



Parent and Guardian Handbook

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About the Center

Philosophy Statement

Children experience the most significant developmental growth when they feel secure and happy. Therefore, Little Dippers Learning Center (LDLC) provides children with a warm, caring, comfortable, and safe environment. Our team of caregivers works to establish predictable, consistent, and developmentally appropriate routines for the children in our program. We use evidence-based tools to inform the arrangement of the physical environment and to guide caregiver-child interactions.

All children in our care will be treated with kindness and respect and encouraged to treat others similarly. We use constructive guidance and positive reinforcement while establishing reasonable limits with logical consequences to maintain an atmosphere where children feel comfortable and confident. The children are encouraged to take ownership in shaping our classroom dynamics by openly sharing their work, ideas, and personalities, which will enrich their peers and foster their intellectual development.

Our classrooms cultivate an unbiased atmosphere where children and parents are encouraged to challenge their paradigms and view society through a lens that celebrates diversity of thought, culture, nature, & community. We are committed to helping children learn through joyful play and believe educators are important role models.

Center Overview

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

Skagway Child Care Council Board Meetings:

Membership on the Skagway Child Care Council Board of Directors comprises parents and community members passionate about Skagway's children. Parent ideas, concerns, questions, and support are welcome. Meetings are scheduled monthly and will be posted at Little Dippers. The SCCC will hold an annual meeting for the entire Little Dippers community.

Program Overview

The schedule and curriculum in each classroom are designed to create a balance of active and quiet time, free play and structured activities, and social and individual time. The group's developmental needs will determine the timing and content of all activities and will be guided by best practices and the Alaska Early Learning Guidelines.

Our programs:

- Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
- Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Use developmentally, culturally, and linguistically appropriate teaching approaches.
- Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
- Promote the nutrition and health of children and protect children and employees from injury and illness.
- Employ a teaching staff with the educational qualifications, knowledge, and professional commitment to promote children's learning and development and support families' diverse needs and interests.
- Establish and maintain collaborative relationships with each child's family.
- Establish relationships with and use the community's resources to support the achievement of program goals.
- Provide a safe and healthy physical environment.
- Implement firm personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

Operation Schedule

Regular hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday, excluding some State, Federal, and center holidays (see Addendum A). A calendar of scheduled closures will be given to families at enrollment and updated on January 1st of each year. Regular tuition payments are still due in full, regardless of closures or missed days. Pick-up time for all children is no later than 5:30 p.m. The front door will close at 5:30 p.m. each day.

Enrollment & Tuition

Enrollment Procedures

Registration packets are available on the Little Dippers website: skagwaylittledippers.com

For new families or returning parents who did not maintain enrollment, **please provide all forms before the first day of attendance:**

- Little Dippers Learning Center Agreement & Acknowledgement (Addendum B)
- Little Dippers Learning Center Child Information & Application
- Current Immunization Record
- Religious Exemption Form (if applicable)
- Child Release Authorization
- Child Emergency Information
- Field Trip Authorization
- Photo Release Authorization
- Transportation Authorization
- Topical Skin Products Authorization
- Signed Financial Agreement
- Auto Pay (if applicable)
- CC49 (If Applicable)
- First Month Calendar
- Payment of registration fee of \$25.00 per child with application
- Refundable deposit of \$150.00 (per family)

All of the above items must be on file, and fees must be paid before a child can attend the Center. All documentation must be kept current. The parent is responsible for informing the center of any changes in phone numbers, new jobs, addresses, and changes to the Child Release Authorization form.

Tuition and Other Fees

Tuition payments are due on the 1st of each month. If the 1st of the month falls on a Saturday or Sunday, tuition payments will be due the following Monday. Children will not be admitted to LCLD until monthly tuition has been paid. After 30 days of delinquency, unpaid tuition fees will be sent to a collection agency, possibly resulting in a child's expulsion. If a child is expelled for any reason, past tuition payments will not be reimbursed.

Tuition costs are evaluated annually and may be changed to help LDLC keep pace with increased costs of supplies and wages.

LDLC requires 2 weeks written notice from parents who want to withdraw their child. Failure to provide adequate notice of withdrawal will result in loss of deposit.

	Monthly Full-Time M-F 7:30-5:30	Monthly Part-Time AM: M-F 7:30-12:30 or; PM: M-F 12:30-5:30	Daily Rate* Full-Day 7:30-5:30	Daily Rate* Part-Day AM: M-F 7:30-12:30 or; PM: M-F 12:30-5:30
Infant (0-12 mo)	\$1400	\$725	\$80	\$45
Toddler (1-3 yr)	\$1200	\$700	\$71	\$43
Preschool (3-5 yr)	\$1100	\$650	\$64	\$38
School (5+ yr)	\$800	\$550	\$55	\$30

*Daily Rate is for special circumstances. These spots are available on a monthly basis, only after full-time enrollment spots have been reviewed. They are first-come, first-served, on a monthly basis, subject to availability and staffing. Use of the Daily Rate DOES NOT guarantee a reserved spot for your child every month. For more information on a Daily Rate for your child, please reach out to the LDLC Administrator.

Morning Care Program

Before school care (7:30am-9:30am) is available during the school year only. This is available to students who are enrolled in the school's 5 day programs. Preschool students may choose this individually or in addition to the afternoon part time tuition. Children must arrive by the designated drop-off time to be transported to school.

Preschool Age - \$240

Kindergarten Age- \$200

Other fees include:

\$40 NSF fee for any returned check

\$55 late fee for tuition payments received after the 5th day of each month

\$25 per day late pick-up fee

If a child is at LDLC one hour after closing time and no authorized adult can be contacted by staff, the police and Office of Children's Services (OCS) will be contacted, and the child will be placed in their custody.

Attendance

Student and employee attendance is taken daily on a tablet. Please notify the staff if your child will be absent or coming to the center later than they are scheduled to arrive. **Tuition discounts are not given during a child's absence for any reason, including when the center is closed.**

Daily Program Basics

Plan of Supervision

LDLC's Plan of Supervision of Children is part of the personnel manual given to all employees during orientation. The written plan includes specific directions regarding the attitude, expectations, and code of conduct required for their work with children at this facility. The topics included in the written plan are listed below.

- Academic learning
- Toileting, transitions, and clean-up
- Snack time and lunch routines
- Rest and nap time
- Safety inside the building, classrooms, and playgrounds
- Transportation and use of safety seats
- Field trips
- Evacuation plan
- Accidents and emergency procedures
- Late child pick-up procedure
- Biting policy

- General guidelines for going outside
- Ground rules for outside play
- Release of students
- Parent communications
- Grievance procedures.

A copy of the *Employee Plan of Supervision* is available upon request.

Behavior Guidance Practices

We want to ensure every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem-solving between the children. LDLC employees will never use discipline or a behavior management technique that is cruel, humiliating, or otherwise damaging to a child.

Children in care will not be removed from the other children for more than 10 minutes unless their behavior poses harm to themselves or others or unless a child has a pattern of out-of-control behavior, in which case a child may be removed from the company of other children until the child's behavior has stabilized. In all cases of children having out-of-control behavior, our facility will develop a plan with the child's parent to address the behavior issues.

Children will **not** be disciplined in association with:

- food or rest
- punished for bedwetting or actions regarding toileting or toilet training
- subjected to discipline administered by another child
- subjected to verbal abuse
- subjected to derogatory remarks about the child or members of the child's family
- subjected to threats to expel the child from the child care facility
- placed in a locked room
- physically restrained (except when necessary to protect a young child from accident, to protect persons on the premises from physical injury, or to protect property from severe damage; then only passive physical restraint may be used)

Employees will never use corporal punishment (corporal punishment means the infliction of bodily pain as a penalty for a disapproved behavior and includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling, and any other action that seeks to induce pain).

LDLC employees will use positive guidance techniques when working with children. Some behaviors, such as biting, hitting, and kicking, can be part of routine developmental phases in childcare. For safety and health concerns, we take aggressive behavior seriously. While the behaviors can be natural responses to frustration in younger children, children over two years are expected to have outgrown them and gain the skills to communicate their frustrations peacefully.

If a child (age two or older) shows aggressive behavior toward another student or LDLC employees, the following will happen:

- The children involved will be encouraged to solve problems. The aggressor will need to apologize and take a break in a quiet space from the group.
- If the aggressive behavior causes harm to another person more than two times in any one day, the child will be sent home for the rest of that day.
- If a child has been sent home for aggressive acts more than two times in one week, a meeting will be scheduled with the child's parents, teacher, and the center administrator. The meeting will result in a behavior management action plan to support the child and stop the aggression. Part of the action plan

may include recommending the family seek professional help. The plan will be in writing and will require the signatures of the parent(s) and the center administrator.

- If the behavior challenges continue after the action plan has been implemented for at least two weeks, temporary suspension will be discussed. While suspension seems like an extreme solution, it is a valuable and standard tool for handling aggressive behavior in a child care setting. It should be regarded as an opportunity for the child to forget their old behavior patterns and re-learn a healthier one.
- If our interventions and those made by the family outside of the center have not been successful, we may determine that our program cannot meet the child's needs. At that time, we will ask the family to find an alternate placement for the child. The expulsion of a child from our program will always be a last resort.

Our program celebrates the individuality of each child. We are committed to responding to various learning styles and needs. It is only on rare occasions that a child's behavior may warrant expulsion or suspension from this center. Examples of such instances include, but are not limited to:

- Despite all of our interventions, a child continues to be a danger to themselves or aggressive to other children or LDLC employees.
- Medical, psychological, or social service personnel working with our center determine that continued care there could be harmful or not in the child's best interest.
- Any other situation in which the accommodations required for a child's success and participation in the center place an undue burden on our available resources.

If a child is suspended or expelled for any reason, tuition payments will not be reimbursed.

Meals and Snacks

Our facility will provide a morning snack/breakfast at around 10:00 am and an afternoon snack at around 3:00 pm daily. Infants need to bring all meals and bottles from home.

All children who are in attendance during the classroom lunch period are required to bring lunch from home. Please ensure your child's lunch is well-balanced and low in sugar.

Snacks served at LDLC follow a whole-food diet, including as many fruits, vegetables, whole grains, eggs, and cheese as possible. Examples of snacks are string cheese, whole wheat crackers, and a serving of a fruit or vegetable. Children may help prepare many of the snacks offered.

Allergies

LDLC employees will try to accommodate children with food allergies or restrictions. Please notify the center immediately if your enrolled child has developed allergies. There is also an area on the emergency child information card where you can list your child's allergies or other food concerns. In the case of life-threatening food allergies, some classrooms might require food restrictions that apply to all students in a center, to ensure the health and safety of students with food allergies. We will notify all parents and guardians if it becomes necessary to prohibit a particular food from the center. Currently, LDLC is a nut-free facility.

Rest Periods and Naps

Sleep schedules for infants will vary, as discussed with their parents, to best meet the infant's sleep and development needs. All LDLC employees will follow the following safe sleep practices:

- Infants will always be put to sleep on their backs until one year of age.
- Infants will be placed on a firm mattress with a fitted crib sheet. The mattress will be in a crib that meets the Consumer Product Safety Commission safety standards or on the floor.
- No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices, or extra bedding will be in the crib or draped over the side of the crib.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult.
- A one-piece blanket sleeper or sleep sack may be used if additional warmth is needed.

- The infant’s head will remain uncovered for sleep, and bibs and hoods will be removed before bedtime.
- Infants will be actively observed by sight and sound.
- Infants cannot sleep on a couch, chair cushion, bed, pillow, car seat, stroller, swing, or bouncy chair.
- An infant who arrives asleep in a car seat will be moved to a crib.
- Infants will not share crib mattresses, and cribs will be spaced 2 feet apart.
- Infants may be offered a pacifier for sleep if provided by the parent.
- When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a self-selected sleep position.
- Our facility is a smoke-free environment. No smoking permitted inside or outside of the building

The designated nap/rest time for preschool and toddler-age children is from approximately 1:00 -3:00 pm. Each toddler and preschool-aged child present during the designated nap/rest times is expected to rest quietly or sleep during this time. Children who do not fall asleep after a 60-minute rest can engage in quiet activities on their nap mat until the designated nap/rest time is over. If a child naturally stops taking naps after resting for an hour at the center or starts waking up after short periods of sleep, LDLC employees will do their best to get them out of the nap room before 3 pm so they aren’t spending too much time awake on their mat.

LDLC is a group child care center, so it can be challenging to accommodate parent requests for alterations to the designated rest period. If you have concerns about your 3-5-year-old’s naps at the center, an alternative plan can be discussed with the administrator. In general, we try not to wake up sleeping children. The American Academy of Pediatrics recommends that children ages 3-5 get 10-13 hours of sleep each day (including naps).

Clothing/Personal Belongings

Each child should have two complete clothing changes, including underwear, socks, bottoms, and tops. These items should be clearly labeled and available at the center each day. The clothing should be left in a plastic zip-top bag at the center. Parents are responsible for checking and replenishing them as needed, and employees will send notes if they notice that supplies are running low. If a note has been sent and the child’s clothes have not been replenished, parents will be called and asked to bring the necessary items.

Additionally, children must wear a pair of “inside shoes” during the day. The shoes should be easy for a child to wear and take off and on. Shoes with Velcro straps, slippers with a hard bottom, and slip-on sneakers are great. The shoes must be sturdy and warm with a closed heel to protect your child’s feet during a fire drill or emergency evacuation. If a child does not have inside shoes separate from their outside shoes, parents will be called and required to bring in shoes at the time of call.

Outdoor Play

The children at our center play outside in most weather conditions, including rain and snow. However, they will not be taken outside during high winds, driving rain, or freezing temperatures (22 degrees or below). All students will regularly walk around town with infants in strollers.

Parents must provide outdoor clothing appropriate for daily weather conditions. This includes warm, waterproof outdoor gear such as snow or rain pants, snow or raincoats, boots, hats, and mittens. Each piece of outer clothing should be labeled with the child’s name.

If the weather does not allow outdoor play, the children will participate in active classroom games or exercise routines.

Staff will carry a first aid backpack whenever children leave the building.

Television and Computer Usage

Television and movie viewing are not a regular part of the center's curriculum. Children may occasionally watch a movie (G-rated only) or commercial-free show relevant to a current holiday, unit of study, or topic of interest. Children three and older can sometimes access a computer for educational purposes. Television and computer use will never exceed 1.5 hours in 24 hours. Parents can request their children not to participate in these activities.

Sample Daily Schedules

	Infants	Toddlers	Preschool and School-Age
Arrival Time 7:30 am- 8:15am	Greetings Routine care (feeding, diapering, sleeping) Self-directed activities and play	Greetings Routine care (breakfast, diapering, or using the toilet) Self-directed activities and play	Greetings Routine care (breakfast, using the toilet) Self-directed activities and play
Early Morning 8:15 am-10:20 am	Naps for some, routine care for others Snacks Planned play: Tummy Time, teacher-directed activities Outdoor play, stroller walks	Routine care Centers Circle Time: teacher-directed activities Snack	Routine care Centers Circle Time: teacher-directed activities Snack
Late Morning 10:20 pm-12:30 pm	Clean Up Naps for some Snacks Self-directed play for those who are awake	Outdoor Activities/Field Trip/Toddler Time at Rec Center	Outdoor Activities/Field Trip/Rec Center/Library
Early Afternoon 12:30 pm-2:30pm	Routine care Lunch Naps for some Tummy Time for those awake	Routine Care (diapering , or using the toilet) Lunch Nap or Quiet Time/Resting	Routine Care (washing hands, using the toilet) Lunch Nap or Quiet Time/Resting
2:30 pm-5:30 pm	Self-directed play Routine care Snack Talk to parents Clean up room, sanitize toys	Wake-up, routine care Snack Teacher Guided Activities Self-directed play/Outside Talk to parents Clean up room, sanitize toys	Wake-up, routine care Snack Teacher Guided Activities Self-directed play/Outside Talk to parents Clean up room, sanitize toys

Safety & Emergency Procedures

Emergency Closures and Evacuation Drills

LDLC will follow the Skagway School District advisories for weather and other related closures. LDLC may close temporarily if severe weather conditions, natural disasters, or pandemic variables make it unsafe for children or employees to be in the facility. The facility may also close if the building is without heat or water for a long time, which becomes a hazard to the health and safety of the children and employees. LDLC will make every effort to notify parents promptly of unscheduled closures.

Emergency Procedures

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 911
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.

In the event of a fire at Little Dipper's Learning Center, the children will evacuate in the following manner:

The caregiver will ask the children to line up at the nearest, safest exit. While the children are lining up, the Administrator or caregiver will get the daily attendance record, emergency contact information, the first aid kit and the disaster kit. When the children are accounted for, the caregiver will lead them outside to the designated meeting spot in under 150 seconds. 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 a 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.

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 safety allows.

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.

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

Additional Center Policies

Confidentiality and Parent Communication

Records and information about an individual child or the parents are treated as confidential except as required by employees who work with the child and the family, by state licensing representatives, or by an employee when reporting situations that may require protective services. Parents can make written requests for the release of student records. If the records are sent to a third party (e.g., another center), the request must be made explicitly for that party. Parent communication is primarily through email and the ProCare app. LDLC employees can talk in person for a parent-teacher conference at parents' request.

Release of Students, Transportation, and Use of Safety Seats

If anyone other than a parent or those listed on the emergency child information form needs to pick up your child from the center, please inform the office staff. A valid State or Military ID must be presented when picked up.

Some of the students will take occasional field trips. A signed permission slip will be obtained for each student before any outings requiring transportation. Students will be transported in the Dippers Van. Appropriate child safety restraints and car seats will be provided. The Dippers Van is insured and will be operated by the designated Dipper's staff. All state requirements for transportation are strictly followed by Little Dippers.

Regular field trips near the center are taken as the weather permits to offer variety within the daily schedule. The field trip permission slips parents are required to sign at the time of enrollment permit these regularly scheduled outings.

Student Illness and Medication Administration

Young children exposed to large groups of other children for the first time will experience frequent colds and other illnesses. This frequency will usually diminish after a few months. Families can help us keep our student population healthy by following the center's illness policies. **Most importantly, keeping children home in your care when sick or uncomfortable is best.**

For the health of your child, the other children, and the adults in the classroom, families are asked to keep their children home when they have any illness that interferes with full participation in center activities, including going outdoors. Additionally, keep children at home if any of the following situations apply:

- Your child has a body temperature of 100.4° or higher.
- Your child is experiencing ongoing vomiting.
- Your child has diarrhea characterized by two or more loose/watery stools in a short period.
- Your child has a persistent cough, severe sore throat, or nasal discharge of any color that needs to be constantly wiped.
- Your child is taking medication that affects full participation in center activities.
- Your child has lice or nits.
- Your child has a diagnosed viral illness such as COVID-19 or influenza.

Suppose your child exhibits symptoms of any of the below listed communicable diseases. In that case, you will be asked to have your child evaluated by a physician before the child returns to the center.

<u>Respiratory</u>	<u>Gastrointestinal</u>	<u>Other</u>
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<i>Diphtheria</i> <i>German Measles (Rubella)</i> <i>Measles (Rubeola)</i> <i>Meningococcal Infection</i> <i>Mumps</i> <i>Pertussis</i> <i>Tuberculosis</i> <i>Bacterial Meningitis</i>	<i>Giardiasis</i> <i>Hepatitis</i> <i>Salmonellosis</i> <i>Shigellosis</i>	<i>Chicken Pox</i> <i>Scabies</i> <i>Impetigo</i> <i>Coxsackie (Hand, foot and mouth disease)</i> <i>Ringworm</i> <i>Strep Throat</i> <i>Pinworms</i>
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Infectious diseases should be reported to the center administrator as soon as they are discovered so a notice of exposure can be posted at the center.

Medications will only be administered with the parent's written and signed authorization, which identifies the drug, the dosage, and the time(s) it is to be given, including any special instructions and the authorization duration. The center has forms available for this purpose. Children are not permitted to keep their medications in their lunch box or to administer them themselves.

Medications must come in the original package or with the pharmacy label marked with the child's name and directions for administering.

A mitigation plan will be added to this handbook during a pandemic.

Returning to Center after Illness

A child must be absent from the center for 24 hours after being no longer symptomatic/fever free without medication. Consistent with CDC guidelines, additional exclusion time might be added for a diagnosed viral illness.

We understand how difficult it can be for families to take time off of work or make other child care arrangements for an ill child. However, exposing employees and other children to illness only exacerbates the health problems in the entire center community and is detrimental to the quality of our program. LDLC asks for strong parent cooperation with this issue.

Immunization Policy

We follow all State of Alaska immunization requirements, and compliance is mandatory. The current immunization requirements for inclusion in licensed child care programs are on the State of Alaska's Immunization Policy Program website: [Children's Immunization Schedule](#).

A child who receives an immunization must be absent from the center for 24 hours after administering the vaccine.

Program and Policy Changes

Parents will be notified of any program changes affecting their child. We aim to provide what is deemed in the child's best interest while keeping program transitions to a minimum. Parents will be notified of special events or calendar changes in writing through email and/or ProCare.

Parents will be notified of changes to LDLC's policies and any information provided in this handbook 30 days before the changes are enforced. By signing the contract when enrolling a child, parties agree to abide by any changes to this handbook and its policies for the enrollment period.

Regulatory Role of the Department of Health and Social Services

The Child Care Program Office, Department of Child Care Licensing, has primary regulatory responsibility for childcare facilities in Alaska, including investigating complaints. LDLC is a fully licensed facility under State licensing

requirements. Any complaints regarding the facility or program that cannot be satisfactorily resolved with the facility administrator may be referred to the Skagway Office of Child Care Licensing.

State of Alaska Licensing Agency:

**Child Care Program Office
Southeast Regional Office
P.O. Box 110640
Juneau, AK 99811
907-465-4756**

Child Abuse and Neglect Reporting

LDLC will conform to the requirements of Alaska State laws in reporting suspected incidents of child abuse and neglect. To report suspected child abuse and neglect, employees and parents can call one of the numbers listed below:

**907-465-1650
907-465-4756**

Parent's Guide to Licensed Child Care

For the State of Alaska's Parent's Guide to Licensed Child Care, please see Addendum C.

Addendum A: Annual Scheduled Closures Calendar

Scheduled Closures for 2026

Thursday, January 1st, 2026, *New Year's Day*

Monday, May 25th, 2026 *Memorial Day*

Friday, July 3rd, 2026 *Independence Day*

Monday, September 7th, 2026 *Labor Day*

Thursday & Friday, November 26th & 27th, 2026 *Thanksgiving Break*

Thursday & Friday, December 24th & 25th *Holiday Break*

Addendum B: LDLC Agreement & Acknowledgement - FULL ENROLLMENT

Little Dippers Learning Center Agreement & Acknowledgement - FULL ENROLLMENT

This Child Care Center Agreement sets out the Agreement for Little Dippers Learning Center (“LDLC”), located at 2203 Main St., Skagway, Alaska, to provide child care services for the below-listed child (herein, “Child”) of _____ [Print Name of Guardian] and _____ [Print Name of Guardian] (herein together, “Guardian”): _____

Child’s Name: _____ Date of Birth: _____

Terms and Conditions

1. Full-time / Part-Time AM / Part-Time PM [Circle One] child care services for Child will begin on _____ [Date].
2. The monthly tuition fee is \$_____ [Fee], paid in advance and due on the 1st day of each month. Tuition is based on enrollment in full-time or part-time child care services, not attendance. Tuition is late if not paid by the 1st day of each month. A \$50.00 late fee will be added to next month’s tuition for late payment. Child will not be permitted to attend LDLC if payment is late. Checks for tuition will be made payable to LDLC and placed in the payment box located at LDLC. Guardian is jointly and severally liable for monthly tuition fees.
3. LDLC may increase the monthly tuition fee upon 30-day written notice to Guardian (monthly tuitions funded by government-prescribed rates require no prior notice).
4. There is no monthly tuition fee rebate for any reason.
5. Guardian may terminate this Agreement upon 30-day written notice to LDLC.
6. LDLC may terminate this Agreement without notice if the monthly tuition fee is a month late. LDLC may also terminate this Agreement, at LDLC’s discretion, for the following reasons: (1) inability to meet Child and Guardian needs; (2) breach of this Agreement; (3) breach of LDLC Parent Handbook; and (4) aggressive behavior of Child, which poses a threat to other children or staff. If LDLC terminates this Agreement for the above reasons, monthly tuition payments will not be refunded.
7. The LDLC Parent Handbook is incorporated into and a part of this Agreement. LDLC may amend the terms and conditions of this Agreement and the LDLC Parent Handbook upon 30-day written notice to the Guardian.
8. Guardian warrants and represents that Guardian has read, understands, and agrees to be bound by the terms and conditions of this Agreement and the LDLC Parent Handbook.

X _____ X _____
(Parent/Guardian’s Signature) (Date) (Parent/Guardian’s Signature) (Date)

X _____
(Administrator’s Signature) (Date)

Addendum C: LDLC Agreement & Acknowledgement - DAILY ENROLLMENT

Little Dippers Learning Center Agreement & Acknowledgement - DAILY ENROLLMENT

This Child Care Center Agreement sets out the Agreement for Little Dippers Learning Center ("LDLC"), located at 2203 Main St., Skagway, Alaska, to provide child care services for the below-listed child (herein, "Child") of _____ [Print Name of Guardian] and _____ [Print Name of Guardian] (herein together, "Guardian"): _____

Child's Name: _____ Date of Birth: _____

Terms and Conditions

1. DAILY RATE Full-day / DAILY RATE Part-day AM / DAILY RATE Part-day PM [Circle One] child care services for Child will begin on _____ [Date].
2. Daily Rate is a month-to-month basis, subject to availability and staffing, only after full-time enrollment spots have been reviewed. Use of the Daily Rate DOES NOT guarantee a reserved spot for your child every month.
3. The daily rate fee is \$ _____ [Fee], paid in advance and due on the 1st day of each month. Daily rate tuition fee is based on # of reserved days monthly (per calendar submitted to LDLC Administrator) for full-day or part-day child care services, not attendance. Tuition is late if not paid by the 1st day of each month. A \$50.00 late fee will be added to next month's tuition for late payment. Child will not be permitted to attend LDLC if payment is late. Checks for tuition will be made payable to LDLC and placed in the payment box located at LDLC. Guardian is jointly and severally liable for monthly tuition fees.
4. LDLC may increase the daily tuition fee upon 30-day written notice to Guardian (monthly tuitions funded by government-prescribed rates require no prior notice).
5. There is no daily tuition fee rebate for any reason.
6. LDLC may terminate this Agreement without notice if the monthly tuition fee is a month late. LDLC may also terminate this Agreement, at LDLC's discretion, for the following reasons: (1) inability to meet Child and Guardian needs; (2) breach of this Agreement; (3) breach of LDLC Parent Handbook; and (4) aggressive behavior of Child, which poses a threat to other children or staff. If LDLC terminates this Agreement for the above reasons, monthly tuition payments will not be refunded.
7. The LDLC Parent Handbook is incorporated into and a part of this Agreement. LDLC may amend the terms and conditions of this Agreement and the LDLC Parent Handbook upon 30-day written notice to the Guardian.
8. Guardian warrants and represents that Guardian has read, understands, and agrees to be bound by the terms and conditions of this Agreement and the LDLC Parent Handbook.

X _____ X _____
(Parent/Guardian's Signature) (Date) (Parent/Guardian's Signature) (Date)

X _____
(Administrator's Signature) (Date)

Addendum D: Parent's Guide to Licensed Child Care in Alaska