

GAN YELADIM

EARLY LEARNING CENTER

PARENT HANDBOOK



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Dear Parents,

It is with great pleasure and enthusiasm that we welcome you to our Gan Yeladim Early Learning Center Family!

As early educators, it is our mission to partner with parents to provide a warm and safe environment where each child's unique style of living, learning, and developing is valued and nurtured.

Our teachers work to provide developmentally appropriate activities and materials in a safe and loving environment where every child has the opportunity to explore, create, and discover while building relationships with peers and teachers as he/she become confident and enthusiastic learners.

We understand that you, as a parent, are your child's first and most important teacher and we are excited to support you in your efforts as we become partners in your child's education and development.

We are very happy to be a part of your child's journey as they continue to grow into independent, self-confident, and inquisitive learners!

Sincerely,

A handwritten signature in black ink, appearing to read 'Esty Greenberg', written in a cursive style.

Esty Greenberg

Director

TABLE OF CONTENTS

INTRODUCTION.....	6
Mission statement.....	6
Philosophy.....	6
Program Goals	7
Curriculum.....	7
Emergent Curriculum	7
Project Work	7
Collaboration.....	7
Teachers as Researchers	8
Documentation	8
Environment.....	8
Media	8
Classroom Environment.....	8
Math and Manipulatives	8
Writing Center and Library	9
Dramatic Play	9
Science Center and Sensory Table	9
Block Play.....	9
Music and Movement	9
Art Appreciation	9
Cooking.....	10
Learning Center Programs	10
Toddler Program	10
Toddler Classroom Schedule	10
Preschool Program.....	11
Preschool Classroom Schedule	11
Communication and Parent Involvement.....	11
Lesson Plans.....	11
Home Communication.....	11
Parent Access Policy.....	12
Parent Volunteers.....	12
Parent Conferences	12
Field Trips.....	12
Guest Speakers.....	13
ENROLLMENT	13

Admissions Policy	13
Enrollment Packet & Fees	13
Enrollment Packet	13
Deposit.....	14
Brightwheel.....	14
Tuition Policy.....	15
Extra Days	15
Holiday & Closures.....	15
Refund & Withdrawal Policy	16
Changes to Enrollment	16
PROGRAM POLICIES	16
Days and Hours of Operation	16
Staff	16
Supervision Plan	17
Arriving and Departing the Center	17
Arrival.....	17
Sign In/Sign Out	17
Pick Up.....	18
Parent Absences.....	18
Nutrition/Meal Service	18
Naptime	18
Appropriate Dress	19
Cold Weather Outdoor Play.....	19
Guidance Policy	19
Alternative care Policy:.....	21
Biting Policy	21
Procedures for the child who is bitten:	21
Procedures for the child who bites:	21
Toilet Learning	22
Pacifiers	22
Birthdays	22
Personal Toys	23
Pets	23
Photographs	23

Non-Discrimination Policy.....23

HEALTH & SAFETY POLICIES23

Child Health Policy23

Allergies25

Medications 26

Prescriptions..... 26

Non-prescription Medications 26

Preventative Medications 27

Accident/Injury.....27

Emergency27

Staff Illness 28

Evacuation Drills 28

Non-Smoking Policy 28

Reporting Child Abuse 28

Insurance..... 28

General Dismissal Policy 28

APPENDIX 29

Appendix A: Parents’ Guide to Licensed Child Care..... 29

Choosing care for your child is a significant decision. 29

Licensing is a key to quality child care. 29

You as an informed parent are a key to quality child care. 29

If you have questions or concerns about your child's care..... 29

How Many Children may be in care? 29

Appendix B: Head Lice31

Appendix C: Vehicle Safety Checklist for Parent Volunteers32

INTRODUCTION

MISSION STATEMENT

Our mission is to cultivate each child's natural curiosity to explore the world around them, to support each child as they develop personally, socially, and academically, and to instill in each child a sense of appreciation for the rich role of culture and language in shaping their lives and the lives of those around them.

PHILOSOPHY

Gan Yeladim strives to create a loving and nurturing environment that helps to instill a lifelong enthusiasm for learning. Our teachers have a deep knowledge and understanding of children and their unique developmental needs and utilize this knowledge as they plan, implement, and assess meaningful curriculum through providing powerful and authentic learning experiences using in-depth investigation of real-world topics worthy of children's attention and effort. We devotedly nurture a culture of partnership, kindness, and respect between teachers and families through parent participation, communication, and family and community events that enable every child to attain a life-long sense of belonging and love of learning.

Although all children progress through a series of developmental stages as they grow, their rate of development is unique to the specific child. Our teachers value children as individuals and provide classroom activities that are engaging and stimulating for all children respective to their individual development.

We believe that children are born with a natural curiosity about their world. Children learn best when given the opportunity to explore and interact with their environment and play is an integral part of that process. When children engage in individual and group play, they are learning skills that support success in life and are essential to the proper development of the whole child as it encourages competency in problem solving, muscle coordination, motor planning, conflict resolution, emotional regulation, and self-expression.

As a part of our school community, your child will learn to:

- Play alone and with others
- Share and take turns
- Explore and expand interests and abilities
- Listen to others
- Develop feelings of security and success
- Experience a mostly child group situation vs. a mostly adult group situation
- Expand language abilities
- Learn social skills needed to play games and make friends
- Learn from others while broadening his/her horizons

PROGRAM GOALS

Our program goals include:

- To provide a caring, child-centered preschool learning environment
- To provide for each child's social, emotional, physical, and intellectual needs and development
- To create an enriched environment in which learning and cooperating are exciting and rewarding
- To recognize parents as the primary caregivers of their children and as valuable partners in their child's education
- To encourage children to be actively involved in the learning process, to experience a variety of developmentally age-appropriate activities while pursuing their own interests in the context of life in the community and world
- To nourish each child's self-expression and creativity
- To stimulate each child's self-worth and potential

CURRICULUM

Gan Yeladim has created a curriculum that reflects the philosophy of the Emergent Curriculum Model and is consistent with national standards for a developmentally appropriate program. The Emergent Curriculum originated from the innovative educational philosophy known as the Reggio Emilia Approach. The Reggio Emilia Approach to preschool is recognized worldwide for its theoretical kinship with Jean Piaget, John Dewey, and Lev Vygotsky, among others. This developmental approach is characterized by child-directed curriculum, the center-based environment, parent involvement, and the viewpoint that the classroom is a community.

EMERGENT CURRICULUM

An Emergent Curriculum is one that builds upon the interests of children. Topics for study are captured from the talk of children, through community or family events, as well as the known interests of children (puddles, shadows, dinosaurs, etc.). Team planning is an essential component of the Emergent Curriculum. Teachers work together to formulate hypotheses about the possible directions of a project, the materials needed, and possible parent and/or community support and involvement.

PROJECT WORK

Projects, also emergent, are in-depth studies of concepts, ideas, and interests which arise within the group. Considered as an adventure, projects may last one week or could continue throughout the school year. Throughout a project, teachers help children make decisions about the direction of study, the ways in which the group will research the topic, the representational medium that will demonstrate and showcase the topic, and the selection of materials needed to represent the work.

COLLABORATION

Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to dialogue, critique, compare, negotiate, hypothesize,

and problem solve through group work. Multiple perspectives promote both a sense of group membership and the uniqueness of self.

TEACHERS AS RESEARCHERS

The teacher is a teacher-researcher, a resource and a guide as she/he lends expertise to children. Within such a teacher-researcher role, educators carefully listen, observe, and document children's work and the growth of community in their classroom and are to provoke, co-construct, and stimulate thinking and children's collaboration with peers. Teachers are committed to reflection about their own teaching and learning.

DOCUMENTATION

Documentation of children's work in progress is viewed as an important tool in the learning process for children, teachers, and parents. Pictures of children engaged in experiences, their words as they discuss what they are doing, feeling and thinking, and the children's interpretation of experience through the visual media are displayed as a graphic presentation of the dynamics of learning.

ENVIRONMENT

Great attention is given to the look and feel of the classroom. Environment is considered the "third teacher." Teachers carefully organize space for small and large group projects and small intimate spaces for one, two or three children. Documentation of children's work is displayed both at the children's and adult eye level. Common space available to all children in the school includes a tumble room and an outdoor playground.

MEDIA

To allow adequate time for children to engage in our full and rich curriculum, Gan Yeladim does not provide television, video viewing, video games or computers at school unless a specific activity is planned by the teacher as an enhancement to an educational unit or project. No screen time will be provided to children under the age of two.

CLASSROOM ENVIRONMENT

The classroom environment at Gan Yeladim is considered to be the most effective learning tool we can offer our students. Young children naturally seek independence when their environment is full of purposeful activities, is aesthetically pleasing, and has order. Our classrooms are designed to give the impression of "home"—creating a gentle transition from home to school.

Children have the opportunity to use hands-on materials that teach early skills graphically and conceptually. Our environment includes the following centers:

MATH AND MANIPULATIVES

The Math and Manipulatives center offers activities that encourage problem-solving skills and fine-motor control. Children will have the opportunity to use a variety of hands-on materials that are designed to promote early-mathematical concepts such as counting, sorting, measuring, patterning, and shape and number recognition.

WRITING CENTER AND LIBRARY

Communication, vocabulary development, literature appreciation and an understanding of the “function of words” in sentences are aspects of language skills emerging for young children. The writing area and library offer a wide-range of materials that support the development of language comprehension and expression. Writing materials provide artistic expression and fine-motor coordination.

DRAMATIC PLAY

The Dramatic Play Center provides children with the opportunity to imitate real life using child-sized materials that encourage socialization, self-expression and self-help skills. The repetition of specific tasks, such as dressing-up and tying shoes, help children gain self-confidence and coordination.

SCIENCE CENTER AND SENSORY TABLE

This dynamic center provides children with the opportunity to manipulate and explore materials as they isolate specific qualities of art and science and promote sensory-perception and integration. While fine-tuning their senses, children learn concrete concepts such as heavy/light, large/small, rough/smooth, and loud/soft.

BLOCK PLAY

Blocks and building props are essential in the toddler and preschool classrooms. As children construct buildings and design structures, they use critical thinking and problem-solving skills and develop perception skills.

Blocks provide hands-on experience in balance, proportion, measurement, and basic math and science concepts. Building props expand each child’s use of building materials and encourages cooperation and imagination.

MUSIC AND MOVEMENT

Music and movement present children with the opportunity to socialize with their teachers and classmates while they develop visual, auditory, and kinesthetic awareness. Exposing children to music during early development helps them learn the sounds and meanings of words. Dancing to music helps children build motor skills while allowing them to practice self-expression. Music helps children strengthen memory skills, as well as skills for school readiness, including intellectual, social-emotional, motor, language, and overall literacy.

ART APPRECIATION

The art center is a great outlet for self-expression and visual and sensory exploration. Children create amazing pieces while learning about the basic elements of art including color, value (light/dark), texture, and shape. The art center has a wide variety of art materials that the children may choose at any time to create their own masterpieces. When children are engaged in the artistic process, they are able to expand basic concepts of art elements, as well as language and problem-solving skills.

COOKING

Cooking helps children create healthy eating habits and also provides a rich educational experience that encourages a wide range of skills, including critical thinking, vocabulary, fine motor development, beginning science, sequencing, following directions, pre- reading, and math. Cooking projects also help promote our family setting as the children work together to prepare and eat a variety of foods.

LEARNING CENTER PROGRAMS

Gan Yeladim enrolls children ranging in age from 15 months through 6 years. The center is licensed to have 32 children in the building at one time. Gan Yeladim currently has children enrolled on a rotating basis to meet licensing requirements, with both full time and part time students.

Programs	Approximate Ages	Staff/Child Ratio
Toddler Preschool	15 Months – 3 Years	1:5
Programs	3 years – 6 years	1:9

TODDLER PROGRAM

The toddler years are a time when children assert their own independence. They learn to dress themselves, use the bathroom, feed themselves, get along with others, and play independently. With the knowledge that children learn all the time and not just when adults are ready to teach them, caregivers work toward developing a physical environment that enables teachers to use every interaction they have with toddlers as a learning situation. Our program is designed to provide toddlers with the opportunity to be as independent as possible, to develop their language, to practice small and large motor developmental skills, and to sample a wide variety of experiences and materials.

TODDLER CLASSROOM SCHEDULE

- 7:30 – 8:30: Arrival/ Free Choice Activities in Preschool Class
- 8:30: Open Room Time/ Table Active Free Play
- 9:30 – 10:00: Snack
- 10:00 – 10:20: Diapering, Toilet
- 10:20 – 10:40: Circle Time
- 10:40 – 11:00: Dressing up for Outside
- 11:00 – 11:45 Outside Free Play
- 11:45 – 12:00 Wash Time
- 12:00: Lunch
- 12:30: Diapering, and Toilet Learning
- 1:00 – 3:30: Nap Time (Diapering/Toilet Learning When Awake)
- 3:30 – 4:00: Group Activities
- 4:00: Snack
- 4:30 – 5:15: Get Ready for Outside/Free Play
- 5:15 – 5:30: Story Time/Singing/Pick-Up

**This is a sample schedule. Snack, lunch, and naptime are often the same, but other activities may change based on the weather, needs of the children, etc.*

PRESCHOOL PROGRAM

Preschool children are eager to explore as they touch, taste, smell, hear, and test things for themselves. Preschoolers learn from their play as they build upon previous knowledge, enhance their language skills, and increase their social development through interacting with peers and teachers. The preschool program provides learning experiences that are developmentally appropriate through our different planned activities and interest centers.

Examples of these centers include the block center, dramatic play area, manipulative center, art center, book corner, sensory play spaces, gross motor area, and the outdoor play environment.

PRESCHOOL CLASSROOM SCHEDULE

7:30 – 8:30 Arrival, Free Choice Time 9:30 – Snack
10:20 – Circle Time
10:30 – Outside Time
11:45 – Hebrew Cultural Circle
12:00 – Lunch
12:30 – Story Time with Epic App
1:00 – 3:00 Rest Time
*1:00 Pre-K Activities/ Tumble Room (for awake children)
3:00 – 4:00 Wake up, Open Snack, Free Choice Time
4:15 Afternoon Circle
4:30 Outside/Tumble Room
5:30 Goodbye

**This is a sample schedule. Snack, lunch, and naptime are often the same, but other activities may change based on the weather, needs of the children, etc.*

COMMUNICATION AND PARENT INVOLVEMENT

LESSON PLANS

Our teachers work to create meaningful lesson plans that closely follow the interests of the children. After observation and planning, a weekly lesson plan is posted in each classroom. The lesson plan includes the weekly study, anticipated activities, and projects that the children will be participating in. These lesson plans are meant to be an overview of the weekly plan and may change based on the needs and interests of the children.

HOME COMMUNICATION

Home Communications are an important way that our teachers communicate with the parents and the community. Each classroom will post weekly on the class Facebook page highlighting what the children have experienced that week. At the end of each study, a newsletter will be given to parents. Pictures are often used to further describe the explorations and excitement that the children have enjoyed that week.

The front office will also post and email periodic parent newsletters informing parents of upcoming events, changes, and any other important information.

PARENT ACCESS POLICY

Gan Yeladim has an open-door policy which allows parents to visit their child's classroom at any time during staffed hours. All parents will be given the code to the doors leading to their child's classroom during enrollment and parents will be notified if door codes change.

PARENT VOLUNTEERS

We welcome parents' involvement as a way to enrich our curriculum and school happenings. Teachers may, upon occasion, ask for parent volunteers for specific events such as field trips. Our teachers are happy to discuss the best ways and times for you to spend time in your child's classroom. When parents do volunteer in class, they are under supervision of the Gan Yeladim staff and are not left unattended with children.

PARENT CONFERENCES

Parent/teacher conferences are offered two times a year, in the spring and fall, to discuss each child's developmental progress. Additional conferences may be requested by a parent or classroom teacher and may be conducted in person or by telephone. At the time of your conference, your child's teacher may share some documentation of your child's progress, including progress reports, portfolios, or selected work the teacher has saved. This is also an opportunity for parents to ask specific questions about their child's progress and interests in school.

FIELD TRIPS

Field trips provide authentic and exciting experiences for children and can add elements to their play, enrich their vocabulary, and enhance their overall learning. Our field trips are always pre-planned and emergency procedures are prepared. The following procedure is followed whenever a field trip is taken to ensure the safety of all.

- An emergency card for each child is taken on the trip
- A cell phone will be available for emergencies
- An emergency first aid kit and certified CPR/First Aid staff will be available at all times
- There will always be at least 2 staff on the trip
- Adequate food and water will accompany the children
- A signed permission slip from a parent or guardian will be obtained for each child before leaving on the trip

Parents are invited to attend but are not counted in the licensing ratio. The modes of transportation can be the public bus, center owned vehicles, parent volunteer vehicles, or walking. In the event that there is a problem with a transportation vehicle on a field trip, the staff in charge will call the Director or the Director's assistant to arrange for alternate transportation. In accordance with Anchorage Municipal licensing regulations, each driver has completed a "Vehicle Safety Checklist" as seen in Appendix C

GUEST SPEAKERS

Throughout the school year, our teachers may choose to invite guest speakers to come into the classroom and talk with the children. Children especially love to learn about a new topic when a special guest visits them and spends time in the classroom. These guests may include parents, community helpers, or others who have something special to share with the classroom.

ENROLLMENT

ADMISSIONS POLICY

Gan Yeladim accepts applications throughout the school year on a space available basis. Your child's name will be placed on a waiting list if no openings are available at the time of application, and we will contact you when a space becomes available.

Each summer, current students are given the opportunity to re-register for the next school year. All remaining spaces are filled from applications on file.

Admission to Gan Yeladim is determined with the following priority basis:

1. Re-enrollment of current students (first come, first served)
2. Siblings of current students
3. New enrollments

Gan Yeladim Early Learning Center strives to provide opportunities for all children to actively participate in our program. Children with special needs or disabilities and children who are developing typically will be integrated within our classrooms to support and enhance all children's opportunities for learning. Our staff will, when possible, make the necessary accommodations to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). If after reviewing applicants' or students' information, we believe that we are unable to provide the optimal level of care for a child with a specific need, we may suggest a program that may be better suited for the child and family's needs.

ENROLLMENT PACKET & FEES

ENROLLMENT PACKET

Once your start date has been established, you will be asked to:

- Complete an enrollment packet
- Child Emergency Record Card
- Provide a current physical exam performed by a licensed physician, certified practitioner, or physician's assistant. (Annual examinations are required until a child is five years old – after five year, required biannually).
- Provide an immunization record* before your child's first day of class

- Include a comprehensive student health form

These forms are required by MOA licensing and will be kept in your child's student file. In accordance with licensing regulations, the staff will maintain confidentiality of information about a child and the child's family. Please try and keep up-to-date on your child's immunizations and physicals. When your child is due for a physical or immunizations, the office will notify you. According to Municipality Licensing, children are not allowed to be in childcare if current records are not on file.

*Alaska State Law requires that Alaskan children be appropriately immunized in order to attend a licensed childcare facility. 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 faxed record from a medical provider is acceptable as a verified medical record.

A child may be exempt from providing an immunization record by requesting an Exemption Form based on religious or medical reasons, which 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.
- An affidavit signed 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.

DEPOSIT

A deposit of \$50 is due in full at the time of enrollment.

BRIGHTWHEEL

Gan Yeladim is using Brightwheel, an all-in-one app and tool for check-in/check-out, online bill pay, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents.

After you enroll in Gan Yeladim, you will receive an email invitation that will explain the easy steps necessary to access the Brightwheel application and enjoy Brightwheel's many benefits. When you receive your invitation via email or text, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.

You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You can adjust your notification preferences within your profile settings on the app.

Gan Yeladim tuition payments are processed with Brightwheel. The Brightwheel application offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. In your parent profile you can easily link your banking information and enroll in autopay, which will allow monthly tuition to be automatically deducted from your bank account at no charge to you. Please fill out all information in the payment section.

If you prefer to pay with a credit card, please note that the new vendor charges a 2.4% convenience fee per each Gan Yeladim tuition transaction. For this reason we would like to encourage you to use the Auto-Pay feature on the Brightwheel app from your bank account at no charge to you.

TUITION POLICY

Monthly tuition is due on the 1st of the month and is considered late after the 5th of the month. A late fee of \$10 will be assessed for payment made between the 6th and 14th day of the month. After the 14th day, there will be a \$35 late fee charged.

There will be a \$20 charge on NSF checks. If no payment has been made by the end of the month, Gan Yeladim will make every effort to work with the family until payment is made, but reserves the right to discontinue enrollment for that child.

Monthly tuitions are based on the services provided throughout the school year. Missed days, holidays, breaks and days missed due to illness are not credited. Missed days may not be made-up or rescheduled.

Gan Yeladim reserves the right to require that you withdraw your child from our program at any time, if the director deems this action necessary. Reasons to be excluded from Gan Yeladim include, but are not limited to, failure to follow program rules, failure to pay tuition, continuous late pickup and/or staff determination that Gan Yeladim cannot meet your child's needs.

EXTRA DAYS

If your child attends part-time, and upon occasion you would like your child to attend additional days, we require a 48-hour notice to ensure that there is space available to include your child. On the days which your child attends school on a schedule which varies from their normal attendance, the charge will be \$80 per additional full-day.

HOLIDAY & CLOSURES

As a Jewish Cultural Preschool, Gan Yeladim ELC celebrates the following Jewish Holidays: Rosh Hashana, Yom Kippur, Sukkot, Simchat Torah, Passover and Shavuot. In addition, the following secular national holidays are observed: Independence Day, Labor Day, Thanksgiving, Winter Break, New Years, and Memorial Day. An updated calendar with the dates of all school closures is given to each family with registration or at the start of the school year.

Throughout the year Gan Yeladim will host special Shabbat and Jewish cultural celebrations where all children will be invited to join us as our Gan Yeladim family. We also have an annual End-of-Year celebration where all children and their families are invited to come and celebrate their child's progress and achievement

REFUND & WITHDRAWAL POLICY

If you elect to withdraw your child from Gan Yeladim, please give a 30-day written notice prior to your withdrawal. This provides us with the opportunity to respond quickly to those on the wait list and maintain enrollment. If notice is given less than 30 days before withdrawal, tuition will be charged for 30 days after notice. Any unused portion of monthly tuition is non-refundable.

CHANGES TO ENROLLMENT

Gan Yeladim understands that from time to time, parents' schedules can change which necessitates a need to modify a childcare schedule. Any request to change the days your child attends our center must be submitted in writing. We will make every effort to accommodate a schedule change request, keeping in mind group sizes and teacher-to-child ratios.

- **Decrease in the number of days enrolled:** 30 days notice must be provided in writing to decrease the number of days your child will attend.
- **Increase in the number of days enrolled:** Any request to increase the number of days your child attends Gan Yeladim must be submitted in writing and will be approved on a space available basis.

PROGRAM POLICIES

DAYS AND HOURS OF OPERATION

Gan Yeladim is open on the following days and times:

Days	Hours of Operation
Monday - Friday	7:30 am – 5:30 pm

STAFF

Gan Yeladim works to hire specialists in Early Childhood Education who are able to provide high quality learning environments for the children in our care. Our teachers have the skills, passion, and dedication, as well as the years of experience, to truly create an exceptional learning experience for every child. . Each classroom has a capable and experienced lead teacher, as well as teaching assistants who bring their own enthusiasm and love of learning to the classroom.

Teachers, assistants, and front office staff work collaboratively to provide the best environment and opportunities for each child in our program.

SUPERVISION PLAN

At Gan Yeladim, our teachers know the location of each child in their care at all times. The children are always under supervision, including while the children are sleeping. Throughout the day, teachers provide ongoing personal contact, meaningful learning activities, and immediate care as needed to provide for the children's health and safety. Teachers are always in close proximity to the children where they can see, hear, and quickly respond to the children wherever needed.

Each class's staff-child ratios are maintained during all hours of operation, including indoor time, outdoor time, and during transportation and field trips. Gan Yeladim complies with the MOA license regulations in regard to supervision of children

ARRIVING AND DEPARTING THE CENTER

Gan Yeladim keeps all doors into the classroom area locked for the safety of the children, and requires a pin number to enter inside. Each door has a keypad with an assigned security pin number. When a child enrolls, parents will be informed of this pin number. Please keep this number confidential to ensure the safety of the children.

ARRIVAL

For your child's optimal learning experience, we ask that you arrive at school before 9:30 am. This is before our morning circle, which provides a natural introduction into the routine of the day and is a valuable time of learning and discussion. If this is not possible, we ask that you arrive no later than 11:00 am as this is when the children begin their preparations for lunch and naptime. If you are unable to make it before 11:00 am, please arrive at the next natural transition time into the classroom, which is 3:00 pm when the children awake from their naps.

If upon occasion you arrive during the morning circle time, please wait outside the classroom (the tumble room has many fun toys and activities you may use) until circle time is finished. This will help to avoid any distractions or interruptions for the teachers and children.

SIGN IN/SIGN OUT

Childcare licensing requires children to be signed in and out when being dropped off or picked up. GYELC utilizes a preschool and early childcare management software, Brightwheel which allows parents or other approved pick up persons to Sign-In/Out electronically using tablets located in the lobby or classrooms. This procedure transfers responsibility from the guardian to the school and back again by using an electronic signature.

Persons other than the child's parent(s) who wish to pick-up a child from school must have prior consent from the parent on file and show valid photo identification. Children cannot be released to any person that is not listed on the authorized pick-up list. Photo identification must be provided before releasing the child. If someone else is picking up your child, please do not give him/her your access code. The front desk staff will be happy to open the door for the visitor and help them locate the right classroom.

PICK UP

Prompt pick-up of your child is important. Please allow enough time to arrive at the center, greet your child and gather their things, have any conversations with staff and leave the center by 5:30 pm. Parents who are consistently late in picking up their child will be charged at the rate of \$2 per minute. Beginning with the fifth late pick-up there will be a \$25 charge for each 15-minute time period, or portion thereof.

PARENT ABSENCES

Be certain to let us know when you will be away from home and your child will be in the care of another adult, either at home or elsewhere. This information is important in case of emergencies or transportation difficulties. For your convenience, Gan Yeladim has an answering machine at 279-1200 for evening messages.

NUTRITION/MEAL SERVICE

Gan Yeladim provides a warm, home-style lunch served at 12:00pm daily, as well as two snacks. Snack is provided to both groups in the morning at 9:30am and in the afternoon for Preschool at 3:00pm and Toddlers at 4:00pm (A menu is available upon request). Our center practices family style dining where the teachers sit at the table with the children to act as role models, carry on conversations, keep the children on task, and help them to experience a pleasant and relaxed mealtime. Social conversation enables the children to expand their cognitive development as well as make mealtimes enjoyable. Children learn many self-help skills during mealtimes, such as feeding themselves, cleaning up their space and spilled foods, and passing food to one another.

Please discuss with Director if you have questions regarding bringing lunches from home. In our effort to provide the most nourishing meals for your child, we have included as much produce as possible and have replaced fruit juice with milk or water. At times when we have no children with peanut allergies, we do offer peanut butter upon occasion. Please let a staff member know if you have concerns regarding the addition of peanut butter.

We take careful measures to ensure food safety in preparing all meals and snacks. Any corrections or compliances that have been made according to the recommendations of the program's health consultant, nutrition consultant, or a sanitarian that reflect consideration of Federal and other applicable food safety standards are documented. Gan Yeladim abides by the standards of the Municipality of Anchorage Childcare Licensing Nutrition Regulations and the NAEYC Health Standard and Nutrition criteria. (See attached, a sample 6-week meal plan)

NAPTIME

Naptime at Gan Yeladim is scheduled from 1:00pm – 3:00pm. Children are encouraged to bring a small pillow and blanket from home to be used throughout the week and sent home on Fridays. As children are preparing for naptime, they enjoy a calming environment, music and audio stories.

APPROPRIATE DRESS

Please dress your child for active play and learning. This means casual, washable play clothes, and sturdy rubber-soled shoes. For the benefit of the children's relaxed, inclusive play, please assume that your child's clothing may get soiled. While we provide smocks for artistic activities, the children may still get some of their "artwork" on themselves. Flip-flops and sandals are not safe on dirt as pebbles and small sticks get inside of them.

Please be sure your child's clothes can be easily managed during toileting. A young child's self-esteem is enhanced when they can be independently successful. Each child needs to have a complete change of labeled clothing at school in a labeled plastic bag – including gloves and socks.

COLD WEATHER OUTDOOR PLAY

Children must always be prepared for outdoor play. The children will spend some time outdoors each day. During cold weather each child must have appropriate clothing for warmth and dryness. In the event of inclement weather, ie. heavy rain or extremely cold weather, the staff may choose to utilize our indoor play area. At GYELC cold weather is considered: 5° F for Toddlers and 0° F for Preschoolers. Please make sure all outdoor clothing – coats, hats, mittens, boots and pants – are clearly labeled with your child's name.

GUIDANCE POLICY

Gan Yeladim believes in a positive approach to discipline and is committed to providing an encouraging environment where children feel respected and safe. Behavioral guidance is viewed by staff as an important aspect of teaching and learning. Through positive guidance of behavior and modeling, staff members help children to gain confidence and behave in responsible ways.

Our staff members practice the following policies regarding behavior guidance. We:

- Recognize children are unique individuals who learn in different ways
- Use meaningful praise
- Respect the child
- Do nothing to humiliate or shame the child
- Do not use corporal (physical) punishment
- Encourage children to be independent and to solve their own problems
- Set expectations in a positive form, such as "please walk" versus "don't run."
- Speak to the behavior, not the child (example: "Hitting hurts. Let's find another way to solve the problem," instead of "You are a bad girl for hitting").
- Allow the child to experience the natural and logical consequences of their behavior (example: The natural consequence of playing too roughly with friends is that they will not want to play with you. The logical consequence of spilled paint is that you need to help clean it up).

- Allow child to express anger, frustration, sadness, hurt or fear - which are all developmentally appropriate emotions.
- Establish classroom rules that are tailored to the developmental level of the children in attendance, are short and simple, and are stated in a positive way.

If necessary, in order to prevent a child from hurting himself or others, or from doing damage to equipment, a teacher will calmly and kindly hold a child to prevent such harm. The child will be held lovingly with a helpful attitude rather than a punishing one.

A staff member may use “take a break” or “relax and watch” after other management techniques have been tried. During “relax and watch” the child will sit on a chair within sight of the teacher. The child may determine when he/she is ready to get up, or a developmentally appropriate time limit may be set such as for a 2 year old = 2 minutes, 3 year old=3 minutes (minute per age). In rare cases, a staff member may leave the classroom with a child to help the child calm down.

A staff member may use our “calm down kit” as a tool to help children learn to self-regulate. During times of emotional distress when the child is unable to soothe themselves, they may request to use the calm down kit, or a teacher may suggest it. There is a variety of choices they can make to help them calm their bodies down (i.e. a sensory bottle to look at, a squishy ball to squeeze, etc.). Additionally, children may use this kit when they are too escalated – helping to keep them and their friends’ bodies safe. After requesting the kit, children may ask for additional time or, if they are ready, return to classroom activities. We also provide a quiet safe spot (the Cozy Cube) for the children to have an area to choose to sit in if they need a space to be alone.

Our staff will ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. These practices are a means of preventing behavioral difficulties between children and lessens the needs for disciplinary action from staff. When situations occur that require intervention, teachers will provide children with clear explanations as to why specific behaviors are inappropriate and help them to find an alternative behavior that fits within classroom guidelines. These guidelines revolve around concerns for the safety of all children and for the materials within the center. Classroom rules are tailored to the developmental level of the children in attendance, are short and simple, and are stated in a positive way.

If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control. A teacher will first attempt to help the child understand the seriousness of the behavior. Staff will then re-direct the child to an engaging activity (this choice is made with the child). If the behavior continues, the teacher will consult with fellow staff members and/or the Director to evaluate patterns of behavior and create a plan to support the child in developing the skills needed to exhibit more appropriate behavior. If the problem continues, the teacher will contact the child’s parent for suggestions and ideas. Furthermore, the school may seek the counsel of outside resources (including THREAD Alaska, an early education resource and support center) if the staff feels additional help is needed. Specialists will meet, listen, observe, offer helpful tools, and suggest evaluations if necessary.

ALTERNATIVE CARE POLICY:

If the behavior continues after all resources have been utilized, Gan Yeladim Administration may conclude it is in the best interest for all involved to recommend alternative care for the child. This is seriously considered when there is risk to the health, safety, and welfare of the child and/or that of another child or children in the class.

BITING POLICY

Biting is a very common behavior among toddlers. Children bite in order to cope with a challenge or fulfill a need. There are many reasons why a toddler may bite, including a lack of language skills necessary to express important emotions, being overwhelmed by sounds, lights, or the activity level, experimenting to see what happens, feeling overtired, having a need for oral stimulation, or is teething.

At Gan Yeladim we take a proactive approach to reduce biting incidents by closely monitoring children at all times. The parents of children who appear to be expressing the need to bite on a regular basis will be contacted and the established procedure for biting will be followed.

PROCEDURES FOR THE CHILD WHO IS BITTEN:

- A child who receives a bite will be comforted. The bite will be observed for breakage of the skin and washed with soap and water and the parent contacted immediately
- An incident report will be completed by staff and signed by the parent
- For a child who has been bitten frequently, the Director will schedule a conference with the parents, review the staffing pattern in the classroom and evaluate the classroom environment for factors affecting biting frequency.

PROCEDURES FOR THE CHILD WHO BITES:

- The parents of the child who did the biting will be sensitively notified that their child has bitten another child
- Names of children who have bitten will remain confidential
- The parents will be asked to participate in a private conference with the Lead Teacher and the Director
- An Individual Guidance Plan will be established
- Various concerns and options will be discussed for possible procedures that may decrease the biting. Each child's situation must be addressed in an individual manner.
- The addition of another staff member to help monitor the child for a determined time may be necessary if after a period of frequent biting (3 or more bites), the child continues the behavior. The center may ask the parents to cover the cost for an additional teacher to help with pre-teaching skills and extra supervision, or to find alternate care until the biting behavior is reduced.

TOILET LEARNING

Our teachers work hand-in-hand with parents to establish a consistent toilet learning plan between school and home, to help ensure each child's success. Our goal is to provide a safe and nurturing environment that will help your child to be successful in the toilet learning process and make the experience positive and rewarding for the child.

Our classrooms have child-sized toilets and sinks (as well as a changing table for young toddlers) to provide the easiest possible transition from diapers to toilet training. The toilets are in a well-lit, inviting, and private space. Children are taken to the toilet every two hours and in response to their own biological needs. Each child will be asked if he/she needs to use the potty and will be encouraged, but not forced to go on the potty. Visiting the restroom and seeing their peers using the facilities will encourage the children to try in their own time.

Children will be given positive feedback, verbal and non-verbal. They will receive encouragement for each success, but no criticism. Children who do not "go" on the potty will not be made to feel that they have failed but encouraged to seek the next opportunity for success.

Staff will work cooperatively with families in encouraging children to learn to use the toilet. Teachers will invite them to use the toilet and help them as needed in a positive, non-pressuring way.

Bowel control and learning to use the toilet are important milestones for a child. Toilet learning can be effective only if the child wants to learn and feels responsible. It must be accomplished in a spirit of cooperation and enthusiasm, as children reach this milestone in their development. The family and teachers should agree upon an approach for helping the older toddler learn this new aspect of self-control. Our staff is available to discuss any concerns that you may have concerning your child's progress.

PACIFIERS

If your child uses a pacifier, please bring in two, in case a replacement one is needed. Please label each with your child's name using a waterproof label or non-toxic permanent marker.

BIRTHDAYS

Birthdays are an exciting time of a child's (and family's) life and we love having the opportunity to have a class celebration on your child's special day. Please inform us, in advance, of any celebration you would like to have for your child that involves food, so we can suggest appropriate food items that you can bring. Because Gan Yeladim food policies may be affected, we will be happy to have a special treat obtained at the cost of the item.

To ensure that all children feel that their day is equally special, we ask that party invitations are handed out separate from the preschool day and are either e-mailed or mailed directly to the children. Additionally, bringing gifts to preschool can generate a feeling of disappointment for the other children, so please make other arrangements if you would like to give a gift.

PERSONAL TOYS

We provide a wide variety of activities and materials for the children to work with and explore in our classrooms. Bringing additional toys from home can cause others to feel left out and create difficulties during circle time. Additionally, toys from home may be lost or broken. Because of these potential challenges, please help your child keep their special toys at home so they may fully enjoy the materials provided in the classroom. At times, a teacher may decide to utilize a "Sharing Bag" where children may take turns bringing a special item from home to show to the class during circle time.

PETS

The process of caring for a pet is filled with enormous opportunities for learning. Young children learn science, math, literacy, and social/ethical skills through the many ways they interact with a class pet. Taking care of something smaller than themselves helps children build important character skills, such as empathy and responsibility. Gan Yeladim has a Bearded Dragon that resides in the classroom and has a license variance approved by the MOA. Please contact the Director if you have any concerns regarding your child's health and our pets.

PHOTOGRAPHS

Gan Yeladim takes photographs and videos of enrolled children on a regular basis for newsletters, Facebook posts and educational purposes. We take care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful, safe, and secure manner appropriate under the circumstances.

NON-DISCRIMINATION POLICY

It is the policy of Gan Yeladim to be non-discriminatory both in the hiring of staff and the acceptance of students into the program.

HEALTH & SAFETY POLICIES

CHILD HEALTH POLICY

In order to maintain the highest possible standards relating to the health and safety of all the children enrolled, the following guidelines have been formulated for staff and parents. We ask that parents please keep children who are possibly infectious at home until they have been symptom-free for 24 hours. Gan Yeladim will notify parents of all occurrences or exposure to communicable diseases or conditions in the center.

CHILDREN SHOULD NOT ATTEND SCHOOL if they are exhibiting the following:

- Fever – A temperature of 101⁰ F or more. The child may return to class when he/she has been fever-free for 24 hours without the use of Tylenol or any fever reducers. There can be

- exceptions made in the case of elevated temperature due to immunizations or due to an ear infection that is being treated. Both cases require documentation.
- Unidentified Rash with a Fever – The child may return to class when he/she has a normal temperature for 24 hours without the use of Tylenol or other fever reducers; or a physician has determined that the illness is not a communicable disease.
 - Unidentified Rash without a Fever -- This is defined as untreated skin patches or lesions, severe itching of the body or scalp or a skin rash lasting longer than 1 day. The child may return to class when a physician has determined that the illness is not a communicable disease.
 - Diarrhea – this is defined as 3 or more abnormally loose stools within 24 hours. The child may return to class when he/she has had 24 hours of normal stool function. Exceptions may be granted when diarrhea is a side effect of a medication the child is receiving. A child sent home with diarrhea on the previous day, will be sent home after one abnormally loose stool after returning to care.
 - Vomiting -- The child may return to class when he/she has not vomited for 24 hours. Exceptions may be granted when the cause is congenital or is due to possible overeating or coughing.
 - Hand-Foot-Mouth Disease – This is defined as a viral infection that causes mouth ulcers and tiny blisters on the hands and feet. It mainly occurs in children age 6 months to 4 years of age. All children will have small painful ulcers in the mouth, especially on the tongue and side of the mouth, along with a low-grade fever less than 102° F (39° C) About 70% of children will have small, thick-walled water blisters (like chickenpox) or red spots located on the palms, soles, and webs between the fingers and toes. About 30% of children will have small blisters or red spots on the buttocks. The child may return to class after the fever is gone (2 to 3 days). The rash is not contagious.
 - Mouth Sores – This is defined as sores on the mouth with drooling. An exception may be given if the child's physician or local health department authority states that the child is noninfectious. Otherwise, child may return to class when they have been symptom free for 24 hours.
 - Abdominal Pain – This is defined as pain for more than 2 hours or intermittent pain associated with fever or other signs or symptoms. The child may return to class when they have been symptom free for 24 hours.
 - Loss of Appetite – This is defined as refusal of all solid foods.
 - Unusual Behavior – This is defined by lethargy, lack of responsiveness, confusion, inconsolable crying, crankiness, and/or lack of interest in their environment. The child may return to class when they have been symptom free for 24 hours.
 - Head Lice – If a child is found with head lice, all parents will be promptly informed. If at school, the parent of the infected child will be asked to come pick up their child. The entire school will be screened as soon as possible and will continue to do daily screenings until all children are nit free for several weeks. For additional information on Head Lice see Appendix B.

- Communicable Disease – They include, but are not limited to, Diphtheria/German Measles, Haemophilus, Influenza, Chicken Pox, Measles/Rubeola, Lice, Impetigo, Scabies, Bacterial Meningitis, Mumps, Pertussis/Whooping Cough, Meningococcal Infection, Tuberculosis, Rubella, Hepatitis A Virus Infection, and Strep Throat/Streptococcal Pharyngitis). The child may return to class only after a physician licensed in Alaska has supplied written documentation stating the child has been evaluated and presents no risk to other children.

Additional Symptoms that may require keeping a child home

- Severe Nasal Discharge or Eye Mucus
- Constant Cough
- Yellow Skin or Eyes
- Labored or Rapid Breathing
- Visibly Enlarged Lymph Nodes
- Stiff Neck
- Blood or Mucus in the Stools

If your child is suffering from any of the above illnesses, is not able to participate comfortably in activities, or is in need of care that is greater than the staff can provide without compromising the health and safety of other children, then:

1. Staff will call the family to come and pick up the child as soon as possible
2. He/she will be kept at the front desk area or office
3. He/she will be made as comfortable as possible and supervised by a staff member
4. A mat will be provided for the child so that he/she can rest quietly and as comfortable as possible until the parent arrives
5. The staff member will continue to observe the child for new or worsening symptoms
6. When the parent arrives to pick up their child, a staff member will give the parent our Illness Guidelines, highlighting when the child can return to the center

ALLERGIES

Gan Yeladim wishes to support children who have allergies and will adjust to special needs or requirements, when possible, as an advocate for children. If a child is allergic to any food, parents should notify the teacher in writing. The program asks families of a child with food allergies to give written consent for posting information about the child's food allergy. If consent is given, then the center posts that information in the food preparation area and in the areas of the facility the child uses so it becomes a visual reminder to all those who interact with the child during the program day.

Children with special diets are asked to bring their own snacks/lunches from home. Please label all foods brought in to the center for your child. Peanuts/peanut butter is offered to students on days when there are no children with peanut allergies enrolled.

Our staff strives to stay up-to-date on allergy and health information and is offered continuing education from the Asthma & Allergy Foundation of America, Alaska Chapter through the course "Essentials for Child Care Providers."

MEDICATIONS

Gan Yeladim stores and administers approved medications in compliance with licensing regulations. The Center will dispense medications in accordance with Anchorage Municipal Code for Child Care and the standards set in the parent authorization form for that medication.

PRESCRIPTIONS

All prescription medications need to be in their original containers, prescribed for the child attending school, and signed in by a parent or guardian. Sibling's prescriptions will not be administered to another sibling. Medications in sample containers or pre-drawn syringes will not be administered.

Medical authorization forms are required for all medications, including non-prescription medications, and are available in the classrooms. Our staff will not administer any medications without specific written directions from the parents including specific times and doses.

All medications are stored in a locked cabinet out of the reach of children. Medications requiring refrigeration can be stored in the school refrigerator. Because of accessibility to other children, please do not store any medications in diaper bags or children's cubbies.

Unused medication will be returned to the parent at the end of treatment, at the expiration date, or when the child is no longer enrolled, whichever comes first.

NON-PRESCRIPTION MEDICATIONS

Over the counter medications, which include but are 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 in accordance with manufacturers directions, unless prescribed by a physician.

We reserve the right to question the routine use of acetaminophen, antihistamines, cough suppressants and expectorants.

Gan Yeladim 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, we 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.

PREVENTATIVE MEDICATIONS

Over-the-counter medications do not require daily authorization. Parents must complete a “preventative products authorization” form for preventative medications. Only products that are not expired will be allowed. The following items are interpreted as preventatives:

- Sunscreens
- Insect repellents
- Hydrogen peroxide
- Neosporin
- Baking soda
- Diaper creams
- Chap stick

ACCIDENT/INJURY

Parents will be notified in the event of any minor incident or injury that occurs while their child is at school. For minor incidents, teachers will fill out an Incident Report and notify the parents when they arrive at pick up. Parents will be notified immediately for any injury or illness that requires medical attention.

In the event of an accident or injury that warrants sending the child home, the administrator or designee will perform the following procedures:

- The parent/guardian will be called at work.
- The parent/guardian will be called at home and/or cell phone.
- The two (2) emergency numbers reported on the child’s emergency card will be called.
- In the event the staff is unable to locate a parent/guardian or the two (2) emergency persons, they will use their discretion in contacting the child's doctor/clinic/hospital as listed in the enrollment information.
- The administrator or designee will obtain emergency medical treatment without specific parental consent in those cases where the illness/symptoms or injuries are such that there must be no delay in treatment.
- If the child has a compound fracture, deep laceration, severe trauma of any kind, or convulsion, the Hospital listed on the emergency record card for the child will be used, and the parents will be notified immediately.

EMERGENCY

An emergency requiring transportation of a child will be conducted according to the following procedure:

1. A call will be placed to 911
2. Upon arrival of EMS, the child will be released to their care
3. A teacher/director will accompany the child
4. Emergency contact card will be taken with the child
5. Parents will be notified of emergency procedure

It is the responsibility of the parent/guardian to reimburse the Center for any expenses incurred as a result of emergency health/medical procedures undertaken on behalf of the child.

If your child has a known medical or developmental problem or other conditions that might require special care in an emergency, the center will require that the child have an Individual Emergency Care Plan.

STAFF ILLNESS

For the continued health of all staff members and students, any staff exhibiting signs/symptoms of gastrointestinal or skin infections, communicable diseases, and/or a temperature of 101 or higher, will be excluded from teaching duties. On rare occasions, when a member of our regular staff is unable to work, a well-qualified substitute will take their place. Our substitutes are required to meet the same standards of training and experience as our regular staff.

EVACUATION DRILLS

Gan Yeladim staff and children practice evacuation fire drills monthly and earthquake drills two times a year. If you are arriving or departing from the school at the time of a drill, we ask that you participate with us.

NON-SMOKING POLICY

Gan Yeladim Early Learning Center supports a smoke-free environment for all staff and children. Smoking is not permitted on school premises, which includes any area inside the building, or on the school campus within 20 feet. This policy will apply to all employees, parents, and visitors and is in compliance with licensing regulations.

REPORTING CHILD ABUSE

Under state law, all professional staff members of Gan Yeladim are "Mandated Reporters" and will report suspected incidents of neglect or child abuse to the proper authorities.

INSURANCE

The school and its employees are fully insured in accordance with Municipal licensing.

GENERAL DISMISSAL POLICY

It is imperative that all parents and students adhere to the policies and procedures of the school and conduct themselves in a respectful manner towards the administrator, administrative staff, and teaching staff. Gan Yeladim Early Learning Center reserves the right to deny services if it is determined at any point that the above policies are not being adhered to and the needs of the child and the school are not being met. At the discretion of the Director, a thirty-day notice may or may not be provided.

APPENDIX

APPENDIX A: PARENTS' GUIDE TO LICENSED CHILD CARE

CHOOSING CARE FOR YOUR CHILD IS A SIGNIFICANT DECISION.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care 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 (see summary on back of this sheet.). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks 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.

Parents are responsible for choosing and monitoring their child's care. Licensing specialists 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 concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Homes	Licensed Child Care Centers
<p>Including children related and unrelated to caregivers)</p> <ul style="list-style-type: none"> • No more than 8 children total • No more than 6 children total if only one door exit. • No more than 3 children under 30 months • No more than 2 non-walking children • At least 1 adult caregiver • No more than 5 children in nighttime care (including provider's own children) (10 PM – 6 AM) • Children who live in the household under the age of 12 count in the total 	<ul style="list-style-type: none"> • 9 or more children • 1 caregiver for every 4 infants (6 weeks thru 11 months) • 1 caregiver for every 5 toddlers (12 thru 18 months) • 1 caregiver for every 6 toddlers (19 thru 35 months) • 1 caregiver for every 10 children (3 thru 12 years) • At least 2 adults on premises

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
- Are at least 18 years of age
- Junior helpers may only assist the administrator and are under direct supervision
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- 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
- Electrical 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

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
- If it chooses, a child care home may care for mildly ill children
- Seriously ill child may not be in care without a medical provider's written approval
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent 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 and individual blanket
- 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
- Limits TV and video to children's programs and limited to no more than 1&1/2 hours in a 24 hour period
- Does not allow high risk activities
- Requires parent permission for moderate risk activities (for example, swimming, ice skating, trips by vehicle)
- Provides a 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
- Does not use corporal punishment (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

APPENDIX B: HEAD LICE

Although an annoying problem, **head lice infestation should not trigger undue alarm, just immediate action.** In most cases, all that is required is treatment with an over the counter anti-lice cream rinse or anti-lice shampoo. If any family member is found to have head lice, the entire family should be checked and treated if necessary. In addition to this special wash, all washable items such as bedding, clothing, hats, scarves, book bags and brushes should be washed with hot water (over 130° is suggested) until no more nits are seen. Place all non-washable items in a tightly sealed plastic bag for 2 weeks, and vacuum all carpets, rugs and upholstery, including the family car. It is very important to use the nit comb daily until no more nits are seen. **A child is not permitted to attend Gan Yeladim if there are nits present. The Director and / or staff will check the child upon return to school to determine if there are any nits present.**

- Although nits may be more prevalent at the nape of the neck, around the ears and at the crown of the head, check the entire scalp since nits can be found anywhere in the hair.
- Nits are tiny yellowish-white oval eggs firmly attached at an angle to the hair shaft. Contrary to some claims, nits found more than a quarter inch from the scalp are not necessarily dead. Viable nits can be found anywhere on the hair. The diagnosis is made more often by seeing the attached nits than by finding crawling lice.
- Be sure not to confuse nits with hair debris such as DEC plugs (bright white irregularly-shaped clumps of dandruff stuck to the hair shaft), or hair casts (elongated segments of dandruff encircling the hair shaft).
- Nits are tiny and can be difficult to remove. They are firmly attached to the hair shaft and cannot be brushed out or removed with a regular comb.
- Live are about the size of sesame seed, clear in color when first hatched and then become brown after they feed, and move quickly away from light.
- Beware of the risks when using pesticides – Those especially at risk include: women, who are pregnant or nursing, anyone on medication or who has a pre-existing medical condition such as allergies, asthma, epilepsy or cancer, children under two year of age and children who have been repeatedly exposed to chemical treatments.
- Head lice treatment can be harmful both to the person applying the treatment and the person being treated. National Pediculosis Association (NPA) encourages a non-chemical approach with manual removal whenever possible.
- There are no products that are 100% effective.
- Lice sprays are not recommended. Vacuuming is recommended as the safest and most effective alternative to spraying. Using lice spray on bedding, furniture and carpets is unwarranted and poses both personal and environmental risks.
- Head lice cannot be gotten from – or give to – animals. They are “host specific” and infest humans only.
- Head lice do not necessarily reflect unsanitary households or neglected children.
- For additional information, www.headlice.org

APPENDIX C: VEHICLE SAFETY CHECKLIST FOR PARENT VOLUNTEERS

Gan Yeladim Early Learning Center

For Toddlers and Pre-Schoolers

1117 E 35th Ave Anchorage AK 99503 (907) 279-1200

**VEHICLE SAFETY CHECKLIST
FOR
PARENT VOLUNTEERS & CONTRACTED TRANSPORTATION SERVICE DRIVERS**

I, _____, certify that as a parent volunteer or contracted transportation service driver I will comply with the following requirements while transporting children for the Gan Yeladim Early Learning Center.

- The vehicle is in good repair, safe, free of hazards which might hurt children and is equipped with appropriate safety equipment to drive on snow, ice and other hazardous weather conditions and has a complete first aid kit including required medications and permission slips.
- Children are properly restrained with an appropriate child restraint; only one child occupies each seat belt or restraint device and children do not occupy the front seat if the vehicle is equipped with an operational airbag on the passenger side.
- Children will never be left unattended in the vehicle.
- Current emergency contact information (emergency record cards or other equivalent) for each child is taken on all vehicle trips.
- All drivers are at least 18 years old, have a current driver's license, and do not have an adverse driving record that would put children at risk.
- All vehicles used to transport children are registered and insured.

Name of parent volunteer or contracted transportation service driver

Date (must be renewed each year)

Name of company (for contracted transportation service drivers)
