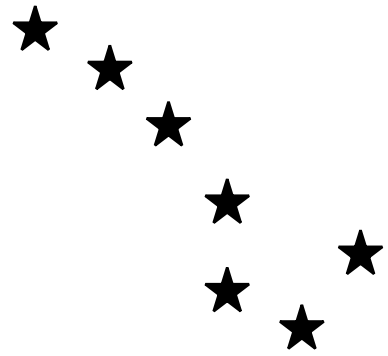


Little Dippers Learning Center



PARENT HANDBOOK **Policies and Procedures**

23rd and Main Street
P.O. Box 419
Skagway, Alaska 99840
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About the Center

Little Dippers Learning Center is owned and operated by Skagway Child Care Council, Inc. (SCCC), a local 501(c)3 non-profit. We provide toddler, preschool, and school age childcare and programs designed to meet the needs of the families and children we serve. The center has been in operation since 1987.

Mission

Little Dippers Learning Center is dedicated to serving the families of Skagway. We provide safe, high quality child care that focuses on learning through play and structured experiences. We are devoted to nurturing each child, while exploring the richness of nature, culture and community

Skagway Child Care Council Board of Directors Meetings

Membership on the Skagway Child Care Council Board of Directors is comprised of parents and community members who have a passion for Skagway's future, the children! Parents are encouraged to attend the monthly meetings of the Board of Directors for the Skagway Child Care Council. Parent ideas, concerns, questions, and support are welcome. Meetings are scheduled monthly and will be posted on the Little Dippers website. The SCCC will hold an annual meeting for the entire Little Dippers community to be held yearly. Date, time and location will be communicated on the Little Dippers website and via the Monthly Parent Newsletter.

Little Dippers Daycare is licensed for:

- 30 children
- 0 months - 12 years
- Monday - Friday
- 6:30 a.m. - 6:00 p.m.

The center is OPEN:

- May through the end of September

The center is CLOSED:

- Memorial Day
- 4th of July
- Labor Day

Little Dippers follows State Regulations for teacher to child ratios, which are:

- 1 teacher to 5 infants 0-18 months (Maximum of 10)
- 1 teacher for 6 toddlers 19 months up to 36 months (Maximum of 12)
- 1 teacher for every 10 preschoolers 3 and 4 years (Maximum of 20)
- 1 teacher for every 14 kindergartners 5 and 6 years
- 1 teacher for every 18 school aged children 7 up to 12 years

Where mixed ages are present, teacher to child ratios are determined by the youngest child in the room.

Insurance

Little Dippers Daycare maintains liability insurance coverage according to the State of Alaska requirements.

Licensure

Little Dippers Daycare is a licensed childcare center through the State of Alaska, the Department of Health & Social Services and the Department of Environmental Conservation. Little Dippers also has business licenses through the Municipality of Skagway and the State of Alaska.

Personnel

Administrator:

- Extensive experience working with children, staff, parents, and volunteers
- CPR and first aid certified
- Federal Background Check
- Has a CDA or CCA credential

Teachers:

- Qualified with experience and positive references working with young children
- CPR and first aid certified
- Federal Background Check

Supervision of Children

Teacher to child ratios will be upheld at all times. Children are supervised at all times while at Little Dippers Learning Center.

- **Indoor activities:** Teachers will be in close proximity and will be able to see children at all times. During free-play and other indoor activities, teachers will visually confirm the presence and well-being of each child on the sign-in sheet continually.
- **Nap Time:** A teacher will be with sleeping infants and toddlers at all times. A teacher will always be present during naptime.
- **Playground:** Teachers will supervise all areas of the playground and continually account for all children, ensuring the wellbeing of each child in their care.
- **Field Trips:** On a field trip each teacher will be assigned a group of children. Children will be accounted for throughout the trip. First aid kits, portable water and copies of emergency cards will be in possession of the teachers present on the trip.

Volunteers

We welcome parent volunteers. All volunteers and guest presenters will be under the supervision of a staff member.

Program Philosophy and Goals

Little Dippers Learning Center follows a developmentally appropriate learning philosophy. We believe that children progress through different stages of development at different times. In order to meet the varied needs of the children, our environment is structured to allow children to make stage-appropriate choices and master skills at their own pace.

Program Goals

- Provide positive experiences
- Develop self-discipline
- Nurture healthy patterns of interaction and expressing thoughts and feelings
- Foster self-esteem and confidence
- Support independence

- Teach decision making and problem solving skills
- Encourage and stimulate language development
- Allow opportunity for creative self-expression
- Create a warm and accepting atmosphere for children & families
- Stimulate learning through hands-on experiences

We offer a well-balanced program of planned activities, which integrate art, music, and language experiences, science, math, social studies, and physical education. Professional staff will guide the children through intellectual, emotional, social and physical growth with opportunities to play and freedom to explore. Little Dippers Learning Center fosters an environment of respect and friendship.

Population we serve

Little Dippers Learning Center was established to provide young children a safe and nurturing environment in which to grow. We provide an experienced based education that encourages hands-on participation and outdoor learning. We serve a parent population who's hours of work typically increase during the summer months, due to the seasonal employment opportunities in Skagway.

Enrollment Procedure & Requirements

Registration

Registration packets are available to print on the Little Dippers website, *skagwaylittledippers.com*
For new families or returning parents who did not maintain enrollment, to register please provide:

- Application
- First month calendar schedule

At parent orientation or the child's first day of attendance, whichever is sooner, the Parent/Guardian is responsible for:

- Payment of \$25.00/ child registration fee
- Signed financial agreement
- Current immunization record
- Emergency information card (to be kept up-to-date and on file at the Center)
- Child release authorization
- Permission Slip
- Topical Skin Products Authorization
- S.M.A.R.T. Transportation Authorization
- Signed receipt of Parents policies & procedures Handbook, and the State of Alaska's Guide to Licensed Care
- Refundable deposit of \$150.00 (per family)

Families who opted to maintain enrollment from the previous season, at orientation please provide:

- Signed financial agreement
- Review and update: immunization record, Emergency information card (to be kept up-to-date and on file at the Center), Child release authorization, Permission slip, Topical Skin Product Authorization & S.M.A.R.T Transportation Authorization
- Signed receipt of Parents policies & procedures Handbook, and the State of Alaska's Guide to Licensed Care

All of the above items must be on file and fees paid before a child can attend the Center. All documentation must be kept current. It is the parents' responsibility to **inform the center of any changes** of phone numbers, new jobs, addresses, and/or changes to the child release authorization form.

Enrollment

Enrollment occurs on an as registered basis with no priority. Current parents are offered a chance to maintain enrollment at the end of each season to reserve a spot for the upcoming season. Each registering family's schedule will be reviewed as quickly as possible. Based on attendance and provider coverage, we will notify you if accepted. State care and facility requirements must be considered prior to accepting your enrollment.

Voluntary Withdraw

Families who choose to withdraw from Dippers will be charged 50% of scheduled service fees.

Non-voluntary Enrollment Termination

It is the Administrator's responsibility to ensure the safety of the children and staff of Little Dippers Learning Center. After all the steps above have been exhausted and documented and it is apparent the issue or issues cannot be resolved within the established action plan that the parents and staff have implemented, the Administrator reserves the right to terminate the contract with the parents and have the child removed from Little Dippers Learning Center indefinitely. Any suspension or expulsion will be reported to the Alaska Department of Health and Social Services Child Care Program Office in accordance with the department's regulations.

Skagway Child Care Council reserves the right to terminate contracts for families whose accounts are left unpaid for more than two (2) billing cycles.

Terminated accounts can be considered for reinstatement on a case-by-case basis after a letter of explanation has been received by the board.

Monthly Scheduling

Dippers offers two 4-hour learning sessions each day. Center sessions start at 8:30am and 1:00pm daily, with drop-off available up to 15 minutes before the session starts and pick-up up to 15 minutes after the session ends. Parents can schedule children for one or both sessions each day. **Before and after session care is available at an hourly rate from 6:30am-8:30am and 5:00pm-6:00pm.**

- A blank monthly calendar will be provided via the website and/or at the sign in desk at the center.
- Parents must provide the Center with a completed monthly calendar schedule by the 25th of the current month for the upcoming month. This assures your child's enrollment space for the days you have scheduled.
- Monthly Calendars received after the 25th will incur a \$5 late scheduling fee
- **Revisions to the monthly schedule must be in writing to the Administrator. Approval will be based on space availability and staffing needs.** Frequent and/or last minute schedule changes are not guaranteed to be honored. Extenuating circumstances that alter your child's scheduled days will be addressed on a case by case basis.

- If no children are scheduled before 8:30am, the center will not be opened until 8:15am but an on-call teacher is available if parents need last-minute childcare before 8:15am
- If your child is not scheduled on a given day or at a given time, you must call at least 15 minutes ahead to determine if space is available before bringing your child to the Center. If you need day-of unplanned care, a \$2 fee per child will be applied in addition to the session rates.
- All charges are due upon receipt and must be paid before scheduling additional care hours.

Childcare Rates

Childcare rates are based on attendance level and age of child. Little Dippers Learning Center offers half day or full day learning sessions charged at a daily or monthly rate. Before and after session care is available at an additional per hour charge. **For current rates refer to the Fee Schedule.**

Skagway Child Care Council reserves the right to adjust fee rates if necessary to cover unexpected costs. Families will be given advance notice before rate changes are implemented.

Families are encouraged to apply for the Child Care Assistance Program to help reduce childcare costs. To learn more visit: <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

Billing Procedure

Billing cycle and payment schedule:

Billing End Date	Payment Due
May 31	June 15
June 30	July 15
July 31	August 15
August 31	September 15
September 30	October 15

At a minimum, families are responsible for the hours reserved on their monthly calendar. Final monthly bills will be based upon reserved hours, the daily sign-in sheet noting any additional hours of service used and any additional fees incurred from services rendered. Please see the current fee schedule for current child care rates and other fees.

Families are encouraged to apply for the Child Care Assistance Program to help reduce childcare costs. Families are responsible for all remaining balance after Dippers has received a family's approved Child Care Assistance or for full account balance if Child Care Assistance is not received by Dippers.

Accounts are billed within 5 days after the close of the current billing cycle. Accounts must be paid in-full by the 15th of each month. A late fee of 1.5% (min. \$30) will be charged against accounts with outstanding balances on the 16th of each month. Children of families with outstanding balances will be denied service until accounts have been settled.

Skagway Child Care Council reserves the right to deny services indefinitely for families whose accounts are left unpaid for more than two (2) billing cycles. After appropriate effort to notify families has been given, accounts left unpaid for more than six (6) months will be filed for collection through the appropriate legal route.

Daily Program Basics

During parent orientation, parents will be given the general daily schedule and targeted curriculum for your child based on their age group. During the final week of the prior month, parents will be given the upcoming months theme and weekly schedule of activities.

Point of Contact

The Center's Administrator serves as the parent's primary point of contact. If the Center Administrator is not present, a teacher will be acting center lead designated by the Center Administrator.

Notification System

Little Dippers utilizes the Remind App service to notify parents of schedule changes, policy changes and program updates.

Arrival & Departure

Please escort your child into and out of the facility, as well as to their appointed areas in the center. The parking lot and the ramp are **NOT** safe places for children to be left unsupervised.

Arrival

- Parent's can drop-off their child/ren up to 15 minutes before the session begins
- Parent/Guardian signs each of their children in and notifies staff of their arrival.
- Children put their belongings into their cubby.
- Lunches that need refrigeration should have a cold pack in them as space in the fridge is limited.
- Parents fill out medication authorization forms if applicable.
- Parent shares with staff special instructions or observations regarding child

Departure

- Parents have up to 15 minutes after the session ends to pick-up their child/ren
- Parent/Guardian signs each of their children out and notifies staff of their departure.
- Staff will share with parent/guardian any incident reports, projects, participation, behavior, and overall observations of your child for the day.
- Gather child's lunch box and personal items prior to departure from the Center.
- **No child will be released to unauthorized persons.** Any person not registered, in writing, from the parent/guardian to pick up a child must be cleared by the Administrator or authorized staff. Picture I.D. must be shown before the release of child to anyone not on the approved pick up list provided to the center by the parent/guardian.
- **No child will be released to a person who is impaired by drugs and/or alcohol.**

Learning Groups

Little Dippers Learning Center offers three (3) different learning groups to provide age appropriate curriculum. Children are placed within groups based upon their age when they start each season with Dippers. Children ages 1-3 years old will be in the Moon group, 4-5 years old will be in the Sun group and 6+ will be in the Star group. Children will not advance into an older learning group during a season unless recommended by the center's teachers.

Diapering & Toileting

Parents need to provide disposable diapers for use at the center.

Diaper Changing Procedure:

- Diapers will be checked/changed regularly – or as soon as discovered to be wet or soiled.
- Parents provide diapers to the center. Staff will notify parents when their child’s diaper supply is low.
- Diapers will be provided by the center @ \$1.00 per diaper if not provided by parent. This charge will appear on your billing statement.
- Diaper wipes will be provided by Little Dippers.
- Diaper changing will be completed on a changing station that has been sanitized according to Alaska State Regulations.
- Gloves (latex-free) will be worn by the caregiver for all changes. Gloves will be disposed of after each use.
- Children will not be permitted to dispose of used diapers.
- Staff will record each diaper change and will provide a daily report to parents on the “What My Child did Today” form.
- We do not initiate toilet training, but we do cooperate in training when the child has had some success at home. Parents are responsible for discussing their toilet training methods with the staff and agree on a plan for the child’s training while at the center.

Snack & Lunch

Our priority is to ensure your child is eating nutritious foods and developing healthy eating habits. We strive to include all food groups between both snack times daily. When cost efficient and available, natural, whole, organic foods will be provided.

Please notify us if your child has any food allergies or dietary restrictions. All allergies/food restrictions will be posted in the kitchen for caregivers preparing snacks for children.

Snack:

Little Dippers Learning Center provides the morning and afternoon snack foods. We also strongly encourage regular consumption of water. **Please provide a water bottle for your child that is clearly labeled with their name.**

Examples of Snacks Provided

- Fresh Fruit
- Dried Fruit
- Fresh Vegetables and Dip
- Hummus with crackers
- Granola
- Tortilla Wraps
- Crackers and Cheese
- Applesauce
- Yogurt
- Toast
- Muffins

Lunch:

- Parents provide each of their children with a separate lunch.
- PLEASE, do not send candy, soda, or gum with your child. These items will be set aside and sent home.
- **Label your child's lunch box and any food containers you send with the child's name.**

- A \$5.00 fee will be charged if a child does not bring lunch. The lunch fee will appear on your monthly billing statement.
- **Please send food that is ready to eat.** If your child's lunch requires warming, please consider using a thermos to keep foods warm as heating individual lunches is not always possible.

Rest & Nap Time

All children 5 years old and younger are required to rest or nap for 1 hour per Alaska State law. This quiet time will be observed whether a child sleeps or not. All children are encouraged to rest, sleep, or engage in calm, individual activities including looking at books, meditation, relaxation exercises, and listening to music or audio books. Children under 3 years will be encouraged to sleep but are on an individualized schedule.

Each child taking a nap:

- Has a consistent personal sleeping space and sanitized mat.
- Please provide your child with their own blanket, pillow, and/or special sleeping item from home. These will be stored in their cubby and laundered at home weekly.

During nap time:

- A caregiver will monitor resting children at all times.

Important Parent Reminders

- **Change of clothes:** Every child needs to have a complete change of clothes, LABELED with his/her name. We do water projects and go out on rainy days. Even school age kids need a spare set to wear. **If your child is potty training, please provide at least 3 sets of clothing.**
- **Appropriate shoes: we recommend closed toed shoes at all times.** On rainy days, please send your child with rain boots. We will be playing outside even on rainy days.
- **Cubby:** Each child will be provided with a cubby or crate to put his/her belongings in. Parents will need to check these **DAILY** for soiled clothes or papers that need to be taken home.
- **Weapon toys** and weapon play are not allowed at the Center.
- **Little Dippers Learning Center is not responsible for lost belongings.** Please do not allow your child to bring valuables to the center. Any articles from home that are brought for show-and-tell must have the child's name on them.
- **Children coming from school** become the center's responsibility once they have been signed-in by their guardian or the teacher, who is assisting in transporting from school to center, on the daily sign-in sheet.

Field Trips

We take the children on walking field trips throughout the Municipality. Little Dippers Learning Center is approved by the State of Alaska, Child Care Licensing Department to lead children on wilderness walks on local hiking trails.

- Permission slips are required for off-site activities such as: hiking local trails, private car or shuttle transportation, train rides, transportation to Dyea, etc.
- Parents will be provided with a sign-up/ permission sheet describing the outing and how we are being transported. Parents are encouraged to volunteer in these off-site activities.

- Outings that do not require a permission slip might include the Skagway Recreation Center facilities, Skagway School facilities, Seven Pastures, Molly Walsh Park, the Skagway Public Library, and short cart rides and walks close to the Center.
- Caregivers will closely supervise the volunteers and children in their care at all times. A manifest of the children participating in the activity along with each child's emergency information will be in the lead caregivers' possession.
- First aid kits and emergency potable water is taken on every outing.

Curriculum/Activity Schedules

Curriculum and Activities will be determined by the needs of the children enrolled for the season.

Curriculum and schedules are determined with the following goals in mind:

- Alternate between indoor and outdoor, active and quiet play, and structured and free choice play
- Provide activities that are developmentally appropriate and intellectually stimulating.
- Provide outlets for children to learn about nature, science, geography, literature, art, history and music
- Encourage children's independence by allowing them time to problem solve and enjoy a challenge

Infant Care Policies Ages 0 - 35 months

Infants under 12 months will be accepted based on the center's staffing availability.

DIAPERING AND TOILETING: Parents need to provide disposable diapers for use at the center. You should provide diaper changing supplies, including containers of rash cream and lotion, which will be labeled and cleaned. Little Dippers will provide wipes.

If you use cloth diapers, you must provide an impermeable bag or sealed container to place the used diapers and clean the diapers and receptacle daily. All soiled cloth diapers should be taken home daily. They will not be washed at the center.

Diaper changing procedure:

- Diapers will be checked and changed every hour or as soon as they are wet/soiled.
- Diapers will not be provided by the center. Staff will alert the parent when his/her child's diaper supply is low.
- If a child runs out of diapers, they will be provided by the center at a cost of \$1.00 per diaper. This charge will appear on your billing statement.
- Wipes will be supplied by Little Dippers.
- Diaper changing will take place at a changing station that has been sanitized according to Alaska State Regulations, cleaned with a water/ bleach solution after every use.
- Latex-free gloves will be worn by caregivers for all changes. Gloves will be discarded after each use.
- Children will not be permitted to dispose of used diapers or touch diapering supplies.
- We do not initiate toilet training, but we will cooperate in training when the child is actively practicing at home.
- Staff will record each diaper change on the child's daily report that will be given to parents at

pick-up.

BOTTLES: Please bring all bottles pre-filled with milk, formula, etc. and bring enough bottles for each day. We also require that you supply a back-up frozen supply of milk or formula. The finished bottles will be placed in a bag for you to take home daily and wash by the owner. Little Dippers will not be responsible for cleaning or filling bottles. Please label all your bottles, bags, and milk containers.

LABELING: As with all food your child brings, we will conserve any leftovers in a sealed, labeled container in the refrigerator. Please also label the date of the milk/food and the child's name. Blankets are laundered weekly and when soiled. If you bring your child's pacifiers, bottles, chew toys, or other personal items, please label with the child's name.

Parent Involvement

Parents are always welcome at the Center and are encouraged to become involved in a variety of ways. The Skagway Child Care Council Board of Directors encourages parents to:

- Volunteer at the Center. Opportunities include activities such as:
 - Reading stories to the kids
 - Leading activities
 - Leading games, dances, experiments, or crafts
 - Sharing about his/her profession, hobby, or life experience
 - Putting on a nature talk/walk
 - Bringing an instrument and singing songs
 - Practicing foreign language skills with the kids
- Assist in our Fundraising Efforts. Much needed and much appreciated.
- Attend Skagway Child Care Council meetings held on the first Monday of the month.
- Attend Municipal Assembly and Committee Meetings to speak in support of Little Dippers
- Stay informed; check the Little Dippers Website for announcements and news

Behavior Management

Behavior Guidance Methods

The goal of Little Dippers Learning Center is to encourage the development of a child's self-respect, respect for others and personal responsibility for his/her actions. It is important for each child to learn self-control and to respect the rights of others while learning in a safe and caring environment.

The Little Dippers staff will guide the children in a firm and loving manner toward self-control. This will be accomplished with love, respect, and consistency. Discipline is not a form of punishment, but a means to encourage self-control and responsibility. The need for clear and constructive communications between the child, parent(s)/guardian(s), and the Little Dippers staff cannot be over emphasized. A collective effort will yield the best outcome for all involved.

Giving Direction and Redirection

- Directions are clear, specific, brief and expressed in a positive way.
- Redirection is to give meaningful suggestions, or choices as to what the child may do when changing from undesired behavior. In the case of children 36 months and younger it may be as simple as gently guiding them to another toy or area of play.

***Redirection will be the primary method used for guiding behavior. In the case of toddlers 36 months of age and younger, this will be the only method implemented.**

***Proactive: The teachers and staff of Little Dippers will be proactive in their approach with children. They will model and teach appropriate behavior.**

Calming Area

The CALMING AREA is for a child 3 years and older who kicks, hits, becomes violent or blatantly bullies and needs a separation from the group or activity. In a non-shaming manner, the child will be brought to an area for a time out and a talk with the teacher involved. The teacher and/or the Administrator will help the child to de-escalate. Proactive strategies will be discussed along with appropriate ways to gain restitution.

Guiding behavior includes:

- Protecting the rights of the child and others with clear and consistent guidelines and rules for appropriate behavior.
- Letting children know the consequences for their own behaviors/actions.
- Teaching children to respond to disappointments and mistakes calmly and rationally. The staff members will strive to model the desired behavior.

In response to inappropriate behavior the staff will:

- Gain the child's attention by calmly approaching the child and speaking in a calm and firm voice.
- Speak with the child regarding the action and listen to the concerns of the child.
- Remind the child of the rules.
- Encourage restitution.
- Redirect the child to an appropriate activity.
- If the behavior continues the child may need to be removed from the activity.

Examples of gross or major inappropriate behaviors that are unacceptable for the childcare environment include:

- Inflicting, or attempting to inflict, bodily harm to another child or staff member
- Bullying (social, emotional, or physical)
- Foul language
- Rude gestures
- Chronic disruptive behaviors
- Chronic disrespect for the property of others, including Center items

Biting

Biting is a developmentally based behavior that is most often directly related to teething. Toddlers have definite oral needs during this stage of development. The child at this age is limited in verbal skills and quite impulsive, often choosing biting to express their needs. Biting behaviors are less often related to specific behavior concerns and are most often developmentally based. Little Dippers deals with biting proactively to prevent biting from occurring at all. If your child is teething, please send something with him/her that is acceptable to offer for chewing on, such as a teething toy or necklace. Should an incident happen, the Little Dippers staff will closely monitor children at all times and assess for the purpose of the biting.

First Biting Incident:

- A caregiver will be specifically assigned to the biting child for the rest of the day and all parents involved will be notified.

Second Biting Incident: (within two weeks)

- Parents of the biting child and bitten child are notified.
- The parent(s) of the biting child will be requested to remove their child from Little Dippers for the day.

Third Biting Incident: (within two weeks)

- Parents of the biting child and bitten child are notified.
- The parent(s) of the biting child will be requested to remove their child and an action plan will be created with input of parents and staff to prevent future biting as stated in *Level 3* of this Handbook under Expulsion/Suspension Policy.

Expulsion/Suspension Policy

Caregivers will be required to discern whether a behavior is appropriate or not, while considering the age and developmental stage of the child. In an attempt to correct a child's inappropriate behavior, the following Expulsion/Suspension Policy will be used as a guide:

- **Level 1:** Caregivers will meet privately with the parent/guardian to provide a description of the inappropriate behavior and the actions that were taken. The caregiver will make every effort to seek the parent's advice on how to address the inappropriate behavior if repeated in the future.
- **Level 2:** Caregivers will provide a written record of the inappropriate behavior and the parent/guardian will be asked to initial and date the written record to be placed in the child's file. Administrator and caregiver will identify and communicate to parent(s)/guardian(s) specific mechanisms for collaboratively addressing the inappropriate behavior.
- **Level 3:** The child's parent/guardian will meet with staff and Administrator to discuss the behavior and develop a plan of action in an attempt to extinguish the behavior. The plan of action will include methods for understanding the child's behavior, and developing, adopting, and implementing a team-based positive behavior support plan with the intent of reducing challenging behavior and preventing suspensions and expulsions. The Administrator will record the meeting. Caregivers and parent/guardian will be asked to sign and date the record to be placed in the child's file.
- **Level 4:** The child's parent/guardian will receive a letter of probation from the Administrator describing the inappropriate behavior and the possibility of their child's termination from the Center if the inappropriate behavior persists.

***The parent/guardian can schedule an appointment to discuss the issue pertaining to their child's behavior with the center Administrator at any point in the process.**

Safety Procedures**Center Safety****Safety inside the Building**

- Children use walking feet (comfortable closed toed shoes are required indoors) and inside voices at all times in the center

- Children may run and be loud outside with proper foot attire (closed toed shoes or rain boots on rainy days)
- All project materials and toys are cleaned-up after use
- Children and adults are required to respect each other's personal space.

Safety in the classrooms and on the playground

- Teachers supervise the children to ensure the equipment is used appropriately and safely
- The outdoor and indoor facilities are evaluated daily for health and safety maintenance
- Fences and gates will be inspected to ensure they are secure and in working order each time children are to go outside
- There will be a walk-through of the playground to check for anything foreign or dangerous or garbage each time children are to go outside
- Equipment and toys will be inspected for safety daily

Basic First Aid

- First Aid given will include cold compress, band aids. Soap & water will be used to treat bumps and abrasions.
- Sunscreen, bug repellent and regular skin hydrating lotion will be used as needed and with parent's written permission.
- All staff are trained in first aid.

Earthquake Procedure

In the event of an earthquake, the following actions will be taken:

If we are inside when it occurs, the children will be asked to drop, cover and hold. This means: **drop to the floor, take cover under a sturdy table and hold on to it.** The children will be asked to stay where they are until the Administrator or designee can assess the damage. If there is no damage, staff and children will remain in the building. If there is damage to the building that warrants evacuation, the children will be asked to line up at the closest and safest exit while the caregiver gets the daily attendance record, emergency contact information, the first aid kit and disaster kit. The staff will make every attempt possible to contact parents to come get their children.

If we are outside when an earthquake occurs, the children will be led to an open area away from power lines and buildings where we will huddle together until the earthquake has ceased. We will then follow the procedure to seek shelter. The Fire Chief and Administrator of the Center will determine when it is appropriate for the Center to re-open.

Emergency Procedure

The staff at Little Dippers makes every effort to ensure that your child will be safe, understanding that accidents do occur and in the event of a serious accident, you will be contacted immediately along with the local Emergency Medical Services. If you or your emergency contact person is unable to be reached, emergency actions and/or whatever means is necessary will be taken in order to provide the best care for your child. All incidents and accidents will be documented on an accident report with your signature.

The site Administrator and teachers are CPR and first aid certified. However, if your child requires more than just basic first aid the following steps are taken.

1. Staff calls EMS

2. Parents or guardians are contacted
3. If parents or guardians are not available then the emergency contact is called

Parents are responsible for the cost of medical help or treatment due to accident or illness while at Little Dippers Learning Center. The EMS response does not impose charges for responding and assessment; only for treatment and transport. Parents may pay a yearly fee for ambulance transport insurance at the Skagway City Hall.

Fire Prevention and Evacuation Procedure

Complying with current Fire and Safety codes and regulations:

- Little Dippers staff and children perform a monthly fire drill evacuation
- Each room is equipped with a fire extinguisher and is included in the evacuation plan

In the event of a fire at Little Dipper's Learning Center, teachers will evacuate children quickly and efficiently from the nearest exit. Teachers are responsible to account for all children within their class. Teachers will lead them outside to the designated meeting spot. The Administrator or designee will do a clean sweep after evacuation to ensure all children and staff are out of the building. Staff will use a cell phone to make phone call to 911. Staff and children will wait for the arrival of the fire department in the designated meeting spot. The parents of all children will be called and asked to pick up their children immediately. The Fire Chief and Administrator of the Center will determine when it is appropriate for the Center to re-open depending on the amount of damage to the facility.

Flood/Tsunami Procedure

In the event of a flood or tsunami warning, the following action will be taken:

The Administrator will contact the Skagway Fire Department and follow their instructions for needed response or evacuation. If directed by the Fire Department to evacuate, staff and children will move to the evacuation location specified by Fire personnel. The Administrator or designee will retrieve the daily attendance record, the emergency contact information, the first aid kit and disaster kit. If possible, parents will be called and given a report of their children's location.

Medication Administration

The center will only administer medications provided by the parent. Written permission must be obtained from the parent for each individual dose of **over the counter** drugs. **Prescription drugs** must have a current label with the prescribing child's name, the specific period of time that the drug may be administered to the child, and the dosage. Parents will fill out the appropriate form to allow the center to administer the medication with specific and detailed instructions. Medicine will be administered only by the Administrator or teacher designated by the Administrator.

Playground Safety

Preparing the children to go outside:

Parents are responsible for providing appropriate outdoor clothing. **Everyday each child must:**

- Have labeled garments including closed toed shoes or rain boots with your child's name
- Bring an extra set of clothes (for toddlers, two sets) including something for water play
- Bring a swimsuit, rain gear, a warm sweater, and a hat for sudden changes in weather
- Be dressed in sturdy and washable play clothes

Additional Center Policies

Allergies

It may become necessary to prohibit certain food from the center due to severe allergies. This ensures that those with allergies are safe and free from accidental ingestion. We will notify all parents and guardians if it becomes necessary to prohibit a particular food from the center.

Birthday Treats

Small celebrations at the Center are permitted for the children enrolled at the center and their family members. We want both you and your child to enjoy his/her special day. Feel free to join them for lunch. Your child may bring in a birthday treat to share. If you are going to bring a treat, please be sure to provide enough for all of the children attending that day. If you have any questions, consult with the Administrator. *The healthier the better! **Please check with the Administrator regarding any allergies present in the center before bringing a birthday treat.***

Children with Special Needs

Little Dippers strives to meet the needs of **ALL** children in our care. If a child has special needs that will require specialized care or extra supervision, we require parental collaboration in determining the best course of care for the child. This may include professional assistance or additional staffing. If, after all reasonable accommodations have been exhausted, and we cannot safely care for the child in our care, we will recommend the parent find a more suitable child care environment.

Confidentiality

Enrolled children and parents' records will be kept confidential, except:

- As needed by Little Dippers Learning Center staff
- Licensing representative from the State of Alaska, Health & Social Services in the case of reporting situations which may require child protective services

As required by Alaska State law AS 47.17.020, the center must report any suspected cases of abuse or neglect of any child at the center, to the nearest Office of Children's Services.

Firearms

No firearms are allowed on the premises at any time.

Illness

We are concerned with the health and well-being of all children and adults who have contact with your child throughout the day. We request you to keep children who are potentially infectious at home. If you have **any doubts** in the morning about your child's health, keep him/her home. All children who are well enough to be in attendance at the Center will be taken outdoors for play on a daily basis. Any special requests must be approved through the Administrator.

We will not accept children on the same day they have undergone general anesthesia.

If your child becomes sick:

Children with infectious or communicable diseases will not be admitted to the center, parents may not bring a child to the center if the child has:

- Strep throat which has not been treated with an antibiotic for 24 hours
- An uncontrollable or persistent cough
- Any rash of acute onset associated with fever or symptoms of illness
- Impetigo with less than 24 hours of treatment with an antibiotic
- An oral temperature of 100 degrees or greater
- **Vomiting and/or diarrhea in the last 24 hours prior to scheduled time to attend the center**
- Head lice or nits present on child
- Pink eye that has not been treated
- Scabies that has not been treated

If a child displays any of the above symptoms we will take all steps possible to see that he or she is kept quiet and comfortable until a parent or authorized person can take him/her home. When your child has any of the above conditions, you will need to pick them up within one hour of being notified. After one hour we will charge \$15.00 for every 15 minutes your child is left in our care.

Parents have the responsibility to inform the center if their child's absence is because of illness and the nature of the illness. If a child is absent for a prolonged period of time due to illness, the parent will only be charged for the first three (3) sick days in a row.

Returning after an illness:

A child who has had an infectious or communicable disease may return to the center in the following time period:

- Fever free for 24 hours (without use of reliever)
- Free from vomiting or diarrhea for 24 hours
- Chicken pox: Five days after the last blister has scabbed.
- Pinworm: After 48 hours of being on medication.
- Strep throat: After 24 hours of being on an antibiotic.
- Head lice: Signed release from nurse stating child is free of eggs, nits, and mature lice.
- Any others: Must be discussed with the Administrator.

Parent notification:

The center will notify all parents of enrolled children when outbreaks of the following list occur: Strep throat, impetigo, measles, mumps, rubella, chicken pox, pinworms, head lice, scabies, pink eye or any other highly contagious disease or virus outbreaks. Staff will call the parent immediately if their child:

- | | |
|---|---|
| ● Bites or is bitten with a skin break | ● Becomes sick or develops a fever |
| ● Falls and hits their head | ● Is involved in an injury needing to be assessed by the Dahl Memorial Clinic |
| ● Has an obvious mark on their head or face | ● Is involved in an injury which the Emergency Medical Service is called |
| ● Is lethargic or hurting | |

Immunizations and Preventive Health Measures

The State of Alaska requires that we have a current immunization record for all children in our care on file. We do accept religious exemption forms and have the forms available in your registration packets. The Religious Exemption form must be filled out and notarized before registration can be completed.

Please note, that if you are new to Little Dippers, you will have to fill out and notarize your form before your child is registered and then again in July when the form expires. Those of you returning,

and have a current form on file will only need to reregister in July by completing and notarizing the form to be placed in your file.

Lice

Little Dippers Learning Center will enact the following protocol to aid in managing lice at the center in the event of a breakout. In our research we have found that people spread lice. Lice are not a symptom of an unclean environment and can be managed by a few key steps.

- 1.) Lice & nits need to be treated by a proven effective treatment and comb. Any child or teacher found with lice or nits will be sent home and allowed to return after a clean check by onsite staff.
- 2.) All emergency clothing brought from home to the center must be placed in a sealed zip lock bag.
- 3.) All jackets, rain coats, & boots will be placed in a sealed bag in the child's cubby.
- 4.) Blankets for napping should be taken home daily and dried on hot heat for 30-45 minutes to kill any nits or lice. Once dried the blanket should be placed in a sealed plastic bag and brought in daily for the child's nap.
- 5.) All lunch boxes other than metal should be left home until further notice. All lunches should be placed in a sealed Ziploc, paper bag or metal boxes with the child's name clearly marked.

We will take the following precautions at the Center:

- 1.) Launder all dress up clothing and seal in garbage bags until the center is clear of the threat of lice
- 2.) Launder all plush toys/bean bag covers and seal them in garbage bags until the center is clear of the threat of lice
- 3.) Vacuum daily and empty vacuum canister
- 4.) Check all teachers and children at the door to ensure they are lice and nit free. Only those that are free from lice and nits will be permitted to stay

Being vigilant and checking your children is key! Just because your child is nit-free one day does not mean they will be the next. We recommend that parents check their children for nits and lice at least twice daily EVERY DAY until every child at the center is nit-free. We know that with your help we will be able to keep the lice under control should a breakout occur.

Material Donations

Donations of toys, games, etc. are welcomed at the Center. However, they must be clean, safe, functional and fully intact with all pieces. Please discuss donations with the Administrator for approval.

Open Door Policy

All parents are welcome to observe the Little Dippers Learning Center program at any time. We encourage you to stay with your children as they warm up to the environment each day. You are invited to come for lunch or to do an activity with your child whenever you would like.

Personal Property

Parents are in charge of labeling all of their child's personal belongings, including all clothing, lunch boxes, dishes, water bottles, and any other personal items. Little Dippers is not responsible for any items that become lost while children are in our care. We do our best to keep track of the property of our children, but it is the task of parents to observe and locate missing items upon discovery.

Pets & Animals

There are State laws regulating what pets may be allowed on the premises of a learning center as well as current allergies of our children. Please check with the Administrator before bringing pets to Little Dippers.

Refraining from Sexual Play

Any play of a sexual nature will be immediately interrupted. Although sexual play is normal, the Center is not an appropriate place for such exploration. Any forts and secluded areas are watched carefully and the bathrooms are supervised. Sexual play and incidents will be reported to the appropriate parents. Repeated incidents will result in the Administrator requesting a meeting with the parents to create a behavior plan.

Reporting Child Abuse and Neglect

Alaska State Statutes state that all licensed child 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. This facility is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services, Child Protection Office. Our policy is to follow this State Law. Our priority is the safety of the child and the handling of the situation in a confidential and professional manner. The staff at Little Dippers will not release a child to a parent or guardian who is obviously intoxicated or under the influence of drugs.

Videos and Movies

Every Friday we have "Friday Funday" where we will offer an educational media.

Policy Changes

Parents shall receive a handbook when they register their children for the season. If policy changes are made during the summer season, the SCCC will mail a letter to all enrolled parents within two weeks of the Board and Administrators decision.

Grievance

It is important to the Skagway Child Care Council (SCCC) and the Little Dippers staff to work with parents on any concerns you may have. Those who have concerns about Little Dippers policies or procedures must follow the grievance procedure below:

- **Step 1.** Discuss the matter causing concern with the Center Administrator. The parent has a limit of 10 days after the incident of concern to begin step 2.
- **Step 2.** If this discussion does not resolve the problem, the parent shall report in writing to the SCCC. The Council must submit a written reply to the parent within five days.
- **Step 3.** If the parent considers the response unsatisfactory, the grievance shall be referred to the Juneau Department of Health & Social Services licensing office.

At each appeal level (Steps 1, 2, & 3) the parent has the right to have witnesses and to have a third party to represent him/her.

