to withdraw your child from the program.

Tuition and Fees

The Barrow Early Learning Center is supported by revenue generated from tuition and fees and child care assistance subsidies. The tuition and fees rates will be updated annually.

	Full-time 5 days	Part-time 3 days
Infants	\$1,280	\$768
Toddlers	\$1,280	\$768

Process for Self-Paying Parents

1. Prior to admission, the parent must complete an enrollment application form and other health forms. Upon acceptance into the Center, the parent will be informed of the anticipated fee.
2. Admission will be based on a “first come, first-served” basis upon a completed enrollment application and all other required health forms.
3. The fee will be charged on a monthly basis regardless of days attended by the client’s child. A pro-rated fee based on a daily rate of \$64.00 will apply only during admission when a child begins the program after the 15th of the month. When a child begins prior to the 15th, the fee applied will be for the whole month.
4. Parents with more than one child enrolled in the Center will receive a 15% discount on the sibling(s) monthly tuition fee. The discount will not apply to the late pick up fees and annual fee.
5. The Center hours run from 7:30 am - 5:30 am Monday through Friday. There will be a fee of \$25.00 if the parent is late picking their child up after hours from 5:31 – 5:45 pm. There will be a fee of \$50.00 if the child is picked up between 5:46 – 6:00 pm. This fee is the parent’s full responsibility.
6. An annual enrollment fee of \$50.00 will be required for each child in attendance. This will be applied to the first invoice upon admission and annually thereafter based on the child’s admission date.
7. The Center will have a software system in place to enter all pertinent client information. It includes a billing program that will be accessible to the ... [Billing Program] of the Health Department. On the 25th of each month, the Billing Program will generate the invoices from the system. Each invoice will be placed in a closed addressed envelope and placed in the child’s cubby for the parent to pick up when they pick their child up. This insures invoices are received in a timely manner. The 10th of the following month will be the deadline for payment of the fees. If the payment is not received by the 10th, a late fee of \$25.00 will be charged. If the 10th falls on a weekend or on a holiday, the last day of payment will be on the next business day. If payment is not received by the 30th

day the parent will be notified by the Center staff that the program ... [man] no longer be able to provide services.

Process for Subsidized Parents

1. Parents who are interested in the Center must first complete an enrollment application and provide the required health forms. If parents need financial assistance they will be referred to local and State childcare assistance agencies.
2. Once a client has been referred to local agencies or the State, they must complete an application with that agency to qualify for child care assistance. Each agency has its own sliding fee scale for child care services. The NSB Health Department has no control of what local or State agencies will cover for assistance.
3. A current child care assistance contract must be on file by the 10th of the month to avoid any late fees for subsidized parents. The parent's co-pay, if applicable, is due by the 10th of the month to avoid any further late fees.
4. The Center hours run from 7:30 am- 5:30 pm Monday through Friday. There will be a fee of \$25.00 if the parent is late picking their child up after hours from 5:31 -5:45 pm. There will be a fee of \$50.00 if the child is picked up between 5:46 – 6:00 pm. This fee is the parent's full responsibility.
5. The \$50.00 annual enrollment fee will be charged to the parent subject to reimbursement by the local or State agency.
6. Parents with more than one child enrolled in the Center will receive a 15% discount off the parent's monthly co-pay for the sibling(s). The discount will not apply to late pick-up fees and annual fee.
7. A maximum fee of \$1280.00 a month will be billed directly to the referring agency and any co-pay depending on the agency's sliding fee scale will be billed to the parent. Monthly charges for referring agencies will depend on the amount that the agency will subsidize through their child care assistance plan and the remaining balance (co-pay) will be paid by the parent. The Billing Program will mail the invoices directly to the local agency on the last week of each month and a copy thereof will be sent to the parent. Any additional charges, such as late pick-up fees, and the \$50.00 annual fee are the parents' responsibility.

Methods of Payment

To promote consistency, the methods of payment for all payers are the following:

- Personal or Cashier's Check
- Cash
- Money Order
- Debit/Credit Card (available at Health Central)

... [Check, Cash, Money Order payments can be made at the Barrow Early Learning Center.] All payments ...[can] be made with the Billing Program at the 2nd Floor of the Health Central Building located at 4772 Herman Street. For Credit/Debit Card payments, you may also call in the card information at 852-0344 and ask to be transferred to the ... [Accounting] Program.

Sibling Discounts

Please refer to the Process for Self-Paying/Subsidized Parents.

Late Pick-up Fee

The fee begins calculating at 5:31

0-15 minutes	\$25
15-30 minutes	\$50

Annual Enrollment Fee

An annual enrollment fee of \$50 will be charged for each child receiving care at the Center.

Program Supplies

Parents/guardians need to provide the following supplies for their child while attending the Barrow Early Learning Center:

- A complete change of clothing including socks, appropriate for the weather, marked with your child's name, to be kept at our center. If your child uses the extra clothes, please replace the extra set by the next day your child attends care.
- Proper outerwear for outside play. Children need fresh air on a regular basis and unless the weather is truly inclement, we will spend some time outside daily. For cold weather your child needs: hat, mittens, snow pants, coat/jacket, and boots.
- A bag of disposable diapers and a box of wipes (when applicable) to be left at our center. Staff will let you know when your child's supply is running low and needs to be replenished.
- Diaper ointment and/or baby powder (if needed) with a completed Medication Authorization form.
- Sunscreen and/or bug spray (in the summer) with a completed Medication Authorization form.
- Infant meal items (See Food Services).

Health/Safety

Health Practices

The health and well-being of all children who come into the program is one of the most important values to be upheld in group care. Children who are possibly infectious should stay at or be sent home. The program will notify parents/guardians of all occurrences, or exposure to communicable diseases or conditions in the center.

Health policies and exclusion criteria are necessary to:

- Decrease the risk of transmission of infection to other children or adults involved in the program
- Ensure that the ill child is cared for without neglecting the care of the other children in the group

Preventing Infectious Diseases

The following procedure is designed to use the safest practices to prevent the spread of infectious diseases. Viruses, bacteria, fungi, and parasites cause diseases. These types of germs are spread through the air, touching contaminated skin, contact with bodily fluids, and contaminated articles.

Hand Washing

The program maintains high standards in the practice of hand washing and sanitation in all areas of the program. The following is the hand washing procedures for all staff, parents/guardians, children, and community members.

When to Wash Your Hands

1. To avoid spreading germs:
 - a. Upon arrival and reentry into the classroom
 - b. Before and after meals or meal preparing
 - c. After toileting or assisting a child with toileting/diapering
 - d. After touching trash, trashcans or lids
 - e. After cleaning up spills
 - f. When hands are otherwise contaminated
2. After messy play:
 - a. After using sand or other sensory materials
 - b. After being outdoors or gardening
 - c. After messy play such as painting or gluing
 - d. Before and after cooking activities
 - e. After touching or playing with pets
3. To avoid spreading diseases through body fluids or skin contact:
 - a. Before and after group water play in the same water table or other container
 - b. After sneezing or coughing when hands are contaminated
 - c. After wiping you nose or assisting a child to wipe their nose
 - d. Before and after dealing with cuts, scrapes or other health needs
 - e. After cleaning up body fluid spills

Illness/Incident Report Procedure

An incident occurring at the program will be defined as anything out of the ordinary care and daily activities at the center. Examples of minor incidents include taking care of an ill child and minor accidents or injuries not requiring more than basic first aid.

The program will maintain incident reports for illness, injury (child falls and/or hits her head, if there is blood, if there will be an obvious mark – bruise, scratch, bump - on the child's body, if biting took place), and other problems (children left at the Center for one hour after pick up time, etc.). These reports will include documentation that a child's parent/guardian was notified of the situation if appropriate.

Incident reporting procedures include:

1. All accidents or illnesses will be reported using the Incident Report Form.
2. Parent/guardian will be provided a copy of the form and is required to sign the original form to document they have been informed of the accident/incident.
3. Site Supervisor will be notified of accidents/incidents immediately and when applicable contact the Child Care Program Coordinator and/or Health Department.
4. All incident reports will be maintained at the program in the child's file.

Accident or illness:

1. Parents/guardians of the children who become injured while in child care will be immediately contacted if the injury is more serious than minor cuts, bruises, bumps, or scratches. Parental instructions for action will be obtained.
2. In non-emergency situations, the supervisor (or designee) will make prompt arrangements with parent/guardian for medical evaluation or for the child to be picked up by the parent/guardian if necessary.
3. The supervisor (or designee) will obtain emergency medical treatment without specific parental instruction in those cases where the illness/symptoms or injury is such that there must be no delay in treatment.
 - a. Staff will call 911/VSO
 - b. The Child Care Program Coordinator will be notified.
 - c. Upon arrival of EMS, the child will be released to their care
 - d. If possible, a staff member may accompany the child to the hospital should transportation need to occur and the parent/guardian is not available
 - e. Copy of the emergency contact form will be sent with the child
 - f. Parent/guardian will be notified of emergency procedure
 - i. Every effort will be made to contact the parent/guardian
 - ii. The two emergency numbers reported on the child's emergency form will be called.

Exclusion from Care

Barrow Early Learning Center does not provide care for children who represent a risk for spreading communicable disease or are unable to participate in activities due to illness. Barrow Early Learning Center will not admit children with the following symptoms and parents/guardians will immediately be notified and required to pick up your child if he/she should develop any of the following symptoms:

- Temperature of 100 degrees Fahrenheit (under the arm) in combination with any other sign or symptom of illness
- Temperature of 101 degrees Fahrenheit (under the arm) with or without any other sign or symptom of illness
- Diarrhea (more than one abnormally loose stool in one day)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Conjunctivitis
- Difficult or rapid breathing or wheezing
- Head Lice
- Untreated infected skin patches
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Vomiting

Returning from Illness

- If the child has been symptom free for 24 hours
- With a note from the child's medical provider stating that the child has been seen by the medical provider does not have a communicable disease
- Children with a mild cold can attend care if they can participate in normal activities. (If a child is too sick to go outside, he/she is too sick to be at the center.) Children with a mild cold will be monitored and if the cold reaches the point that the child will not play, has a continuous cough or nasal secretions are not clear, the parent will be required to pick the child up and keep the child home until they have been symptom free for 24 hours.

Universal Precautions

It is the goals of Barrow Early Learning Center to prevent the spread of communicable diseases at the same time accommodating the childcare needs of families. We adhere to the following guidelines regarding Universal Precautions to Prevent Transmission of Blood-Borne Disease:

- Wash hands before food handling, preparation, serving, eating, or table setting, after toileting and assisting a child with toileting or diapering, after handling pets or other animals, and whenever hands are contaminated with bodily fluids, including nose wiping. Wash hands for 30 seconds after coming into contact with blood and other body fluids contaminated with blood.
- Encourage children to wash their hands at the times specified above.
- Cover cuts or scratches with a bandage until healed.
- Use disposable absorbent material like paper towels to stop bleeding.
- Wear disposable gloves when encountering large amounts of blood, especially if there are open cuts or chapped skin. Wash hands immediately upon removal of gloves.
- Immediately clean up blood-soiled surfaces and disinfect with a fresh solution of disinfectant solution (bleach water).
- Place all blood soiled items in a sealed plastic bag and dispose immediately.

- Put bloodstained laundry in sealed plastic bags until laundered. Machine-wash separately in hot soapy water.

Child Abuse and Neglect Reporting Requirements

Mandated Reporting for Child Care staff

Alaska State Statutes requires that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services at 1-800-353-2650 or hss.ocsnrointake@alaska.gov

What is Abuse and Neglect?

State law defines child abuse or neglect to include:

1. **Physical injury** that harms or threatens a child's health or welfare
2. **Failure to care for a child** - including neglect of the necessary physical needs (food, shelter, clothing, and medical attention; emotional, mental and social needs)
3. **Sexual abuse** - including molestation or incest
4. **Sexual exploitation** - including permitting or encouraging prostitution
5. **Mental Injury** – an injury to the emotional well-being, or intellectual or psychological capacity of a child, as evidenced by an observable and substantial impairment in the child's ability to function in a developmentally appropriate manner
6. **Maltreatment** – A child has suffered substantial harm as a result of child abuse or neglect due to an act or omission not necessarily committed by the child's parent, custodian or guardian

Allergies

Our Center accommodates children with allergies and adjusts to special needs or requirements when possible.

Staff maintains areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals.

The program asks families of a child with food allergies to give written consent for posting information about the child's food allergy. This posting will be provided in the food preparation area and other areas as needed.

Due to severe peanut allergies, the Center is a peanut free facility.

Medication Administration

The program does not stock nor provide any medications. Medical authorization forms are required for all medications, including non-prescription medications, and are available in the classrooms. The center staff will not administer any medications without specific written directions from the parents/guardians including specific times and doses.

All medications are stored in a locked cabinet out of the reach of children. Medications requiring refrigeration are stored properly. A daily temperature log is kept on this refrigerator. Due to accessibility to other children, medications are not stored in diaper bags or children's cubbies.

Only staff that is certified to administer medication can give medication to the children in the center. Documentation is kept on the administration of all medications in the child's file.

Unused medication will be returned to the parent at the end of treatment, at the expiration date, or when the child is disenrolled, whichever comes first.

Non-Prescription Medications

Over the counter medications include but not limited to non-aspirin fever reducers, naturopathic remedies, and vitamin and mineral supplements, must be in the original container with the original manufacturer's label intact; must be labeled with the child's name and *may only be administered with a signed daily medication authorization form* up to four consecutive days unless prescribed by a physician. The Barrow Early Learning Center does not provide or keep any non-prescription topical or oral medications on hand to be used as on an as needed basis for children. It is the responsibility of the family to provide necessary medications.

Program management reserves the right to question the routine use of acetaminophen, antihistamines, cough suppressants and expectorants.

The program only gives over-the-counter medications if a parent provides written permission that matches the manufacturer's label directions. If the manufacturer's label does not include dosing recommendations for the child based on the child's weight or age or if the label directs the parent to consult the child's health care provider, the medication cannot be administered without a written prescription from the child's health care provider.

If an over-the-counter medication label reads "Do not give to children under the age of 4," the program cannot administer the medication to a child under the age of 4 unless there is a written prescription from the child's health care provider.

Parents/guardians and staff are to be aware of the risk for serious illness or fatal overdose from administration of cold and cough medications to children less than 4 years of age. Due to anti-tussive effects, risk for adverse events and potential overdose in children of this age group, our center requests that parents/guardians consult with a health care provider for instructions on administering over-the-counter cold and cough medications that includes antihistamines, cough suppressants and decongestants.

Parents/guardians and staff should only administer cold and cough medications and aspirin to children under 4 years of age when following the exact advice of a health care provider. It is our policy to give children under 4 years of age, cold and cough medications only with a written prescription from a health care provider.

Some over the counter medications do not require daily authorization. Parents/guardians must complete the "preventative products authorization" section on the Parent Authorization form for preventative medications. The following items are interpreted as preventatives:

- Sunscreens
- Insect repellents
- Neosporin
- Calamine lotion
- Baking soda
- Diaper creams
- Lip balm

Prescription Medications

All *prescription medications* must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, name of prescribing physician and date the prescription was filled.

Siblings' prescriptions will not be administered to another sibling. Medications in sample containers or pre-drawn syringes will not be administered at the program. Medications will not be administered "AS NEEDED". Parents/guardians must indicate a time that the medication is to be administered.

Parents/guardians must fill out a prescription medication form authorizing staff to administer the medication to their child. Staff will not accept any medication without this authorization form. Medication forms can be found in the classrooms.

Long Term Medications

Long term medications (those being administered for longer than 10 days) require a *Long Term Medication* form to be completed by the prescribing physician. Parents/guardians need to sign this form giving staff permission to administer the long term medication to their child.

Emergency and Evacuation Plan

Emergency Drill Procedures

Staff will conduct monthly and quarterly emergency drills that will be documented on the State of Alaska Child Care Licensing approved form

1. Monthly
 - Fire/Evacuation Drill
2. Quarterly
 - Earthquake Drill

Emergency Security Procedure

In case of a necessary evacuation due to fire or utilities malfunction, children will generally be evacuated to a predetermined location. For incidents that include complete evacuation of the property, children will be brought to the Barrow Fire Station. Staff will ensure children's safety while at the meeting point. If needed, staff will contact parents/guardians to come pick up their child. The Site Supervisor or other authorized individual will release the children to parents/guardians or other authorized individuals only.

Diapering and Toilet Training

Diapering

Diapering will occur every 2 hours or as needed for each child enrolled. Parents/guardians are required to supply the program with their child's diapers, pull ups or wipes.

Toilet Training Procedure

The program's goal is to help children, who are ready, use the toilet independently. Staff and parents will meet at the beginning of the toilet training process to discuss the plan for encouraging the child. Staff will observe and record in an approved observation form the process. Staff will talk with parents as they see changes occur.

Checklist for Toilet Training Readiness

A child will show readiness signs in three ways: physically, mentally, and emotionally.

1. Physical Readiness
 - a. Able to stay dry for two or more hours during the day
 - b. Waking up dry from nap
 - c. Can pull clothes up and down independently

2. Mental Readiness
 - a. Commenting when wet or when they've had a bowel movement
 - b. Can verbally tell you that they need to use the toilet
 - c. Wants to watch others use the toilet
 - d. Likes to flush the toilet
 - e. Requests diaper change
 - f. Requests consistently to wear underwear

3. Emotional Readiness
 - a. Requests diaper change
 - b. Requests consistently to wear underwear
 - c. Is unafraid to sit on the toilet

Toilet Training Preparation

During this stage we will be preparing the child for toilet training by:

1. Teaching the child words to use for toileting. These include: pee, poop, bowel movement, toilet, toilet paper, wiping, potty, and underwear
2. Verbalizing what is happening, (example: "Sarah, use the tissue to wipe from front to back")
3. Reading children's books about toileting
4. Talking to the child about using the toilet and wearing underwear
5. Allowing the child to use the toilet upon request while still in diapers. The child can participate by pulling their own pants down for the diaper change and sometimes even taking their own diaper off
6. Helping the child learn to take his/her clothes off and on

Toilet Training Process

Children enter this stage when they consistently demonstrate the signs of readiness. Most importantly, the child needs to be developmentally ready to start toilet training. Encourage parents/guardians to discuss their toilet training process to maintain a consistent routine for the child.

1. Let the child tell you that he/she is ready for the change to underwear
2. Establish a toileting routine
3. Expect accidents, it is normal for a child to have many accidents in the beginning
4. Encourage the child to change his/her own clothing
5. Praise highly for all successes
6. Assist and/or teach the child to wash his/her hands at the designated sink following the proper hand washing procedure

Food Service

The Barrow Early Learning Center will make every effort to provide, or work in collaboration with parents, to create a well-balanced food service program for enrolled children. The Center will take steps to ensure food safety in its provision of meals and snacks.

Infant Room

Parents/guardians will be asked to supply breast milk or formula for their child. BELC will supply age appropriate solid food items. An Individualized Feeding Plan will be implemented for each infant. Please label all foods brought in to the center for your child.

Toddler Room

The center will provide toddlers with a nutritious breakfast, lunch and a snack each day. The breakfast, lunch and snack will be based on USDA guidelines. A menu will be provide to parents at the beginning of each week.

Peanut Free Environment

As a result of potential allergies regarding peanut products, the Barrow Early Learning Center will maintain a peanut free environment. Please refrain from bringing peanut products into the Center.

Meal Service

The Barrow Early Learning Center provides meal service for children. The Center provides breakfast and afternoon snack. Lunch is provided through the USDA Child and Adult Care Food Program at the NSBHD Senior Center.

Sample of USDA Guideline for meals for young children:

Breakfast: One grain (1/4 c. or 1 oz), one fruit or vegetable (1/4c. or 1 oz), and milk.

Lunch: One grain (1/4 c. or 1 oz), one fruit, one vegetable (1/4 c.), one meat or alternate 1 oz, and milk.

Snack: One grain, one fruit or vegetable, one meat or alternate, and water.

Breakfast will be served at approximately 9:15, lunch at 11:15, and afternoon snack at 3:30. Menus will be posted monthly.

Positive Attitudes Towards Food

1. Staff members will role model a positive attitude toward foods and the mealtime experience. When a negative attitude is expressed, it may influence other children not to try that food.
2. Children will not be forced to eat. It is normal for a child to ask for second helpings of a food one day yet eat very lightly the next day.
3. Provide a comfortable atmosphere at mealtime that includes social activity such as talking about the food and interacting with the children.
4. Rewards and bribes will not be used to encourage a child to eat something, this may reinforce that certain foods are not desirable.

Safe Sleep Plan

Mandatory Safe Sleep Practices

- All child care staff working in the infant room, or child care staff with scheduled hours in the infant room, will receive training on our Infant Safe Sleep Policy and SIDS risk reduction.
- Infants will always be placed on their backs to sleep, unless there is a signed sleep position waiver on file as allowed by law. A notice will be posted for quick reference near the infant's crib, playpen, or bassinet.
- If infants are capable of rolling over on their own and do so while sleeping, they will not be repositioned to their backs.
- Infants will be placed to sleep in a crib with a firm mattress.
- Infants' heads will not be covered with blankets or bedding. Infants can wear sleep sacks as a "blanket"; however, no additional items are allowed in the crib with the child. This includes, but is not limited to blankets, pillows, toys, bumpers, loose sheets.
- Room temperature will not exceed 75 degrees F.
- Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency or in practice drills.
- Infants are to be monitored by sight and sound at all times while sleeping.
- Awake babies will be given supervised "tummy time."

Animals on Site

Animals visiting the Barrow Early Learning Center are carefully chosen in regards to care, temperament, health risks, and appropriateness for young children. Parents are notified in advance in writing when animals will be on the premises. Accommodations will be made for children with allergic responses. Animals, animal cages, or any animal equipment are never allowed in kitchen or food preparation areas. Children and adults must wash hands after touching/handling animals, animal cages, and animal equipment.

Early Learning

Approach to Early Care and Learning

Children are allowed to play, explore, and discover in a safe and nurturing environment that promotes their physical, social, emotional, and cognitive development. Respecting individual growth and development, personalities, and temperaments, the staff will work to meet the needs of each child.

Children learn best through play. Through play, children learn about themselves, their environment, people and the world around them. As they play, children learn to solve problems and to get along with others. They enhance their creativity and develop leadership skills and healthy personalities. The Center will create interactive creative environments that encourage play. The Center will incorporate local culture and language experiences.

Developmental Goals and Objectives for Children Ages Birth to Three

Adapted from the State of Alaska Early Learning Guidelines

Social-Emotional

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships

Physical

- Demonstrates traveling skills
- Demonstrates balancing skills
- Demonstrates gross-motor manipulative skills
- Demonstrates fine-motor strength and coordination

Vocabulary

- Responds to sounds in the environment (e.g., startles or cries in there is an unexpected sound)
- Recognizes familiar voices by turning towards speaker
- Points to objects when named (e.g., "Where is your blanket?")
- Makes facial gestures and changes tones
- Makes sounds or gestures that let others know that he/she is experiencing pleasure or pain or to express needs

Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills

Literacy

- Brings books to adults to read
- Demonstrates interest in books
- Pointing to objects in books
- Turning the pages of a board book
- Explores physical features of books (e.g., chews on cloth books)

Mathematics

- Understand the concept of “more” in reference to food or play (using gestures to request more)
- Groups a few objects by color, shape, or size with assistance
- Plays with different toys and objects with different sizes or shapes
- Orders a few objects by size with assistance

Science and Technology

- Turns head toward sounds or voices
- Gathers information through the senses (e.g., mouthing, grasping, reaching)
- Uses more than one sense at a time (e.g., uses sight, touch, and hearing by examining and shaking a toy)
- Observes objects in the environment for a brief period of time
- Uses another object or person as a tool (e.g., expresses the desire to be picked up, to reach something, uses block to push buttons on a toy)

Social Studies

- Shows anticipation for regularly scheduled daily activities
- Recalls information about the immediate past (e.g., after eating, says “All done!”)
- Recognizes the beginning and ending of an event (e.g., claps at the end of a song)
- Explores environment in the presence of a caregiver
- Develops awareness of own body and how much space it takes up

Family, Community, and Culture

- Shows affection to familiar adults
- Develops and maintains trusting relationships with primary caregivers
- Recognizes family members in photographs
- Reaches out to touch other children or grabs their toys
- Begins to participate in simple parallel play with other children
- Tries out roles and relationships through imitation (e.g., smiles at self in mirror, plays peek-a-boo)
- Recognizes simple differences between people (e.g., shows curiosity about someone who wears glasses or has skin color other than own)
- Interacts with other children who are of different ethnic and cultural backgrounds, of a different gender, who speak other languages, or have special needs

The Arts

- Gazes at pictures, photographs, and mirror images
- Enjoys repetition
- Experiments with a variety of sound sources (e.g., rattles, bells)
- Exhibits an increased variety of movements to express self-using different body parts
- Imitates sounds, facial expressions, and gestures of another person, animal, or object
- Experiments with a variety of art materials (e.g., paint, markers, crayons, pencils)
- Shows preference of certain colors
- Interacts with others through touch and motion
- Shows interest in sounds, tones, voices, music, color, and shapes
- Explores the visual arts

- Explores musical concepts and expression
- Explores dance and movement concepts
- Explores drama through actions and language

English Language Acquisition

- Demonstrates progress in listening to and understanding English
- Demonstrates progress in speaking English
- Responds to familiar words in home language and attends to sounds in English

Provisions for Children with Special Needs

The Barrow Early Learning Center commits to being an inclusive and least restrictive environment for children with special needs. A plan of care is implemented to enhance the child’s health and developmental status. If a plan is already in place, such as the Individual Family Service Plan (IFSP) the Center will collaborate with the child’s parents/guardians on implementing the plan.

Daily Schedules

Classroom Daily Schedules will be posted in each classroom and will consist of a variety of age appropriate activities as well as the importance of incorporating routines. Small group activities may include: music & movement activities, dramatic play, water/sensory table activities, literacy development, block play, art activities, gross motor skill games, fine motor skill activities, science/discovery activities, story time, quiet time, free choice activities.

Sample Toddler Classroom Schedule

7:30 am - 8:50 am	Greeting, Exploration Time, Diaper Checks
8:50 am - 9:15 am	Transition to Breakfast, Bathroom Routine
9:15 am - 9:35 am	Breakfast Snack
9:35 am – 10:00 am	Free Play, Bathroom Routine/Diaper Checks
10:00 am - 11:00 am	Arts and Crafts, Small Group Activities, Gross Motor Room
11:00 am - 11:15 am	Clean up, Bathroom Routine/Diaper Checks, Transition to Lunch
11:15 am – 12:15 am	Lunch Time
12:15 am – 12:30 am	Bathroom Routine/Diaper Checks, Story Time, Transition to Nap
12:30 am - 2:30 am	Nap Time
2:30 am - 3:00 pm	Tooth Brushing, Bathroom routine/Diaper checks
3:00 pm - 3:30 pm	Snack time
3:30 pm - 5:00 pm	Bathroom Routine/Diaper Checks Free Play, Gross Motor Room, Merge with Infant room
5:00 pm - 5:30 pm	Bathroom Routine/Diaper Checks, Goodbyes, Pick ups

Sample Infant Classroom Schedule

*Infant care is personalized by each infant's home routine as well as individual cues and needs

7:30 am - 8:30 am	Arrival, Daily Health check, Check diapers, Music time, free choice
8:30 am - 8:40 am	Clean up, check diapers, wash hands, prepare for breakfast
8:40 am - 9:10 am	Breakfast/Bottle Feeding
9:10 am - 11:00 am	Morning nap/ Quiet play/ reading time
11:00 am - 11:10 am	Clean up, check diapers, wash hands, prepare for Lunch
11:10 am - 11:40 am	Lunch/Bottle Feeding
11:40 am - 12:30 pm	Circle time/group activity
12:30 pm - 12:40 pm	Clean up, diaper check
12:40 pm - 2:00 pm	Afternoon nap/ Quiet play/ reading time
2:00 pm - 2:20 pm	Diaper check/ Free choice/ Music time
2:20 pm - 2:50 pm	Gross motor room/ tummy time
2:50 pm - 3:00 pm	Clean up/ wash hands/Prepare for snack time
3:30 pm - 4:00 pm	Snack time
4:00 pm - 4:20 pm	Group play/ Fine motor skills activities such as stacking blocks
4:20 pm - 6:00 pm	Free play/ Prepare kids for pick up/ change diapers/ wash hands

Naptime/Quiet Time

All children will be required to have rest time. Blankets will be provided for toddlers by the center and washed weekly. Children who do not fall asleep or who awaken early will be guided to quiet activities that will not disturb other sleeping children.

Curriculum Model

The Barrow Early Learning Center will be supported by the Creative Curriculum for Infants and Toddlers. Additional curriculum recourses will be used, such as Active Learning Series, NAEYC Developmentally Appropriate Practices, and the Kindness Curriculum.

Activities Plan

Teachers are responsible for developing and implementing age appropriate activity plans. These plans will be submitted to the Site Supervisor for review.

It is expected that the weekly activities plans include age appropriate activities that:

1. Teach and promote basic health and safety practices,
2. Teach and promote early literacy development,
3. Teach and promote positive social and emotional growth,
4. Teach and promote gross motor skills,
5. Teach and promote fine motor skills,
6. Incorporate aspects of music, dramatic, and sensory play,
7. Are culturally and seasonally appropriate, and
8. Remains flexible and respectful of the child's unique temperament, learning style, strengths, interests, and needs.

Outdoor Play

Opportunities for children to have fresh air daily is important for the healthy development of young children.

Conducting field trips and outdoor play will be based on weather conditions and individual children's tolerances. Infants and toddlers shall be provided opportunities for supervised activities outdoors whenever weather conditions are compatible. All children in the Center will remain inside during inclement weather conditions, such as a rain downpour or blizzard conditions, or a weather temperature of 30 degrees F or lower, a wind chill factor of 30 degrees F or lower.

A gross motor room is available in the Barrow Early Learning Center to provide children daily large motor activities. Mobile toddlers will visit the gross motor room twice a day for a minimum of 20 minutes of large motor activity.

Developmental Screening

The Barrow Early Learning Center will conduct age appropriate developmental screenings for each child enrolled in the Center. The Center will use the Ages and Stages Questionnaire (ASQ) and the Ages and Stages Questionnaire-Social/ Emotional (ASQ-SE) screening tools. The purpose of screenings will be to determine whether any children need additional support for their development. Results from the ASQ and ASQ-SE will be shared with the parents during the Parent/Teacher Conferences.

Behavior Management

Behavior management practices provide for positive reinforcement, redirection, and the setting of clear and consistent limits for a child in order to reduce risk of harm and develop self-regulation.

Behavior Management Plan

Staff members will work to ensure that appropriate behavior management technique are followed.

1. Behavior Management must be:
 - a. Appropriate to the child's age and development
 - b. Related to the behavior
 - c. Articulated through and explained to the child before and at the time of the disciplinary action
 - d. The action must be administered immediately by the caregiver responsible for the child
2. No technique may be used which is cruel, humiliating, or otherwise damaging to the child, including punishment associated with food, rest, toileting or removal of the child from other children for more than three minutes
3. Under no circumstances is any form of corporal punishment permitted. (Striking, hitting, spanking or otherwise harsh treatment of any child is considered child abuse. Parents/guardians are not allowed to use corporal punishment while physically present at the child care center.)
4. Behavior Management Plan: If needed a Behavior Management Plan will be created in partnership with the child's parents to best support the child's needs.

Behavior management is an area of ongoing training and growth for staff and children. Our job is to create an environment which encourages and promotes independence, self-reliance, and interpersonal relationships among the children. Intervention and redirection will be required on many occasions despite continued efforts to help the children do their own problem-solving and avoid conflict.

Positive Guidance Techniques

1. Provide praise and positive reinforcement of desirable behaviors
2. Redirect undesirable behaviors by helping the child to find a new activity, or offering acceptable choices of other things the child can do
3. Ignore certain behaviors that do not put any of the children at risk of harm
4. When possible, use logical and natural consequences
 - a. Logical consequences are linked to the action (example: child cleans up water they splashed from the sensory table)
 - b. Natural consequences are the genuine consequences that occur as a result of the action or behavior (example: a child's hands are cold because he refuses to keep his mittens on)
5. Provide consistency and follow through on the stated consequences, avoid false threats

When positive guidance techniques have been applied and there is a continued risk of the child either harming themselves, other children or the staff, the parent/guardian will be contacted to pick up the child.

Unacceptable Discipline by Staff

1. Use of any form of physical punishment
2. Withholding food as a form of punishment
3. Isolating a child inappropriately (example: putting a child in a room and closing the door, leaving a child in the center unsupervised).
4. Withholding activities (example: outside time, field trips, etc.) as a form of punishment
5. Using activities as a bribe or threat
6. Using shame or ridicule
7. Humiliating a child in any way as a form of punishment
8. Putting a child in the corner or any area where they are expected to stay as if in a "time out"

Biting

Some infants/toddlers may explore their environment through biting. This behavior is most often directly related to teething and language development.

Young children have limited verbal skills, are impulsive and may choose biting to express his or her needs. Biting activities are less often related to specific behavior concerns but may be related to hunger, relieving discomfort associated with teething or as a means to communicate.

To reduce biting incidents, a proactive approach is taken through close supervision and interaction of children at all times. When possible, parents/guardians of all children will be actively included in the process. As appropriate, a Behavior Management Plan may be created and implemented as stated above.

Field Trips

Throughout the year we may take field trips. Parents/guardians will be notified in advance of any field trips and costs (if any) involved. Parents/guardians will be required to complete a permission slip for each trip. Children do not have to attend the field trip, but parents/guardians will have to make accommodations for alternate care. Emergency cards and a First Aid Kit will always be part of any field trip. Opportunities for parents/guardians to volunteer to accompany the Center on field trips will be provided.

Celebrations

Celebrations are part of the Barrow Early Learning Center's program for children and families and, therefore, must be planned and carried out in a manner which advances the Center's goals. These special occasions include birthdays, cultural events, holidays, "good-bye's" and end of year events. The parents/guardians will be involved in suggesting occasions which merit celebration and the manner in which the celebrations will take place. The Center will minimize the commercial aspects of modern holiday celebrations.

Birthdays

Birthdays are celebrated in the afternoon at snack time for the child's group. Families may provide a special snack for their child's birthday. Healthy snacks are encouraged. The scheduled snack will also be provided during that time in order to assure that the nutrition program is followed. The distribution of party favors is discouraged. The Center likes to maintain the focus on the child being celebrated and not distract from this by the giving of gifts. This is also in part to be respectful to all families' beliefs.

Birthday party invitations: if a family would like to invite children to a party you are welcome to set out invitations for the class, as long as ALL children are invited. Children can feel left out when they see others with invitations.

Parent Involvement

The Barrow Early Learning Center believes high quality early childhood programs have parent participation at the core of their program. Parents are encouraged to volunteer as much as possible and this can be done in a variety of ways:

- Volunteering in the classroom or on field trips
- Attending parent events sponsored by the Center

Parent/Teacher Conferences

Parent/Teacher Conferences are offered twice a year, in the spring and fall, to discuss your child's developmental progress. These conferences help build partnership between parent, teacher, and child. Additional conferences may be requested by a parent or classroom teacher and may be conducted in person or by telephone.

Communication with Parents

The Barrow Early Learning Center is committed positive communication between the staff and families. Staff will communicate with parents on a daily basis to share information on children's activities, health and safety updates, and other information important to caregiving for your child.

Parent Visitation

Parents are encouraged to visit the Center frequently enough so that they are aware of the program in which they have placed their child. The Barrow Early Learning Center has an open door policy and drop-in visits are welcomed. Children feel very important and pleased when a parent comes to visit, and it enhances their place in the family when parents and caregivers pay extra attention to the child care program.

If a parent/guardian wishes to visit at lunch time and eat with the child, it is requested that notification be given 24 hours in advance.

Staff and Volunteers

To enrich our program and be sure that there is ample attention given to each child, the Barrow Early Learning Center has a variety of volunteers involved in the program. Some of these volunteers are from senior citizen programs; some are students from the local college or other adult training programs. We also welcome volunteers who simply enjoy working with children and are willing to give their time.

When regular staff members are ill or on leave, well-trained substitutes will work with children. Regular substitutes are on call, and sometimes staff assignments are changed slightly in the absence of a regular staff member. Every volunteer is required to meet the same requirements as teachers working in the program, including a background check, fingerprinting and TB screen.

Personal Belongings from Home

Parents are encouraged to leave their children's toys at home, however, there will be an occasional time a parent or child may want to bring something from home which enhances the children's learning opportunities. This may include an item related to the theme or a sharing object on the child's assigned sharing day. Bringing a special toy, book, photograph or other material may help a child talk about significant personal/family events such as a trip to the library, a death in the family, or moving to a new home.

In making the transition from home to day care, some children comfort themselves with a "security blanket", a well-worn teddy bear or similar transitional item. This may be something a child needs throughout the day, at rest time, or just for the period after the parents' departure in the morning. Transitional items will be allowed at the Center as discussed and determined by the teacher and parent.

All personal belongings brought into the Center must be clearly labeled with the child's name.



Signature Page



I have received a copy of the Barrow Early Learning Center Parent Handbook.

Parent Signature _____ Date _____

Staff Signature _____ Date _____