



ANCHORAGE COOPERATIVE PRESCHOOL

PARENT HANDBOOK

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www.acpre.org



Contents:

About ACP

Philosophy-----4
Guiding Principles & Benefits-----4-5
Curriculum Philosophy-----5
Eligibility-----6
Enrollment Startup-----6
Enrollment Checklist-----6
Participation (Parent Duties/Job and Expectations)-6
Organizational Structure-----6-7

Logistics

Communications-----7-8
Open Door Policy-----8
Membership Policies & Responsibilities-----8
Working in the Classroom-----8
Dress for action-----8
Good Supervision-----9
Thorough Cleaning-----9
Parent Education/Family Enrichment-----9
Resignation-----9
Non-Discrimination Policy-----9
Behavior Guidance-----9
Academic, Behavior, or Emotional Concern-----10
Hours of Operation-----10
What to Bring to School-----11
Procedure for Dropoff/Pickup-----11
Programs Schedule-----11-12
Inclement Weather-----13
Notice of Changes in Policy-----13
Disclosure/Confidential Information-----13
Mandatory Reporting-----13
Complaint Procedures-----13
TV Policy-----13
Photographs-----13

Safety

Security-----13
Supervision Plan-----13-14
Ages of Children Served/Ratio-----14
Volunteers, Substitutes, Teachers, and Emergency Caregivers-14
Field Trips-----15
Transportation-----15
Emergency Procedure-----15-16

Health

Required Health Records-----16
Policies & Provisions for Illness-----16
Prescription Medicine-----17
Non-Prescription Medicine-----17
Non-Prescription Topical Products-----17

| | |
|---|-------|
| Bathroom Policy----- | 17 |
| Rest Time Policy----- | 17 |
| Allergies/Food Preferences----- | 18-19 |
| Animals----- | 19 |
| Plants----- | 19 |
| Finances----- | 19 |
| Parents Guide to Licensed Child Care----- | 19 |

Welcome to Anchorage Cooperative Preschool.

We welcome you to our preschool, a community of families who embrace child-directed learning and active parenting. We look to our diverse families and community to guide our teachers and curriculum. Our teachers enhance children's emerging interests and academic growth through a focus on positive social and emotional interactions.

Philosophy

We believe it is important for our students to have experiences individually and with other children and adults in a safe, positive and accepting environment. Children explore to discover their own interests and abilities and are exposed to new ideas and concepts. We believe it is essential for family members to be in the classroom learning and participating with their children.

Our Guiding Principles

We...believe...welcome...provide...create...support...honor...give...share

Anchorage Cooperative Preschool has in its past ideals that are its future. Following is a list of the Guiding Principles that many of our members collaborated on and established. Take a look at these ideals and see if they resonate for you. If so, you are in the right place. We want you to help us emulate these guiding principles which are at our base, throughout our core and thus drive our decisions and actions.

- we welcome diversity and honor the individual
- we enrich family's lives, both in and out of the classroom.
- our program is:
 - child-centered & age-appropriate
 - multi-sensory
 - play-based
 - emergent
 - nature-based
 - multicultural
- we support skills for lifelong learning
- we create a love for learning by embracing curiosity, creativity & flexibility
- we share responsibilities for educating children
- we create a family-centered, hands-on community where choices are nurtured, and mistakes are supported and learned from
- we provide a safe and trusting place where naturally capable teachers, families and children are empowered to be curious and explore their potential
- we create an environment where positive self-image is fostered through recognition of feelings, kind and gentle actions and intuitiveness
- we provide a large community gathering space
- we believe in environmentally conscious, sustainable practices
- we support the opportunity to build close, supportive relationships
- we share resources, skills, experiences, knowledge and responsibilities
- we honor ethical, transparent, responsible business behaviors

- we support growth and change
- we believe children thrive through outdoor time in a natural environment
- we support healthy and safe practices for mind, body and environment

Benefits

When adults participate in their children's preschool there are many benefits for the child and family:

- Adults observe children as they play and experience their similarities and differences;
- Adults support one another and learn new parenting skills;
- There is continuity between home and school;
- Families share their talents, experiences, interests and skill;
- Children are exposed to different ways of doing things;
- Children understand that their school and education are important to their families.
- Families become part of a caring and supportive community.

Active family participation creates the spirit and atmosphere of "our" school. We create this school together; it belongs to all of us. Our school is a positive and accepting place for all children and families.

Curriculum Philosophy

The curriculum at the Anchorage Cooperative Preschool is a child-centered philosophy that incorporates family and community values and lifestyles. Specific activities emerge from the children's interests and ideas. The following is a list of goals for ACP children, yet each child's development is taken into account: a child who is just becoming socially active is only beginning the long process of sharing, taking turns and being a good friend. Positive social and emotional interactions are the main focus while academic endeavors are used to enhance the overall experience.

At ACP Families and Children practice

- *play and exploration*
- *by doing*
- *being a friend*
- *taking turns*
- *sharing with others*
- *listening to others*
- *helping others*
- *standing up for themselves (to be heard and respected)*
- *negotiating in peaceful ways*
- *increasing attention spans*
- *valuing themselves as individuals and group members*
- *being willing to make mistakes and learn from them*
- *being excited about discovery and learning*
- *trying new things*
- *having fun*

Eligibility

Child must be 3 years old on or before the child's scheduled first day of school, serve children until 6 years of age.

Enrollment Start Up

Schedule a time to tour the space, meet with the Administrator and staff, this is a great time to sit down for a two-way interview to be sure the program is a right fit for your family. This is a good time to bring your child and observe them playing in the space.

- Read all policies; ask questions
- Fill out and submit an application to administrator
- Ensure your child has immunizations up to date as well as a physical (may be done one year prior to the first day of school)

Enrollment Checklist

You will need to bring/complete and provide:

A completed and signed Enrollment Packet

Pay a one-time non-refundable (one per family) \$125 registration fee; payable by check, credit card, or cash Emergency Records Card

Up-to-date immunization record for your child (or exemption form) it must be kept current during the school year.

Current physical for your child. Physicals must be current within the past 12 months. Physicals must be kept current during the school year.

Photo Release

Any applicable documentation for Child Care Assistance funding

Family and student photos for classroom use

Register on the Remind App for daily/weekly communication

Participation

At the preschool everyone (children and adults) contributes ideas and energy. We facilitate the incorporation of the culture of each family into our program. Children and adults learn more about each other by spending time together and through sharing ideas, customs, languages and ideas. Everyone can help make our school better by asking questions and making positive suggestions. We want to keep improving our school by trying new ways of doing things. If something doesn't make sense or you think another way might be better, please talk to the teachers or a board member. Please talk to the teachers if you have concerns about your child. Let the teacher know about things (big and small) that might affect your child's behavior or the way he/she feels. Family concerns will be kept confidential. The teacher's goal is to be flexible and meet your needs whenever possible. Good communication is essential. Talk and listen to each other. Be kind and accepting, not critical of one another. Try to turn criticism into positive suggestions. Work with the teachers and other families to help better our school. Identified family members are welcome in the classroom any time. Let the teacher know if you are staying and if you would like to engage with the children. The teacher will give you direction in regards to curriculum options.

ACP Organizational Structure

The structure of the preschool changes based on the levels of enrollment and classes offered. Sometimes, the teacher and the director roles are intertwined for one person, sometimes they are two different people.

Administrator

Our Preschool Administrator communicates with parents, staff and children regularly. As well as provides guidance to members regarding their function or duties. The Preschool Administrator will help implement outlined policies from the handbook and coordinate registration, summer duties not limited to but may include phone, emails, and mail. They are responsible for many of the day to day operations of the school . They are responsible for monitoring the licensing requirements of the preschool to maintain compliance with the Municipality of Anchorage (MOA). They are a non-voting member of the Board of Directors.

Lead Teacher

Our Teacher serves as the leader of the school. They create and implement curriculum and communicate with parents and children regularly. They are a non-voting member of the Board of Directors.

Assistant Teacher

Our Assistant Teacher serves as the right hand of the teacher. They help plan, prepare and implement the curriculum. They are a non-voting member of the Board of Directors.

Preschool Jobs and Teams

Each family will choose a job that suits their skills, talents, and passions. Each job has a one page job description, and some have task lists while others have a paper trail. Each job is associated with a team. The jobs within a team are related to each other and thus members can support each other, (i.e. returning members mentoring new members, members helping with tasks when another is on vacation or sick). Some tasks require the whole or part of the team.

Executive Board of Directors

The Board of Directors is a group of preschool members and alumni that oversees the activities of the preschool. The responsibilities of the Board include, but are not limited to, approving annual budgets, authorizing new hires, preparing employee contracts, and negotiating the preschool lease. Official bylaws for the preschool are included as an Appendix to this document. Board Meetings are held monthly and all members of the preschool are encouraged to attend. The Executive Board is voted in before the end of the current school year for the following year, or by the first All School Meeting.

Communications

There are many methods available for communicating with other members of the preschool. Our teacher will email on a continuous basis sharing what we are learning and exploring.

ACP Website is available at <https://www.preschoolacp.com/> and ACP Family and Friends Facebook are kept up to date with current announcements, information, and pictures of the school. If you have something you want to see featured on the website, let us know.

Cubbies may also be used for communicating between members. This method of communicating with others is used with some discretion, as there is always the possibility that small notes may get misplaced among a preschooler's belongings.

A membership roster will be distributed at the beginning of the school year to all members. This is a list of all current member's names, along with their phone number(s) and email addresses. This can be used for contacting other members directly regarding preschool matters.

In-person discussions between adults during preschool hours are best in the entry area and the preschool office, so as not to distract the kids. The entry area is for younger siblings to play with their caregiver as well as a place for conversations. The preschool office is an adult working space. The preschoolers may come in and out yet, it is not a space for play.

For communications that require an immediate response or are of an emergency nature, the Lead Teacher's cell phone number is on the membership roster. The preschool office/main phone number can be used as well.

BrightWheel App is our main source of instant communication.

Open Door Policy

Anchorage Cooperative Preschool observes an Open Door Policy, parents are welcome to call or drop in to see their children at any time during school hours.

Membership Policies

1. Adults must escort children into the preschool and wait until the teacher has greeted them.
2. Pick-up is no later than the program end time. Late pick-ups of more than 5 minutes will be recorded. Please call the school if you are going to be late so we can support your child. The first late pick-up will create a verbal reminder, the second will be a written reminder, and the third and beyond will result in a charge of \$25. Repeated late pick-ups may result in a request to terminate membership. Pick-up person must be authorized prior to pick-up through a guardian.
3. Classroom workers arrive 30 minutes before program start time to help set up, and stay until clean-up work is completed, about 30 minutes after program end time.
4. Members are asked to participate in fundraising activities (donate items, attend events, bring friends, etc.).

Members Responsibilities

Working in the classroom, initiating and completing tasks associated with your job, attending events, and completing your scheduled monthly cleaning not only benefits the preschool, but also enables you to get to know other families and become part of the Preschool Community. Work has been divided into manageable tasks in order to assure that the preschool runs smoothly.

Working In the Classroom

Don't stress about your first workday! Just think of it as a big playdate. We will prepare you at orientation and then make sure you are feeling good about things when you first come to spend a day with us. On your workdays you need to arrive 30 minutes before and stay 30 minutes after the student's schedule. This allows for preparation at the beginning of the day and cleaning and evaluation at the end of the day. We will go over the tasks for the day upon your arrival.

If you cannot make your scheduled work day, please contact the teacher via phone if less than 24 hours or by email or person if more than 24 hours.

Dress for Action

Wear comfortable, washable clothes. Preschool is active and messy for children and adults. Come prepared to go outside even if you think you will be staying in to clean. At preschool we all need to be flexible and prepared to go where needed. On cold days, bring several layers (shirts, sweaters, coats, snow pants) and a hat, gloves and boots. We go out almost every day (unless it is below 10 degrees F). Adults are often colder than children, who are always moving. We do go out in the rain.

Good Supervision

Give all of your attention to the children. Be alert for anything potentially unsafe. Stand or sit where you can see all the children in the room. Cell phones should not enter the classroom. If you must leave, ask another adult to supervise the room for you. If you have any concerns, please bring them up to the Teacher or the President. Adults set the stage for children's play with materials and activities based on their interests and even requests. Allow children to invite you to their play, try not to interrupt their play if they are engaged with each other. Be present, understand the child's intent, extend ideas. Step in only when necessary to solve problems. Be kind and gentle.

Thorough Cleaning

One adult from each family is expected to participate in one four-hour cleaning session for each child enrolled. These are usually held the first Saturday of each month from 9-1. You will choose your cleaning month. A team of about four people works together and follows a checklist. Children (except nursing babies) cannot come to this monthly cleaning. If you find you cannot participate on your day, it is YOUR responsibility to find a substitute.

Parent Education/Family Enrichment

Parents will attend an orientation before school starts. All necessary paperwork, important policies and procedures, and other relevant info will be gone over. Workdays will be explained. During the year, based on interest, there will be other optional parent education sessions and Family Enrichment opportunities. In the past opportunities have included First Aid/CPR classes, date nights, and community guest speakers.

Resignations

1. When resigning, members must give two weeks written notice to the Preschool President. The official date of resignation (last day the child is able to attend) is two weeks after written notice has been received by the Preschool President.
2. All tuition must be paid to the date of resignation and all job and cleaning responsibilities must be performed throughout the two-week resignation period.
3. If all commitments are completed and the member's Handbook and any preschool property are returned, tuition refunds will be determined based on the number of months enrolled and the number of months paid. If a member's date of resignation occurs within the last two weeks of school, there will be no refund of the prepaid last tuition payment.
4. The Board of Directors will consider emergency resignations.
5. The following fees are non-refundable: registration.

Non-Discrimination Policy

ACP accepts children ages 3- 6 (before entering kindergarten) and their families regardless of race, color, religion, national origin, sex, age, marital status, pregnancy, parenthood or disabilities or sexual orientation.

Behavior Guidance

At Anchorage Cooperative Preschool we focus on social, emotional competencies in ourselves as caregivers and in our children. We use strategies that support responding to challenging situations with calm, breathing oxygen to the brain to support access to our prefrontal cortex! This is where learning happens and positive choices exist. These strategies are taught to the caregivers and children and reinforced throughout the day. We meet our child with calmness-we are regulated- to support her to calm-self regulate.

Our routines are visible, we support engagement and choice, we have 60 minutes and more of student directed play/learning, we remind students of transitions, we are consistent. Fun breathing tools, familiar objects, family and friends photos and a quiet corner. These are just some of the strategies we use to support feelings of safety and allow children and families to build trust in the environment.

Academic, Behavioral or Emotional Concerns

Sometimes behavioral or emotional concerns can arise which cause the staff and or parents to question the success of the child within the school environment. When these concerns arise, ACP will partner with the parents to follow through with a Cooperative Plan of Action:

1. Conference: A conference will be set up to discuss the concerns. At that time, in collaboration with ACP staff and the family, we will construct a Cooperative Plan of Action for your child.
2. Cooperative Plan of Action: The plan of action will be created, implemented and data will be collected. Every two weeks, data will be discussed with the family and modifications considered. At anytime we may discuss the role of additional services, and if needed, make a referral.
3. Referral: Sometimes a referral for screening or special services may be needed to help the child's success at school. If the teacher and/or family feel this is necessary, or the concern goes beyond the teacher/staff's area of expertise, the teacher/director will fill out a referral form and suggest possible avenues for the family to explore. This could include, but not limited to, seeking advice from your family doctor or pediatrician (first), or suggesting a free screening through the Anchorage School District's Early Intervention Screening Program.
4. A Cooperative Approach and Attitude: ACP and their staff recognize that a cooperative approach to helping the child is needed and will agree to work with the family and specialists if necessary. We will set up a Cooperative Plan with input from all parties and put this plan into action for a period agreed upon by all. As part of the Cooperative Plan of Action, ACP staff agrees to meet regularly to discuss and, if necessary, alter to meet the needs of the individual child.
5. Recognizing that ACP may not meet the needs of the child: On rare occasions it may be decided by all or part of the Cooperative Plan members that ACP may not be able to meet the needs of the child. If this happens, ACP will allow the family to resign their membership to seek a program that can better meet those needs without financial restrictions to the family.

ACP also reserves the right to terminate membership if the family is not responsive to seeking a cooperative approach to helping the child succeed in the ACP environment and/or if the behavior is a safety issue for the staff or other children participating in the program with the child.national origin, sex, age, marital status, pregnancy, parenthood or disabilities or sexual orientation.

Hours of Operation

9:00am - 2:00pm Monday through Friday

ACP is closed on at least the following holidays and breaks.

- Labor Day
- Thanksgiving Day and the Friday after
- Winter Break
- Martin Luther King Jr Day
- President's Day
- Spring Break
- Memorial Day
- Fourth of July

What to Bring to School?

There are times when preschoolers may have an accident or their clothes get in the way. Parents are asked to bring a bag of extra clothes and place it in their cubby. Show this to the preschooler so that he/she knows what to do and takes some responsibility for getting cleaned up. If this is not available then we do have extra clothes here at school.

- Extra change of clothes to include:
 - Pants
 - Shirt
 - Socks
 - Underwear
- If you child will be here for rest time please provide a yoga or nap mat, pillow and blanket. (Consider a comfort item as well.)
- Water Bottle

Procedures for Drop Off and Pick Up

Programs and Schedules

| Fall (September-May) Ages 3-5 YO |
|--|
| 2 Day Program (3-5yrs) 9am to 12pm T/TH |
| Half Day Program (3-5yrs) 9am to 12pm M/W/F |
| Full Day Program (3-5yrs) 9am to 2pm M/W/F |
| 5 Day Program (4-5yrs) 9am to 2pm M/T/W/TH/F |

Program may be inside, outside, on site, off site, depending on weather and daily curriculum.

Morning Program (For ALL morning programs M/T/W/TH/F)

9:00 Arrival, Greet Teachers & Friends, Gear off, Bathroom, Wash Hands, Sign-In & Limited Choice Activities

9:15-9:30 Circle Time

9:30-10:30 Choice Time with Teacher Directed Lessons & Clean Up

10:30-11:00 Choice Snack & Group Conversation/ Story Time

11:00-11:15 Bathroom Break, Wash Hands

11:15-11:30 Closing Circle: Recall and Home Link

11:30-12:00 Transition to Outside, Clean Up and Home (Families can stay and play outside)

If staying from morning program for Full Day: Changes Outside Shoes, Wash Hands, Lunch

Afternoon Program (For ALL afternoon programs M/T/W/TH/F)

12:00-12:10 Transition from Outside, Clean up, Gear off, Bathroom, Wash Hands -If staying from morning program for Full Day: Changes Outside Shoes, Wash Hands, Lunch

12:10-12:40 Lunch Time with Conversations, Clean Up, Bathroom, Wash Hands

12:40-12:50 Clean up from Lunch

12:50-1:30 Choice Time with Choice Lessons, Clean Up

1:30-1:40 Clean Up

1:40-1:50 Closing Circle

1:50-2:00 Transition Home, Quiet Activities

Outdoor Play

Please make sure your child has warm outdoor clothes everyday. In winter it is especially important for children to get plenty of fresh air and exercise. We go outside unless it is below 10 degrees Fahrenheit.

EACH CHILD SHOULD BRING TO SCHOOL (DEPENDING ON THE WEATHER)

- Rain coat and pants, rain boots (no umbrellas unless they have the safe plastic tips)
- Warm coat and finger gloves. Light hat.
- Warm coat, snow pants or a snowsuit, snow boots, warm hat that covers ears, warm mittens.

We have extra warm clothes that children can borrow. If your child borrows something please return it clean on your next school day.

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|---|
| Summer (June-August) Ages 3-5 YO |
| Half Day Program (3-5yrs) 9am to 12pm T/WTH |
| Full Day Program (4-5yrs) 9am to 2pm T/WTH |

Morning Program (/T/W/TH/)

9:00 Arrival, Greet Teachers & Friends, Gear off, Bathroom, Wash Hands, Sign-In & Limited Choice

Activities

9:15-9:30 Circle Time

9:30-10:30 Choice Time with Teacher Directed Lessons & Clean Up

10:30-11:00 Choice Snack & Group Conversation/ Story Time

11:00-11:15 Bathroom Break, Wash Hands

11:15-11:30 Closing Circle: Recall and Home Link

11:30-12:00 Transition to Outside, Clean Up and Home (Families can stay and play outside)

If staying from morning program for Full Day: Changes Outside Shoes, Wash Hands, Lunch

Afternoon Program (/T/W/TH/)

12:00-12:10 Transition from Outside, Clean up, Gear off, Bathroom, Wash Hands -If staying from morning program for Full Day: Changes Outside Shoes, Wash Hands, Lunch

12:10-12:40 Lunch Time with Conversations, Clean Up, Bathroom, Wash Hands

12:40-12:50 Clean up from Lunch

12:50-1:30 Choice Time with Choice Lessons,Clean Up

1:30-1:40 Clean Up

1:40-1:50 Closing Circle

1:50-2:00 Transition Home, Quiet Activities

Outdoor Play

Please make sure your child has warm outdoor clothes everyday. In winter it is especially important for children to get plenty of fresh air and exercise. We go outside unless it is below 10 degrees Fahrenheit.

Inclement Weather

We follow the Anchorage School District decisions when it comes to weather closures. If the school district is closed for the day, the preschool will also be closed. A delayed start or early dismissal decision by the school district will not affect our openings, and we will be open the regular business hours. Local "State of Emergency" and long-term power outages will require us to close. On some occasions, in the interests of safety for your children and our staff, we may choose to close early or for the entire day. Announcements will be by email and/or text. For early closing, we will contact you by phone and give you a minimum of one hour notice.

Notification of Changes in Policy

You will be notified in writing via email if there are to be any changes in our program policies and procedures. There will be a minimum of 2 week notice for any change in policy or procedure. The change will be sent out via email. They will also be sent to the MOA licensing office.

Disclosure/Confidentiality Information

No information on file at the preschool or given to the teacher in confidence will be disclosed to any individual or group. Exceptions to this rule include legal warrants, DHHS, child protection personnel, state immunology, and licensing specialists.

Mandatory Reporting

All staff are mandatory reporters. They are required to report any signs of abuse within 24 hours.

Complaint Procedure

The Municipality of Anchorage, Department of Health and Human Services, Child and Adult Care Office is the agency responsible for licensing child care centers serving seven or more children. This agency supervises, monitors, and investigates complaints involving childcare centers. They can be reached at 825 L Street, Third Floor, P.O. Box 196650, Anchorage, AK 99519 or 343-4758.

TV Policy

There will be no regular television viewing at the preschool. An occasional video may be shown for educational or entertainment purposes.

Photographs

Photos taken in the facility may include images of your child and some may be used to publish in print or electronic format. The photograph of your child may be used for marketing such as the preschool website, newsletter, yearbook or other promotion material. The enrollment packet includes permission for photographs to be taken of your child.

Security

We keep the front door to the school locked at all times. Please ask for the code on your first day! If you forget the code please call the number posted on the door and someone will let you in. The gate on our playground is to remain secured during school hours. Please make sure you remember to secure it as you are leaving.

Supervision Plan

There will always be two staff members present at all times during any given school day. In addition, it is likely one or two family workers will participate and be present in the classroom each school day.

In order to ensure the health and safety of each child, these rules will be enforced and maintained throughout the course of each school day:

Indoors:

1. Running is discouraged unless managed by a teacher. Children will be able to participate in other vigorous exercise or will be allowed to run outdoors if weather permits.
2. Children will wash hands for at least 10 seconds with soap before eating, after toileting or coming into contact with any bodily fluids (including mucus), before and after any type of moist play, and any other time a teacher deems it necessary.
3. Children may not climb on any furniture.
4. Hitting, pushing, and biting are prohibited. Teachers will help children understand this rule and make every effort to solve the problem during school; if a child cannot follow this rule, parents will be contacted.
5. Children must follow directions reasonably to ensure the safety of all students.

Outdoors:

1. Running will only be allowed if children remain cautious; teachers may prohibit running to ensure the safety of all students.
2. Rock throwing is prohibited.
3. Children may slide down slides; climbing up slides is discouraged unless managed by a teacher..
4. Children will stay inside the fenced playground unless accompanied by an authorized adult and may not climb fencing.
5. Hitting, pushing, and biting are prohibited. Teachers will help children understand this rule and make every effort to solve the problem during school; if a child cannot follow this rule the parents will be contacted.
6. Children must follow directions reasonably to ensure the safety of all students.

Ages of Children Served/Ratio

- ACP serves children 3-6 years old.
- Children must be three years old on or before their first day of school.
- Maximum class size is 20.
- Ratio 1:10

| LICENSED CHILD CARE HOMES | LICENSED CHILD CARE CENTERS |
|--|---|
| <p data-bbox="391 264 703 317"><i>(Including children related and unrelated to caregivers)</i></p> <ul data-bbox="334 317 821 552" style="list-style-type: none"> • No more than 8 children total • No more than 6 children total if only one door exit. • No more than 3 children under 30 months • No more than 2 non-walking children • At least 1 adult caregiver • No more than 5 children in nighttime care (including provider's own children) (10pm – 6 am) • • Children who live in the household under the age of 12 count in the total | <ul data-bbox="932 317 1419 552" style="list-style-type: none"> • 9 or more children • 1 caregiver for every 4 infants (6 weeks thru 11 months) • 1 caregiver for every 5 toddlers (12 thru 18 months) • 1 caregiver for every 6 toddlers (19 thru 35 months) • 1 caregiver for every 10 children (3 thru 12 years) • At least 2 adults on premises |

Volunteers, Substitute Teachers and Emergency Caregivers

On occasion, community workers, experts and volunteers may be asked to come into the classroom to share experiences, materials or activities. In the event of staff availability that affects meeting staff/student required ratios, the Administrator and/or Educators may have oncall ACP substitute teachers to cover shifts. Parents will be notified of any additional person coming into the classroom and be asked to share in the learning if possible.

Field Trips

Children must be accompanied by a guardian during all family events/field trips, and though teachers will be present, the number of teachers may vary. ACP does not provide transportation to or from the location of the event. If my family takes part, ACP is not responsible for any fees involved. I understand that if my child is unable to attend any field trip that occurs during normal class hours, there will be no class at school during the trip, and I will keep my child at home. I am permitted to hand care of my child over to another adult during the field trip with written notice given to the office in advance. Attending a field trip with my child does not count towards my volunteer hours.

Transportation

ACP does not provide transportation.

Emergency Procedures

ACP has developed a Comprehensive Emergency Plan. If you are in the facility during an emergency, follow the direction of the staff.

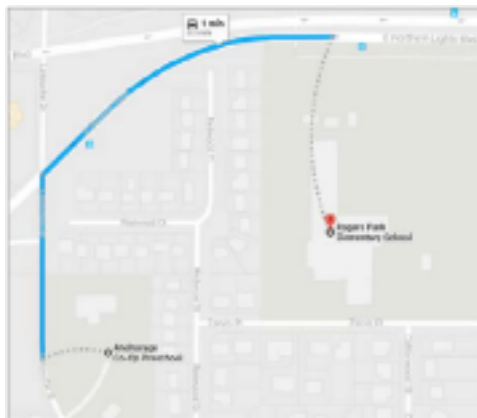
Evacuation drills take place in the building monthly. In case of a real emergency that calls for a facility evacuation, parents will be notified and will be asked to pick up their child/children as soon as possible. Fire drills are held Monthly. All fire drills are to be documented in the fire drill log which must be kept available at the facility.

We have two established evacuation locations:

1. Just outside the child care facility we will meet at: First Christian Church Parsonage located on the south edge of the property.



2. The alternate location further away from the child care facility is: Rodgers Park Elementary: 1400 E Northern Lights Blvd. Anchorage, AK 99508



If evacuation to the alternate location or a shelter is necessary, a sign will be placed at the entrance to the facility alerting parents where the children are located. We will also update our parents using Remind.

During an emergency, if you are unable to get through on the phone, our alternate contact is Pastor Paul Boling and he can be reached at [907-227-2078](tel:907-227-2078) (cell phone).

Required Health Records

The following medical information must be on file before the child's first day at school:

- Up-to-date immunization record for your child (or exemption form) it must be kept current during the school year.
- Current physical for your child. Physicals must be current within the past 12 months. Physicals must be kept current during the school year.

ACP uses the electronic filing system BrightWheel to keep record of each child's immunizations and physicals.

Policies and Provisions for Illness

1. You should not volunteer if you have:
 - A gastrointestinal infection
 - Skin infection
 - Communicable disease

- Temperature greater than 101° F.
2. If a child gets a communicable disease, the family should notify the Teacher/Director immediately in order that other members whose children have been exposed may be notified.
 3. A child is not allowed at school with:
 - Strep throat that has not been treated for 24 hours with an antibiotic.
 - Rash of acute onset, associated with fever or symptoms of illness without a doctors note.
 - Oral fever of 100 degrees or greater. They can return once they are fever free for 24 hours.
 - Vomiting and/or diarrhea. They can return when they are symptom free for 24 hours.
 - Impetigo with less than 24 hours of treatment with an antibiotic.
 - If your child has been ill with a contagious disease (other than a cold), the child may return to school if the family is certain the infectious stage is past. (If you are not sure, check with your physician.)
 - Lice: Child sent home for lice; allowed to remain in school for the day with nits only. For both/either situation, the child is only allowed back in school only AFTER treatment and AFTER the director checks their head and determines the head is clear.
 4. If your child becomes ill at school, the family will be called to pick up the child within 1 hour. They will be allowed back when they are symptom-free for 24 hours.
 5. If there is an illness in your family and you are not sure if your child is sick, keep the child home. School is an intense experience even for the healthy child.

Prescription Medication

Prescription medication must be in the original container with the prescription label that includes the child's name, name of the medication, dosage, and dosage intervals, name of prescribing physician, date the prescription was filled, and date the prescription expires. No prescription medicine will be administered after an expiration date.

Non-prescription Medication

Non-prescription medications such as Tylenol, Sudafed, cough syrup, etc will not be given at ACP.

Non-prescription Topical Products

Parents are required to fill out the Topical Products form for application of non-prescription items applied externally, such as diaper ointments, insect repellents, sunscreens, lip balm, and skin creams. Medication must be in the original container and be labeled.

Bathroom Policy

Many preschoolers are just learning to use the bathroom and need help, encouragement, and teaching. At our school staff members or licensed caregivers might tend to a child in the bathroom. Due to the sensitive nature parent volunteers are not permitted to assist in the restroom unless for supporting hand washing only.. If the teacher or licensed caregiver should need to assist they will do so by encouraging independence, reminding the child of the routine (pants down, wipe, pants up, flush, wash and dry hands). The parent of the child, teacher, or licensed caregiver will do these things while offering as much privacy as possible; diverting one's eyes, talking about your respect for their privacy and encouraging them to do as much as possible. Proper handwashing techniques will be taught, encouraged, and practiced.

There are no provisions for diapering of students. There are some preschoolers who are still in pull-ups. Parent of a child in pull-ups is required to stay at the preschool or be readily available to change a solid diaper. Students must start preschool in a fresh pull-up.

Allergies/Food Preferences

- Families with allergies and/or preferences can send their own snack and label it with the child's name and date, to be kept in the child's cubby. Please notify the teacher so we can facilitate the child receiving the right snack!
- All allergies/food preferences will be honored and will be noted on the snack checklist. If possible, no snacks will be served that would allow a child to eat something they should avoid. ● An allergy list will be posted by the snack table. Any concerns will be addressed to the teachers. The teachers will make sure to keep the children with allergies/preferences safe. Parents whose children require prescription medication for life threatening allergies MAY NOT leave their children at the preschool unless they:
 - Provide a completed Medication Administration and Consent Form to the Preschool, with a signed consent for the teachers to administer prescription medication. Parents must sign the consent form themselves.
 - Provide up to date prescription medicine, in the original container, for the teachers to use in an emergency.
 - Check Family Board to see if the snack is "appropriate" for his or her child.
 - Fill out the allergy questionnaire and have a conversation with the staff on what you as a parent would like to see to keep your child safe at school.

Lunch

Choose and provide one item from each category

Please remember we are a nut-free facility

Overly sugary foods must be avoided

Fruit/Veggies: Pre-cut please

Grains: Ideas include crackers, bagels or pre-sliced bread, english muffins, pretzels, cereals

Protein/Dairy: Ideas include yogurt, jerky, hummus, milk

Animals

At this time ACP does not currently have a classroom pet on the premises. Animals are permitted at school only after the teacher gives their approval and MOA regulations are followed for appropriate visits. Allergies may negate the ability to have some animals visit. Visiting pets must be properly caged and/or contained in accordance with health and sanitation rules set out by the State Department of Health and Social Services. After a child or adult touches an animal, she must wash her hands.

Plants

Plants add nature to our décor, they help create a pleasant atmosphere and healthier environment by naturally purifying the air.

We do have one toxic plant in our facility, it is located in the big room hanging from the ceiling rafters. This plant is identified as a Pothos or its scientific name (*Epipremnum aureum*). It is out of reach of children and trimmed regularly. It is only cared for by staff. In the unfortunate circumstance that a child comes in contact with or ingests this plant. Staff will immediately contact Poison Control.

All plants are labeled in the classroom and tended by staff.

Finances

The Board of Directors determines tuition and fees in the spring. Members are invited to participate in the process of determining changes to tuition and fees.

ACP uses BrightWheel for all payments. You will be invited to the app to sign up for billing. You will have the option to put a card on file with BrightWheel for automatic payments or to be billed monthly.

The non-refundable registration fee helps cover snacks, supplies, etc.

Tuition is due by the 1st of each month.

If you are unable to pay your child's tuition by the 5th day of the month, please contact the Preschool Treasurer. We are willing to be flexible when there is good communication.

Full tuition is due even if your child does not attend each day (i.e., family vacation or illness).

MUNICIPALITY OF ANCHORAGE PARENTS' GUIDE TO LICENSED CHILD CARE

Choosing care for your child is a significant decision.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.

Licensing is a key to quality child care.

It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet). A Child Care Licensing Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all code requirements at all times.

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

Parents are responsible for choosing and monitoring their child's care. Licensing specialists visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present?

Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

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

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:

Municipality of Anchorage
 Child Care Licensing Program
 825 L Street, 3rd floor
 P. O. Box 196650
 Anchorage, AK 99519-6650
 (907) 343-4758

Website: <http://www.muni.org/Departments/health/community/Pages/Child.aspx>
 Recent facility inspection reports can be viewed at: <http://hhs.muni.org/cac/>

Additional information regarding the location of child care facilities licensed by the Municipality of Anchorage can be found online at: <http://neighborhood.muni.org>

Summary of Child Care Licensing Requirements Within the Municipality of Anchorage

| | | |
|---|--|---|
| <p>PARENTS</p> <p>Are responsible for selecting safe, appropriate care for their child</p> <p>Are responsible for monitoring their child's care</p> <p>Provide current and emergency information and immunization records for their child</p> <p>Are encouraged to visit their child anytime the child is in care</p> <p>Receive written child care policies</p> | <p>Child care license is required if more than 4 children (not related to caregivers) are in care</p> <p>License must be renewed prior to expiration (annually or biennially)</p> <p>Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter</p> <p>Complaints are investigated</p> <p>Licensing files are open to public review</p> | <p>mental health, or behavior problems that might be a risk to children</p> <p>May not have domestic violence or substance abuse problems that might be a risk to children</p> <p>Complete child care training each year</p> <p>Are at least 18 years of age</p> <p>Junior helpers may only assist the administrator and are under direct supervision</p> <p>Persons 16 and older have a criminal background check including submitting fingerprint cards</p> <p>Meet early childhood training requirements</p> |
| <p>LICENSING</p> | <p>CAREGIVERS</p> <p>Are required to care for children in a safe, healthy way</p> <p>May not have physical, health,</p> | <p>FIRE SAFETY</p> |

Facility meets fire safety standards
Emergency evacuation plan is practiced
monthly and documented

EQUIPMENT AND SUPPLIES

Furniture and equipment are safe and
durable
Infant walkers are not allowed Toys are
adequate and varied Children have
storage space for their belongings
Children under 5 years have a
cot/mat/ bed and individual blanket
Infants must sleep in a safe crib or
playpen without materials that would
increase the risk of suffocation

SAFETY

Children are always supervised by
an adult
Caregivers know the whereabouts of
children at all times
Caregiver(s) with First Aid and CPR
training are present
Facility is free of hazards, inside and
out
Gates are required at accessible
stairways if children under 36 months
are in care.
Medicine and poisons are stored
safely
Electrical outlets have child proof
cover caps if children under age 5
are in care
Emergency information is kept for
each child and is reviewed and
updated semi-annually

HEALTH

Facility meets sanitation and safety
standards
Meals and snacks are nutritious

Children are immunized or
exemptions are on file
Parents are notified if their child is
exposed to a contagious or
communicable disease If it chooses,
a child care home may care for mildly
ill children Seriously ill child may not
be in care without a medical
provider's written approval Drinking
water is safe Smoking is not allowed
Medicine is given only with parent
permission Food preparation and
handling are sanitary

PROGRAM

Promotes children's healthy
development
Includes quiet and active, group and
individual, indoor and outdoor
activities
Limits TV and video to children's
programs and limited to no more
than 1&1/2 hours in a 24 hour period
Does not allow high risk activities
Requires parent permission for
moderate risk activities (for example,
swimming, ice skating, trips by
vehicle)
Provides a minimum of 20 minutes of
vigorous physical activity for every 3
hours the child is in care between
7am and 7pm

BEHAVIOR GUIDANCE

Is positive, and never cruel,
humiliating, or damaging to the child
Sets realistic expectations and clear,
consistent limits
Is not related to eating, napping,
toileting, or removing from other
children for more than 10 minutes
Does not use corporal punishment
(Corporal punishment means "the
infliction of bodily pain as a penalty

for a disapproved behavior. It
includes shaking, spanking,
delivering a blow with a part of the
body or an object, slapping, pinching,
pulling or any other action that seeks
to induce pain.)

ANCHORAGE COOPERATIVE PRESCHOOL PROGRAM POLICY ACKNOWLEDGEMENT

Child's Name _____ Program _____

I have received, read, understand and agree to follow the policies and procedures as described in the
ACP Parent Handbook. I am aware that I will be notified in writing of any changes to these policies.

Parent Signature _____ Date _____

Teacher Signature _____ Date _____