

Parent

Handbook

Revised January 2020

BECCC Parent Handbook

Betty Eliason Child Care Center Parent Handbook

Table of Contents

Background Information

 Mission Statement……………………………………………………….……6

 Philosophy……………………………………………………………….…......6

 Objectives………………………………………………………………….6 & 7

 Licensing & Insurance…………………………………………………….....7

 Staff & Substitute Qualifications……………………………………….....7

 Volunteers & Visitors…………………………………………………………8

 Board of Directors………………………………………………………….....8

Programs

 Infant Program…………………………………………………………………9

 Toddler Program………………………………………………….……….…10

Preschool Program……………………………….………………………....11

 School Age Program….……………………………………………………..12

 Supervision of Children…………………………………………………….13

 Outdoor Play………………………………………………………………....13

 Field Trips………………………………………………………………….….13

Playground…………………………………………………………………….13

Children with Special Needs……………………………………………...14

 Behavioral Guidance & Support Techniques………………….……...14

Suspension and Expulsion Policy.…………………………………….…15

Enrollment Requirements………………………………………………….16

 New Routines…………………………………………………………….…...16

Parent Responsibilities

Late drop off…..…………………………………………………................17

Transportation…..…………………………………………………............17

Change of Clothes…..…………………………………………….............17

Breakfast & Lunch…..……………………………………………………...17

Diapers…..………………………………………………..........................17

Blankets…..………………………………………………….....................17

Play Clothes…..…………………………………………………................17

Cubby…..………………………………………………….........................17

Toy guns/bows/arrows/swords/other types of weapons….……....17

Personal Toys…..……………………………………………….................17

Water bottles…..…………………………………………………...............18

Lost items…..…………………………………………………...................18

Birthday celebrations…..…………………………………………………..18

Courtesy…..………………………………………………........................18

Infant supplies…..…………………………………………..…….............18

Labeling…..…………………………………………………......................18

Amazon Smile…..………………………………………………….............18

Policies & Procedures

 Holidays & Closures………………………………………….…….……….19

 Emergency Procedures……………………………………….……..19 & 20

 Television Viewing Policy……………………………………………….….20

 Reporting Child Abuse………………………………………………….….20

 Changes in Policies…………………………………………………….…...20

 Termination of care …………………………………………………………20

 Confidentiality…………………………………………………………….….20

Parent Teacher Communication

 Remind App…………………………………………………………………...21

 Newsletters………………………………………………………….….……..21

 Parent Volunteers……………………………………………………….…..21

 Minor Mishaps……………………………………………………………….21

 Parent Courtesy Call………………………………………………………..21

 Phone and Written Communication…………………………………….21

 Attendance Records…………………………………………………………21

 2 Week Termination Notice………………………………………………..21

Health, Safety, & Nutrition

 Health Care Standards……………………………………………………..22

 Medications…………………………………………………………………...23

 Immunizations………………………………………………………………..23

Injury or Acute Illness……………………………………………………...23

 Potty Training………………………………………………………....23 & 25

 Meals……………………………………………………………………………24

 Animals………………………………………………………………………...25

Parents Financial Responsibilities

 Billing Information…………………………………………………………..25

 Registration Fee & Annual Materials Fee………………………………25

 Ending Child Care……………………….………………………………….25

 Parent Break Ups…………………………………………………………....25

 Drop-In’s……………………………………………………………………....25

 Late Pick-Ups………………………………………………………….……..26

 Non-Sufficient Funds (NFS) Checks…………………………………….26

 Illness/Injury Surcharge…………………………………………………..26

 Family Discount……………………………………………………………..26

 Payment is Required………………………………………………………..26

 Vacation Time………………………………………………………………..26

 Illness or Injury……………………………………………………………...26

 Family Emergencies………………………………………………………...26

 Injuries…………………………………………………………………………26

 Yearly Rate Increase………………………………………………………...26

 Financial Assistance…………………………………………..……………27

Appendix

 Parents Check List…………………………………………..……………...28

Parent Handbook Signature page…………………………..……..…….29

 Parent’s Guide to Licensed Chile Care………………….………..2 Pages

Forms outside the Parent Handbook

 Specialized Activities (Initialized & Signed)- kids over 3 years

 Child Emergency Contact Form (Yellow)

 Rate Sheet (Signed)

 Enrollment Application (Signed)

 Tuition Contract (Signed)

Field Trip-video and photography permission (Signed)

Consent for emergency Transportation and medical care

**Child Care Application and Contract Including Rates Must be Signed Separately**



607 Lincoln Street

Sitka, AK 99835

(907) 747-5892 · (907) 747-5422 FAX

**Background Information**

The Betty Eliason Child Care Center is a nonprofit, non-discriminating (race, gender, national origin, sexual orientation, age, social economic status) organization. BECCC is licenses for 99 children, six (6) weeks through twelve (12) years of age. The Center is open from 7:00am to 5:30pm, Monday through Friday, 12 months per year, excluding holidays (see page Holidays & Closures). We supply the children with an afternoon snack each day and milk with every meal.

**Mission Statement**

The Mission of Betty Eliason Child Care Center is to provide quality childcare in a nurturing environment. We define nurturing environment as one that gives children the physical, emotional, educational, and nutritional support they need to develop their individual potential.

**Philosophy**

All programs in the center operate on the philosophy of free choice in a structured environment. The structured environment is one that encourages developmentally appropriate choices for every child. Each area of the center incorporates and supports all of the many facets of a child’s development, including social, emotional, physical, behavioral, and intellectual needs. Every activity encourages choice making, exploration, higher order thinking skills, sharing with friends, and opportunities to make connections with previously learned information.

**Objectives**

The staff will:

* Encourage self-reliance, which helps develop self confidence in every child.
* Encourage and stimulate language development by helping children to express themselves appropriately.
* Design activities and projects that promote self-expression, creative movement, problem solving, and social awareness.
* Build a strong foundation for learning to read by creating activities that incorporate a variety of materials, supplies, and toys that develop eye-hand coordination, reinforce separation of figure from background, and teach whole-part relationships.
* Plan a variety of fine and gross motor activities that encourage the development of specific muscle groups.
* Plan, support, and promote a love of and for books with every child. Regularly scheduled story times will be built into the schedule for all ages.
* Incorporate the uses of the five senses into their activities to help teach the children about the environment in which they live.
* Help children learn to respect each other, school equipment, and other materials through use of program rules and high expectations.

**Licensing & Insurance**

Betty Eliason Child Care Center is licensed day care center with the State of Alaska, Department of Health and Social Services. We provide childcare, pre-school, and kinder-ready based activities to the community of Sitka within the regulations of the State of Alaska. Any questions, suggestions, concerns, and comments may be directed to:

Child Care Licensing Office

PO Box 110640

Juneau, Alaska 99811-0640

Phone: (888) 268-4632

(907) 465-4756

We carry liability insurance coverage of $1,000,000

**Staff & Substitute Qualifications**

Every staff member at BECCC is required to pass a criminal background check and submit fingerprints. Full-time staff are required to complete at least 24 hours of training in early childhood development each year. Part-time staff must complete 12 hours of continuing education in early childhood development each year.

Betty Eliason Child Care Center uses substitute teachers when our regular teachers are ill or on vacation. Substitutes come from a list of pre-approved personnel maintained by the center Program Director or can be comprised of staff members from different classrooms. If the substitute is not a “normal” classroom teacher, the sub will be required to have minimum training needed and must go through the criminal background check and submit fingerprints.

**Volunteers & Visitors**

We welcome volunteers at Betty Eliason Child Care Center. All volunteers must be authorized through the Program Director and will never be alone with children without teacher supervision.

Custodial parents and guardians are welcome at the center any time during open hours. All visitors need to check-in at the front desk and be approved by the Program Director

**Board of Directors**

Betty Eliason Child Care Center is a non-profit organization that is run by a board of directors. There is a posted notice in the lobby indicating the date and time of the next board meeting. All parents and community members are welcome to attend board meetings.

**Programs**

**Infant Program**

Located downstairs, children between the ages of 6 weeks and 19-months will be enrolled in the Infant program. Each day will be filled with opportunities for play, as well as development of motor skills. All infant mealtimes listed below are approximate; infants will be fed on an on-demand basis. Infants will also nap on an on-demand basis. All personal items such as bottles, pacifiers, and blankets must be provided by the parent and labeled with child’s name. Teachers will have markers and tape to help, if requested. Three changes of clothes will need to be provided by parents for each child they have enrolled in the Infant Program. Parents must provide diapers and baby wipes. If diapers are forgotten after the teachers request, the center will provide diapers at $2.00 each. The cost of diapers will be applied to your childcare account.

**Infant Daily Schedule**

**Time of Day Activities** Diaper Checks- Every half hour to hour

7:30-8:30 Arrivals

8:30-9:00 Breakfast

9:00-11:00 Motor Skills development through play

 and reading.

11:00-11:30 Lunches

11:30-12:00 Activities

12:30-2:30 Naps and as needed throughout the day

2:30-3:00 Wake up slowly

3:00-3:30 Snack time

3:30-4:30 Play and teacher directed activities

Our program meets the Alaska Department of Health and Social Services regulations and maintains a ratio of 1:5.

Three changes of clothes will need to be provided by parents for each child they have enrolled in infant program. Parents must provide diapers and baby wipes. We have Kirkland brand wipes available for those who run out.

The health and safety of all children is the number one goal of BECCC.

**Toddler Program**

Located downstairs, children between the ages of approximately 24-months and 36-months are generally considered toddlers. Each day includes opportunities for free play, fine and gross motor play, exploration of art, music, dance and storytelling. As well as, social awareness, nap time, breakfast, lunch and snack (snack is provided by the center, parents provide a breakfast and healthy lunch.) The toddlers play outside daily and are able to take field trips through town when weather appropriate. Approved areas for Toddlers include: downtown sidewalks, Swan Lake, anywhere from BECCC to Totem Park in a stroller.

Students enrolled in the toddler program may be split up within the center depending on the center enrollment and the needs of the children. Their main classroom is located downstairs.

**Toddler Daily Schedule**

|  |  |
| --- | --- |
| Time of Day | Activity |
| 7:30-8:00 | Arrivals/Free choice activities: sensory table, puppets, blocks, dramatic play, bikes, cars, puzzles, cars, coloring |
| 8:00-8:30 | Breakfast |
| 8:30-9:30 | Free choice activities: trains, puppets, bikes, dramatic play, carsArt/Teacher directed activities |
| 9:30-11:00 | Outside play (weather permitting)Inside quiet activity |
| 11:00-12:00 | Inside play |
| 12:00-12:30 | Lunch |
| 12:30-2:45 | Nap |
| 2:45 | Snack prep |
| 3:00-3:30 | Snack/ Social time |
| 3:30-5:00 | Free play until pick upCombine with other classrooms |

Our program meets the Alaska Department of Health and Social Services regulations and maintains a 1:6 child-to-caregiver ratio at all times. This class can take up to 12 kids with a minimum of two adults present in the classroom

Parents must provide diapers, pull-ups, and baby wipes. If diapers/pull-ups are forgotten after teachers request, the center will provide diapers at $2.00 each. The cost of diapers will be applied to your child care account.

BECCC follows a proactive potty-training policy. It is vital that parents/guardians and teachers communicate regularly regarding children’s potty-training needs.

**Preschool Program**

Located upstairs, children between 3 and 4 years old can participate in the preschool program. Each day includes opportunities for free play, fine and gross motor play, explorations of art, music, dance, building and construction, storytelling as well as other pre-reading activities such as, science, cooking, dramatic play, sensory tables, puzzles, social awareness, nap time, breakfast, lunch, and afternoon snack. Snack is provided by the center, parents are encouraged to bring breakfast and a healthy lunch. Preschool typically play outside every day for at least 15 minutes, regardless of weather; however, if it is torrential, they will remain inside.

Parents are responsible to provide pull-ups and wipes if needed. If diapers are forgotten after teachers request, the center will provide diapers at $2.00 each. The cost of diapers will be applied to your child care account.

**Preschool Daily Schedule**

|  |  |
| --- | --- |
| Time of Day | Activity |
| 7:30-8:00 | Arrivals/Free choice activities: sensory table, puppets, blocks, dramatic play, bikes, cars, puzzles, cars, coloring |
| 8:00-8:30 | Breakfast |
| 8:30-9:30 | Free choice activities: trains, puppets, bikes, dramatic play, carsArt/Teacher directed activities |
| 9:30-11:00 | Outside play (weather permitting)Inside quiet activity |
| 11:00-11:30 | Circle timeLearning Time |
| 12:00-12:30 | Lunch |
| 12:30 | Clean up/Nap prep |
| 12:30-2:45 | Nap |
| 3:00-3:30 | Snack/ Social time |
| 3:30-5:00 | Free play until pick up |

Please make sure your child keeps extra clothing/boots/hats/gloves labeled with their name at the center to be prepared for **rain, snow, and wind.**

Our program meets the Alaska Department of Health and Social Services regulations and maintains a 1:10 child-to-caregiver ratio (or less) at all times. This class can take up to 20 kids with a minimum of two adults present in the classroom

**School Age Program**

Located upstairs, children in Kindergarten through 12 years old are enrolled in our afternoon school age program. Each day includes opportunities for outdoor play, afternoon snack (provided by the center), time to do school work, and free choice play. The school-age children typically play outside everyday regardless of whether; although if it is torrential, they will remain inside. Please make sure your child has extra clothing (head-to-toe) in their classroom at all times.

**School Age Daily Schedule- School Year M-Th**

|  |  |
| --- | --- |
| Time of Day | Activity |
| 1:30 | Arrive at Center- Kindergarten |
| 2:30 | Arrive at Center- 1st grade |
| 3:00 | Keet kids arrive at center |
| 3:00-3:30 | Snack |
| 3:30-5:30 | Free choice activities:Outside PlayCombine with other classrooms |

**School Age Daily Schedule- School Year F**

|  |  |
| --- | --- |
| Time of Day | Activity |
| 2:00 | All school age kids at Center |
| 2:00-3:00 | Free choice activity: board games, Legos, K’nexs, dramatic play, books, drawing |
| 3:00-3:30 | Snack |
| 3:30-5:30 | Free choice activities: board games, Legos, K’nexs, dramatic play, books, drawing Combine with other classrooms |

Note: Sitka School District School’s time in session is the following: Kindergarten 8:05am to 1:30pm & Fridays 8:05am to 1:00pm. First Grade 8:05am to 2:15pm & Friday 8:05am to 1:15pm. Keet Gooshi Heen Elementary School begins at 8:00am and finishes at 2:30pm Monday thru Thursday; Fridays 8:00am to 1:30pm. Children at KGH must arrange a bus pick up at BECCC.

Our program meets the Alaska Department of Health and Social Services regulations and maintains a 1:14 child-to-caregiver ratio (or less) at all times. Our typical class size for the school-age program is a maximum of 14 children at one time.

For summer time, please provide a cold lunch for your child and a backpack, water bottle, boots, extra set of clothes/ weather permitting clothing and a small towel. This group can be outside the building from 9am-3pm and will eat their lunch outside.

Supervision of Children

Betty Eliason Child Care Center ensures that your child(ren) receive responsible supervision appropriate for their age and developmental needs. BECCC is responsible for having a staffing plan for supervision of your child(ren) each day. Teachers will supervise indoors, nap time, outdoors, high-risk areas and field trips; always being within sight and sound of the group so that the caregiver knows the whereabouts of the children in their care at all times. Care is taken to ensure that the child-to-caregiver ratios are maintained throughout the day. There is a minimum of two staff members on the premises during business hours at all times, with one member being an approved CCA (Child Care Associate). When children leave the facility on field trips or walkabouts, written notification is posted on the classroom doors and message board signs. BECCC shall maintain caregiver and child attendance records that reflect the time caregivers are present and children are in care, by using our rosters to sign children in/out of their classrooms. With our signed specialized activity forms, you (the parent) give BECCC staff permission to participate in moderate risk activities, such as: walks, the beach, Castle Hill, Totem Park or down town. Shore fishing is an option for the School Age groups during the summers.

Outdoor Play

Please send your child to the center dressed for the weather. Please keep a complete set of labeled clothes in your child’s cubby at all times. All children must go out when the group goes outside to maintain the child/adult ratios. Children must be outside for at least 15 minutes every 5 hour in a day. The only exception to this policy is a doctor’s note or when the weather has extreme conditions like: high winds, heavy rain fall or cold temperatures mixed with wind, to where the weather conditions are too rough for children to play. When temperatures drop below 20 degrees Fahrenheit and with wind chill factored in, it is up to the Director’s discretion if the children will be allowed outdoors. Children will be supervised at all times.

Field Trips

Betty Eliason Child Care Center is fortunate to be centrally located in our community. We are within walking distances to playgrounds, Totem Park, Castle Hill, and Swan Lake to name a few. Specialized activities are available for younger children like taking walks in strollers/buggies. Parents give (or do not give) permission for their child(ren) to participate in supervised field trips to the above destinations when filling out a BECCC application and specialized activity forms, prior to enrolling their child(ren). For any other special field trip destinations, parents will be notified a minimum of one day in advance. Permission from the parents must be given to the classroom teachers in order for their child to participate. Teachers will post a descriptive note on the classroom door informing parents of the destination, time at which they left BECCC, and when they plan on returning. A first aid kit, classroom roster, and a copy of emergency numbers of each child participating in the field trip will be with their teachers at all times. Parents are welcome to join their child’s class with any field trip, planned or not. Just speak with your child’s teacher.

Playground

All toys on the playground will be free of cracks, and damage.

Children with Special Needs

Betty Eliason has always been a learning center and open for children of many backgrounds and learning abilities. We utilize community resources geared to serving children with special needs. Our mission statement supports these efforts. While our responsibilities extend to all of the children enrolled in our center, we care greatly for those students needing additional social, behavioral, emotional and pre-academic support. If a child with special needs requires additional staff supervision, parents will be required to collaborate with the center in determining and obtaining community services which can augment the center’s resources. We will, in assessing our own resources and staffing, attempt to accommodate the child’s needs and the recommendations of professionals in our community who serve children with document special needs. In light of the limitations of our facility, the availability of skilled staff, and fiscal restraints, the center may not be an appropriate placement for some children. We request that all parents share all appropriate information related to their child(ren) with special needs upon registration with the center.

Behavioral Guidance and Support Techniques

Our center believes in helping children develop self-control through personal acknowledgement of their own actions. We demonstrate developmentally appropriate strategies that children can use to help them problem solve independently. We believe that children learn best from natural and logical consequences. We use reasoning with children and techniques that re-direct negative behavior toward more positive behavioral choices; however, there are times when this approach with young children does not work and the staff must use more of a behavioral management style with the child. Any or all of the following techniques may be used depending on child age appropriateness: lots of purposeful praise to prevent difficulties, private and firm discussion related to the expected behavior change, sticker chart for reinforcement of appropriate behavior, assignment to a different activity for a while, phone call to parent, or note to parent. If child is removed from an activity to help them gain control of their behavior these guidelines will be asserted:

* The removal will be safe, quick, and as gentle as possible.
* If possible, the child will remain within the room, in a low-stimulating area.
* The child will stay in the new area until they have settled their behavior.
* Minimal verbal/eye contact will occur with the child from staff until the child is ready to share their feelings.
* After the child and staff member have resolved the issue, the child may return to the activity. If the child has been through this process too often, then the staff may choose to eliminate the opportunity for the child to participate in that very specific activity and find a new area to enjoy.

Suspension and Expulsion Policy

We ensure that all children are given developmentally appropriate behavior guidance in compliance with Alaska state licensing regulation 7AAC 57.535. If a child exhibits patterns of out of control behavior our program staff together with the child’s parent/guardian will create a written plan that provides individualized social and emotional intervention as support to the child.

Examples of behavior issues that will be included in documentation:

* Aggression
* Self-Injury
* Excessive Disruption/ Tantrums
* Inappropriate language
* Non-compliance
* Excessive teasing
* Biting
* Running away
* Property damage
* Unsafe behavior

Staff will document all behavior issues on a behavior incident report form, and have parents/guardians sign. One copy will be given to the child’s parent/guardian and one will stay in the students BECCC file.

After the 3rd behavior incident in a 45-day period and the pattern of out of control behavior is exhibited, the parents and administrator will develop a written plan of action that provides specific behaviors, actions and timelines to successfully redirect out of control behavior.

The plan will include:

* Specific behaviors to be addressed
* Behavior guidance that BECCC will adhere to
* Specific behavior guidance the parent or guardian will be expected to maintain at home
* Follow up timeline (daily, weekly)
* Written documentation of all communication with parents, guardian, child(ren), and other applicable care providers
* Timeline for behavior modification
* Consequences of unsuccessful behavior modification such as suspension or expulsion

Enrollment Requirements

Our license states that we can accept children who are at least 6 weeks old. Our center currently offers programs for Infants, toddlers, preschool, and school age children through 12-years old.

Parent(s) must provide the following before a child can be enrolled:

* A completed application. \*Please discuss if you do not want to sign off anything.
* A current and up to date immunization record \*see immunization requirement policy
* A completed and signed enrollment contract.
* Signed parent handbook page
* Sign and date a Child Care Contract.
* Payment of registration fee and first month’s enrollment fees, due on your start date.
* Specialized activity sheet for children ages 3 to 12 years old.
* $20 a month classroom supply to be added to students’ monthly invoice.

**\*\*All of the above items must be on file before a child can attend the center. \*\***

We ask new families to visit the classrooms for a “transition visit.” Ideally, we would love for you to bring your child for visits before your start date. Your child is welcome to interact with new classmates. Transition can be rough and we want everyone to be comfortable.

 ***Parent(s): Please escort your child into the facility and to their appointed classroom within the center, every day. We want each child to arrive safely and be accounted for properly, every day. Please, no unattended children within BECCC facilities.***

New Routines

Remember that coming to the center is an exciting, yet anxious time for you, your child(ren), and family. Some children make the separation break better than others. Some make the break well at first and then a few days later begin to show anxiety. We recommend that you say good-bye to your child, reassure them that you will return for them, and leave. This is harder on you than the child, but typically, the child stops crying approximately the same time you are driving out of the parking lot.

With transition also comes relapse. Children will sometimes regress in the areas of toilet training, nap taking, patience, good choice making, and shyness. This is generally expected; however, if difficulties persist longer than what is considered typical, then it may be a good idea to consult the family doctor or have a brainstorming meeting with the staff. Please keep communications open with the doctor if you have any concerns or questions.

Please inform the staff of anything out of the ordinary in your child’s life (moving, divorce, new siblings, company, absent parent, etc.) It helps us to know that your child might be feeling a little insecure and needs extra attention. Anything you choose to tell us will be kept strictly confidential. Our staff are required to sign a confidentiality agreement upon hire.

**Parent Responsibilities**

Late Drop off: It is parents’ responsibility to call the Center to let us know if their child will be coming in later than their agreed to schedule. If no notice is given by 10am or within 1 hour after the child’s regular start time, the child will not be allowed to come for that day.

Transportation- To and from the center is ultimately the parent(s) responsibility, this includes dropping off school age children at Baranof Elementary School in the morning. Betty E has a designated staff member to pick up Kindergarten kids from Baranof at 1:30pm M-Th and 1:00pm on Friday. Parents are responsible for transporting children in 1st grade to Baranof.

Change of Clothes- Every child needs to have a complete change of clothes, **LABELED** with their name. Infants will need to have three changes of clothes. We do water projects and go out on rainy days. If your child is potty training, please send 2-3 complete sets of clothes.

Breakfast & Lunch- To be supplied by the parent. Each child needs to bring a **LABLED** lunch box or snack. We are happy to heat lunches in our microwave. Please be sure to send them in a microwave safe dish. \*\*School Age and Kinder-Ready must have cold lunches due to their outings.

 \*If any parent would like to have lunch with their child, please notify the staff in the morning when you drop off your child. **If parent forgets to send a lunch, we will provide one for your child at a cost of $10.00 that will be added to your child care account.**

Diapers- To be supplied by the parents, as well as baby wipes. Our staff will give advance warning if your child is running low on supplies**.** **If diapers are forgotten after teachers request, the center will provide diapers at $2.00 each. The cost of diapers will be applied to your child care account.**

Blankets- Each child is welcome to bring a blanket for nap/rest time. Sometimes a favorite blanket is comforting. All bedding is laundered once a week.

Play Clothes- Please dress your child in play clothes and not “Sunday Best” clothes. We take the children outside to play everyday and a lot of projects can get messy.

Cubby- Children will have a cubby to put their belongings in. Parents will need to check these daily for soiled clothes or papers that need to be sent home.

Toy guns/bows/arrows/swords/other types of weapons- are **NOT** permitted. These items will be taken away from the child when they arrive at the center. Weapons removed from your child will be sent home with your child at the end of the day. Please remind your child that even pretended toys are weapons is “not safe at school.”

Personal Toys- It is natural for a child to not want to share his/her toys. Thus, when a child brings a toy it does create some problems with the other children. Additionally, it might get lost or broken. Please **DO NOT** let your child bring toys from home, unless it is for show & tell, which your child’s teacher will inform you about.

Water Bottle- Please have a water bottle labeled with your child’s name to keep in their classroom so each child has access to water at all times during the day. Water bottles are washed weekly.

Lost Items- Teachers are not responsible for lost items. Please do not allow your child to bring anything valuable to the center. It is helpful if your child has their name on all of their personal belongings. If an item of clothing is lost within the center, the teachers will do their best to help find it.

Birthday Celebrations-Birthdays are celebrated monthly on or around the 15th. On this day the center will celebrate every child who has a birthday in that month. The center will provide a birthday treat, but parents/guardians are welcome to bring in something special for their child’s class.

Courtesy- Parents are to be courteous to the BECCC staff and other children in the center. If a parent witnesses a child hurting their child, it is the staff’s job to take care of the problem, **not the parents.** Please talk directly to the teacher or director.

Infant Supplies- Pacifies, bottles or sippy cups, and blankets need to be labeled with the child’s name.

Labeling- For any labeling needs, please ask a teacher or the front office for supplies.

Amazon Smile- BECCC participates in the Amazon Smile non-profit donation program and we like to invite all families to look into this if you have not already. Every time anyone places an order with Amazon through smile.amazon.com, Amazon will donate a small amount to the non-profit of your choosing at no additional cost to you! Please choose BECCC as your non-profit. All proceeds go towards updating the center.

**Policies & Procedures**

Holidays & Closures

If holidays fall on a weekend there will not be a substitute day off during the week.

**Betty Eliason Child Care Center will be closed on the following days:**

\* Southeast conference 3/13 \* Memorial Day 5/25 \* 4th of July

\* Labor Day 9/7 \* Alaska Day 10/18

\* Thanksgiving and the following day 11/26 & 11/27

\* Holiday break 12/24-12/26 \* New Year’s Eve 12/31- Close at 12:30

\* New Year’s Day 1/1/21

Students invoices will not be prorated for days missed due to a holiday or planned closure.

**\*There may be additional closures as approved by the Board of Directors as well as inclement weather, communication, heat, or lack of water.**

Emergency Procedures

**Fire Drills:** The center has a fire escape plan posted. The children are taught escape procedures and drill are run monthly.

**Tsunami Policy:** All children and staff will evacuate the building immediately! All children and staff will then combine at the upper gate off o f the back playground and proceed along the following path to Sitka High School: Take Left on Etolin St., turn Right on Baranof St., then proceed to Sawmill Creek Rd., cross Sawmill Creek Rd. to Lake St., turn Right on Lake St., follow Lake St. to the High School which will be on the Right. Staff will perform frequent head checks and visual scans for children to keep everyone together. Children under 30 months who are non-ambulatory, may be transported in strollers or the buggy, or be carried by the staff. Children with special needs which prevent them from executing these procedures on their own, will be assigned to staff who will be responsible for their safe participation in the evacuating procedure. Parents who wish to collect their children may meet us at Sitka High School. **PLEASE BE SURE TO NOTIFY A STAFF MEMBER THAT YOU ARE TAKING YOUR CHILD SO THAT WE KNOW YOUR CHILD IS SAFELY WITH YOU.**

Our Tsunami Kit Contains: Water, cups, dried fruit, 3 space blankets, flashlights, radio, 2 plastic tarps, first aid kit, and toys/materials to amuse the children.

**The center will remain closed if the “all clear” happens after 12:00 noon.**

**Electric Shortage:** If the center loses electricity for over an hour, the center will have to close. Staff will call parents to pick up their children immediately. The center will remain closed on that day if it is after 12:00 noon.

**Water Shortage:** If the center loses water capability, the center must shut down immediately. Staff will call parents to pick up their children immediately. The center will remain closed on that day if it is after 12:00 non.

**Snow Policy:** If public school is cancelled due to snow, Betty Eliason Child Care Center will also be closed. Student invoices will not be prorated for closures due to inclement weather.

**Communications Policy:** If the center loses communications (phone and cell phones) for over an hour, the center will have to close. After an hour of outages, parents need to immediately report to the center to pick up their child(ren).

**Earthquake Policy:** Listen to KCAW for the latest up-dates. If KCAW is not broadcasting due to earthquake damage, please contact the center in the case that a tsunami warning is enacted after an earthquake, we will follow the tsunami-warning procedures.

Television Viewing Policy

At Betty Eliason we view “G” (or “PG” with parent’s approval) movies on designated Friday’s only. In order to respect the families of all children who attend, we do not view religious or violent children’s programming at the center. Viewing is limited to one and a half hours of time throughout the day. In case of inclement weather, movies may be shown on days other than Friday’s. TV viewing is for 2-12 year old’s. Toddlers get 1/2 hour of movie time, if they watch.

Reporting Child Abuse

The law states that all licensed day care providers and paid staff, who, in the performance of their professional duties, have cause to believe that a child has suffered harm as a result of abuse, and/or neglect, to immediately report the harm to the nearest office of the department of health and social services.

Change in Policies

Parent(s)/Guardian(s) will be given two weeks notification of significant changes made in the information addressed in our parent handbook or program.

Termination of care

If the policies and procedures set forth are not followed, Betty Eliason Child Care Center reserves the right to terminate a child’s care contract, at any time. In such an event, tuition owed will still be due and no refunds will be issued.

Confidentiality

Required records and information pertaining to an individual child or parent is treated confidential by facility staff. Additionally, confidentiality is also maintained in the case of reporting situations that require child protective services.

**Please remember there is NO SMOKING on BECCC Property.**

**Parent Teacher Communication**

**Remind App:** Betty Eliason Child Care Center utilizes the Remind smart phone app to communicate between families and the staff at Betty Eliason Child Care Center.

**Newsletters:** Each month a newsletter is written and sent home with your children. The newsletter is to inform parents of upcoming events, parenting tips, birthdays, staff vacations, changes in policy, fundraisers, the monthly menu and more.

**Parent Volunteers:** Betty Eliason Child Care Center would love to see more parents in the classroom. If you have a favorite book that you would like to read, or an art project that goes along with the theme, discuss it with the teacher in your child’s class and set up a date to help out. It helps you know a little more about your child’s day when remind.com/plansthe parent gets to come in and see what their children do all day. It is strongly encouraged that all families volunteer 5 hours a year in the center.

**Minor Mishaps:** Minor scrapes, cuts and bruises, which happen during the day, will be recorded with an accident/incident report and signed by a parent at the end of the day. Please talk with the director with any concerns. If you have a question about a minor mishap, do not hesitate to ask the teacher about the incident.

**Parent Courtesy Call:** Parents are asked to contact the center if their child(ren) are ill and won’t be attending or if a child will be absent. If the child(ren) have been absent for 2 days and the center has not been notified, BECCC staff will contact the parents.

**Phone and Written Communications:** The staff will make attempts to notify parents via phone or Remind whenever a situation arises that we feel you should be aware of. We request that parents keep the staff informed of your needs, concerns, and feelings. Be sure to keep the Director informed of any changes.

**Attendance Records:** Each day sign your child in when you drop them off and sign them out when you pick up your child. It is also very important that the person picking up a child makes sure that the teacher who is on the floor with the children knows that your child is leaving.

**2 Week Termination Notice:** If you fail to contact BECCC about a vacation or are no longer needing care, then BECCC will still charge the ending child care fee. Parents are responsible for letting the office know their child’s schedule. If we do not hear from you for up to 2 weeks, BECCC will have no choice but to terminate care.

**Health, Safety, & Nutrition**

Health Care Standards

**The health of every child attending, and the professional staff working at the center, depends upon parents bringing healthy children. If you suspect your child is ill or if your child is ill, please keep them home.**

If a child becomes ill while at the center, the parent(s) will be called as soon as possible. Care of a sick child is ultimately the parents’ responsibility. Children who exhibit the following symptoms or circumstances may not enter the center.

* The child has diarrhea, vomiting, and/or appears uncomfortable, distressed, and is generally not well enough to participate in the day’s activities.
* The child’s ear temperature is over 101 degrees F.
* The child has strep throat and has been on medication for less than 24 hours.
* The child is in the contagious stage of chicken pox, as indicated by any open or non-crusted sores, usually the sixth or seventh day following an outbreak.
* The child has ANY communicable disease or parasite, which warrants their separation from a group. In the case of head lice and nits, we have a **NO NIT POLICY.** If your child has head lice or nits the parents will be notified and asked to pick-up their child. Upon returning to the classroom designated personnel will check the child’s head prior to entering the classroom.
* Any child who has one (1) episode of vomiting or three (3) episodes of diarrhea will need to be picked-up.
* We cannot accept children on the same day that they have undergone general anesthesia. Parents are the best monitors for a child recovering from a surgery.
* **Child must be symptom free for 24 hours before they may return to school.**

**Firearms and ammunition are prohibited on the premises in accordance with state code 7AAC 10.1080(c)**

**Poisonous plants such as poinsettias, philodendrons, and other common house plants will not be kept at the facility. 7AAC 10.1095(b)**

Medications

The center does **not** stock or provide ANY medication for children. Prescription medication provided by the child’s parents must be in the original container showing the date filled, the expiration date, instructions, and the physician’s or other medical professional’s name. Over-the-counter drugs, such as non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments, teething tablets, powders, sunscreen, and insect repellent may be given only at the dose, durations, and method of administration specified on the manufacture’s label. All medication must be labeled with your child’s name on the container. If your child is taking any kind of medication that needs to be given during the day by the staff, please give clear, written directions, using the center medication authorization form. All medications and topical products are kept away from the children. Please do not put medication in a child’s lunch box. If medications are not given to the office, then they will not be given. Topical products like diaper creams, lotions, and chap sticks will be given to the teacher.

**School-Agers:** Parents/guardians must provide their child(ren) with their required medication to be kept at BECCC at all times.

All medications must have a medical release form signed, on file in the office and your child’s classroom. This includes but is not limited to: chapsticks, diaper cream, sunscreen, lotions, OTC medication, prescription medication, etc.

Immunizations

To ensure the health and safety of all children, regardless of attendance schedule, Betty Eliason Child Care Center requires all children be up to date with all immunizations. Therefore, a current immunization record for all children is required. No exemptions will be allowed.

Injury or Acute Illness

The BECCC staff are trained and certified in First Aide and CPR. Emergency first aid is rendered immediately when needed by the staff that is directly responsible for and/or in closes proximity to the child. When an accident is in need of immediate medical treatment, a parent will be called as soon as possible. If it is not possible to reach a parent, the staff will call the child’s emergency resource or child’s physician. If necessary, an ambulance will be called. Until the arrival of the parent, physician, or ambulance, the staff will be in charge and make all decisions concerning the care of the child. The parent will be expected to assume financial responsibilities for any resultant expenses. It is the parent’s responsibility for keeping the emergency reference current.

Potty Training

BECCC does not discriminate in any way. Children whose age changes, but are not fully potty trained, will receive the same treatment as those who are. Children who move upstairs into the Preschool classrooms do not have to be fully potty trained. The toddler classroom is available to help children master potty training and prepare them for their next transition. So please do not rush your child for the sake of starting Preschool. Students aged 3-4 who are enrolled in the preschool classroom but are not potty trained will be billed at the toddler rate.

Here at BECCC we strive to maintain the highest cleanliness and sanitation of all students after using the restroom.

Meals

**Student’s monthly tuition includes the cost of a supplemental breakfast and daily afternoon snack.**

**Breakfast:** Every child will be offered time to eat either a morning snack or breakfast from 8:00am to 8:30am. ***Food items for this meal, other that milk, must be provided by the parent (unless your child has an allergy or sensitivity to milk.)*** If parents forget to send a breakfast and your child is hungry, we will provide one for your child.

**Lunch: Parents are responsible for providing a healthy lunch which complies with USDA Child Care Food Program Guidelines. To meet these guidelines, we ask that parents DO NOT send their child with a Lunchable.** Each child needs to bring a healthy **labeled** lunch box or sack lunch. Lunch is served from 11:30am-12:15pm throughout the center. If parents forget to send a lunch, we will provide one for your child at a **cost of $10.00.**

**Snack:** An afternoon snack is provided by BECCC and served throughout the center at 3pm. Parents are welcome to donate store purchased snacks or bring ingredients for the center to cook with. Talk with the office if interested. The center will provide students with allergies with a substitution if necessary.

**Milk:** BECCC will provide milk for breakfast and lunch. Parents will not need to pack drinks unless so preferred or in cases of allergies or sensitivity. BECCC provides whole milk for children under 2 years and 1% for everyone older than 2 years old.

We request that **chewing gum, soda pop, candy or other foods high in sugar NOT be sent in your child’s lunch!** If such items are included, they will be removed and sent home. If your child has items in their lunch that need to be warmed up, our staff will gladly heat them up for you. Teachers upstairs have a 1-4 system. Ask them for ideas.

We encourage parents to provide a nutritious, balanced lunch that is low in sugar. For a 2-6 year old child, the following USDA meal pattern will meet these needs:

* Milk (3/4 cup) center provides 1% fat mill to Toddlers, Preschool, and School-Agers.
* Whole milk is provided for children under 2 years.
* 1 serving of veggies 1 serving of fruit
* 1 child-sized portion of bread (whole grain or enriched), rice or noodles.
* 1 child-sized portion of meat or alternative (poultry, fish, cheese, egg, cooked beans or peas, peanut butter, yogurt, nuts or other protein foods)

Please only send **ONE** treat/dessert in your child’s lunch. Food items that are considered treats/desserts are chips, pudding, fruit snacks, fruit roll-ups, cookies, and Jell-O. If you are not sure please check with a staff member.

Copies of the monthly snack menu will be provided at the center.

Animals

There are no animals that reside at BECCC. Occasionally there may be a visiting animal. Make sure that your child’s teacher is aware of any animal allergies.

**Parents Financial Responsibilities**

Billing Information

**Monthly Payments**

Parents are responsible to pre-pay in full each month, by the 1st (first) day of the month that service will be provided. Monthly statements will be provided for services.

If payment is not received within 5 business days, a late fee of $20.00 will be applied. If payment is 30 days past due (on the first day of the month following service) and, arrangements have not been made with the Director, your child(ren) will not be allowed to attend BECCC, and your account will be turned over to Northern Credit Services for collections or other appropriate action may be taken (e.g. in small claims court). Checks should be made payable to Betty Eliason Child Care Center, 607 Lincoln Street, Sitka, AK 99835 or given directly to the director. BECCC also excepts bank transfers from your monthly invoice. Credit cards are accepted only through students emailed invoice at 2.9% interest plus a .25 cent processing fee added by our billing software. Parents/guardians are responsible for all fees associated with using a credit card to pay their child’s invoice.

Registration Fee & Monthly Classroom Supply Fee

There is a registration fee of $25.00 for each child enrolled in the Center. All families must pay the registration fee upon starting to receive service from BECCC. Each month a $20 classroom supply fee will be added to each child’s invoice. Registration and materials fees are non-refundable.

**Ending Child Care:** You must provide written notice at least two weeks in advance before ending care. You will be billed for two weeks of childcare after notification whether or not your child is in attendance.

**Parent Break Ups:** BECCC is not responsible for what happens outside of the center. If parents make the decision to split, they are responsible to provide changes to BECCC ASAP and make the effort to keep issues outside of the center. Both parents are still responsible for BECCC policies and tuition. If parents decide to split their child’s bill, then please advice the center’s Director with all changes, so that there are no issues.

**Drop-In’s:** Drop in fees are due at the time of service. Service is on a space-available basis. Contact the center 24 hours prior for availability.

**Late Pick-Up:** If your child is left at the center past 5:30pm, your bill will be charged $10.00 for the first five minutes after 5:30pm. An additional $1.00 will accrue for every minute he/she is left beyond 5:35pm.

Registration Fee & Annual Material Fee Continued

**Non-Sufficient Funds (NSF) Checks:** If your check is returned to BECCC stamped NSF, your account will be charged a $25.00 fee.

**Illness/Injury Surcharge:** After you have been contacted regarding your child’s illness/injury you have an hour to pick up your child. Time exceeding the hour will be billed at $15.00 for every 15 minutes. (See health care standard policy for more information).

**Family Discount:** If you have 2 or more children enrolled, the youngest child will be charged the full tuition and older sibling will receive 10% off total monthly enrollment.

**Payment is required:** for any time a space is being held whether or not your child is present. There will be NO credit for absences except in case of:

**\*\*Vacation Time:** of up to two weeks per calendar year. Two weeks written notice is required.

**\*\*Illness or Injury:** of 5 consecutive days or more with a doctor’s note.

**\*\*Family Emergency:** If you must leave town or pull your child out because of an emergency due to elements out of your control, BECCC will credit your account and allow you to make up the days, upon approval of the Director.

**\*\*Injuries:** If your child is injured at BECCC or outside the center, your account will be credited for any time missed, upon approval from the Director.

**Year Rate Increase:** Rate increases will be unscheduled and based on center determination. All decisions will go through the board of directors for approval.

Financial Assistance

The Daycare Assistance Program offers financial aid that is based on family income and the number of dependents living at home. We encourage all interested families to inquire thru Catholic Community Services at 1-800-505-6124 (toll free) or direct at 907-463-6184. Applications for the Child Care Assistance program can be found at the front desk or at the following link:

<http://dpaweb.hss.state.ak.us/e-forms/pdf/cc/CC8.pdf>

BECCC accepts other financial assistance including: Sitka Tribe of Alaska, Tlingit & Haida, Office of Child Services and U.S. Coast Guard. If you are unsure about whether you qualify for such assistance, please talk with the director for guidance.

Resources regarding the listed types of financial assistance are available at the front desk.

Persons eligible for Child Care Assistance Program (CCAP) are **required** to pay their portion of their total monthly bill by the first of each month. This includes the amount of authorized care to be paid by the parent(s) verses the amount paid by the state, *PLUS* the surplus amount in which BECCC excesses the state subsidy rate. If no authorization is available at the time you need to start your child, then half of your child’s tuition is due. Once authorization is available, accounts will be credited if parent portion is less than half of what the authorizes.

If payment is not received by the 5th business day of the month, a late fee of $20.00 will also be due.

If payment is 30 days past due (on the first of the month following service) and arrangements have not been made with the Director, your child(ren) will not be allowed to attend BECCC, and your account will be turned over to Northern Credit Services for collection or other appropriate action may be taken (e.g. small claims court, State of Alaska report of no-payment).

All staff at BECCC are knowledgeable and able to guide families in locating subsidy resources.

Parent’s Checklist

\_\_ Completed application

\_\_ Current immunization record \*see immunization policy pg. 22

\_\_ Signed pg. 29 of parent handbook

\_\_ Emergency Contact form (yellow)

\_\_ Registration fee $25.00

\_\_ Tuition

Clothing

\* One complete change of clothing for every child, two if potty training, three if they are in the youngster or infant care program. All clothing must be clearly labeled.

\_\_ Backpack \_\_ Hat (seasonal)

\_\_ Pants \_\_ Shirt

\_\_ Socks \_\_ Underwear

\_\_ Outdoor Clothing (related to weather) \_\_Jacket (even on sunny days)

\_\_ Boots \_\_ Slippers or tennis shoes

\_\_ Rain Pants \_\_ Glove/Mittens (seasonal)

Nap Bedding Meals

\* We wash the bedding weekly. \* Labeled with your child’s name

\_\_ Blanket \_\_ Breakfast

\_\_ Lunch \_\_ Water Bottle (washed weekly)

\_\_ Comfort Item

**The BECCC Parent Handbook was revised and approved by the BECCC Board of Directors on January 21, 2020.**

I have read and understand the policies and procedures of Betty Eliason Child Care Center and I have received a copy of the Parent’s Guide to Licensed Child Care.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian (optional) Date

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Administrator Date