

King's Kids Child Care and Preschool
12101 Brayton Drive
Anchorage, AK 99516
Phone: 907-345-7937 Fax: 907-345-4381
saakids@gci.net

WELCOME!

It is with pleasure that I introduce you to King's Kids Child Care Center. We are a Childcare Ministry owned and operated by South Anchorage Assembly of God; providing care for children 19months - 12 years of age. Our operating hours are 7:30 a.m. to 6:00 p.m. Monday through Friday. Our center is licensed for a capacity of 50 children by the Municipality of Anchorage. Our staff are screened carefully and trained to comply with the municipal standards of training. Each member of our staff is also trained in First Aid and CPR. We offer a loving Christian environment for your child. There will be daily activities of:

Free Play	Bible Stories	Exercise
Art	Preschool	Music
Nap	Snack	Outdoor Play (weather permitting)

Our goal is to help your child grow socially, physically, mentally and spiritually. We encourage parents to feel free to drop in. Our door is always open for you. If you have any questions not answered in this booklet, please contact us via phone at 345-7937, e-mail at saakids@gci.net or stop by.

IN THE EVENT OF ANY CHANGES IN POLICIES OR PROGRAMS, YOU WILL BE GIVEN THIRTY DAYS NOTICE.

Records concerning your child, (i.e. enrollment forms, health records, observation records, written parent/teacher conferences), as well as all other information is kept confidential! This is accessible to you, our Director, the Municipality Licensing Agent, and designated staff in accordance with AMC 16.55.220C

TYPE OF SERVICE

King's Kids Child Care Center is a non-profit Christian childcare program. We offer a structured program for preschool and school age children. We desire to help children learn to function in the world as caring individuals and to ensure that they have good safety and life skills.

Our morning preschool program runs from 9:00 a.m. to 12:30 p.m. We not only stress academics, but provide opportunities for children to learn basic social skills such as sharing, manners, and communication. We also offer opportunity for them to develop small and large motor skills.

Bus service to and from Willard Bowman Elementary School is available daily.

We provide a morning and afternoon snack. Children staying through the lunch hour are required to bring their own lunch. King's Kids will provide milk or 100% fruit juice for snacks as well as milk for lunch.

Our hours of operation are from 7:30 a.m. to 6:00 p.m. Monday through Friday, excluding major holidays. Preschool closures follow the Anchorage School District calendar.

CLOSURES

The center will be closed on the following holidays/staff days:

- | | |
|--|------------------------------------|
| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving Day and the day after |
| Fourth of July | Christmas Eve and Christmas Day |
| Martin Luther King Jr. Day (Staff training day) | |
| First ASD In-Service Day in October (Staff training day) | |

In addition to the above listed holidays KKCC will follow ASD closures due to increment weather or other emergency situation. School closures may be checked at asdk12.org after 5:30am.

SPECIAL NEEDS CHILDREN

If your child has special needs, please discuss his/her needs with the administrator to determine if the center is able to meet those needs. (Please see Special Needs enrollment)

SCHOOL-AGED CHILD CARE

We provide care before and after school, In-service days, Christmas break, Spring break, and Parent-Teacher conference days. Full day childcare is provided during the summer months.

BUS SERVICE

The Anchorage School District provides bus transportation from the Huffman/New Seward frontage road to and from Willard Bowman Elementary.

ENROLLMENT PROCEDURES

Upon enrollment, parents or guardians will complete an application packet including a Parent Provider Contract. Additionally, for each child enrolled the following is necessary:

- a. Completed emergency child record card
 1. Information about the child's drug or other allergies
 2. Parent/guardian and local emergency person contact information
 3. Signed permission for emergency transport to emergency care facility
 4. Signed permission for emergency treatment
 5. A hospital and physician preference designated by the parent or guardian
 6. An individual at least 16 years of age designated to drop off/pick up the child
- b. A current physical (must be dated within one year of enrollment)
- c. Up-to-date immunization record (If child is exempt from immunizations a separate signed form from the child's doctor or religious leader is required for enrollment.)
- d. Signed medical and transportation forms
- e. Certification of guardianship
- f. Information about on-going medical treatment or medication for the child

All policies and procedures will be discussed with parents at the time of enrollment. A financial arrangement sheet is available. Please review this carefully. Excessive late payment (consistently more than thirty days late with no payment arrangement) may result in **automatic termination of services**. If re-admittance is desired, a deposit of one month's tuition and approval by the Administrator and/or Senior Pastor will be required.

TERMINATION OF SERVICE

Listed are the possible reasons for termination of child care services:

- a. Lack of payment by parent or guardian on a consistent and timely basis.
- b. Frequent late pickup (after 6:00 p.m.)
- c. Behavior that is inconsistent with the program guidelines to the point of disrupting other children or staff in the program for an ongoing period of time. We believe in structure, guidance, and discipline for our children. **Children will be expected to obey rules, respect those in charge, respect other children, and the property of others.**

SUPERVISION OF CHILDREN

King's Kids will follow all regulations for supervision of children set forth by AMC 16.55.320. During both indoor and outdoor activities child to caregiver ratio will not exceed one adult for every ten children. Ratio for children 19-35 months will be one adult for every 6 children not to exceed 12 children in a group. All King's Kids classrooms are set up for this ratio except Wooten Hall and our lobby area. Any time these rooms contain more than ten children, an additional caregiver will be present. This ratio will also be met while children are napping. Our 19 – 35 month old classroom has a connected bathroom while our other classrooms use a common bathroom. If the teacher needs assistance with a child the administrator or person in charge will help. When on a field trip we will have a minimum of one adult present for every five children in our care.

DISCIPLINE

In guiding and disciplining, every effort will be made to use positive techniques with children attending our center, which will include the setting of clear and consistent limits, positive reinforcement of appropriate behavior, facilitating problem solving, redirection and natural consequences. If none of these techniques work, time-out will be used.

- a. The child will be told by the teacher why he/she is going into time-out and for how long.
- b. The child will be placed in time-out for an allotted time (one minute per year of age, not to exceed five minutes.)
- c. After time-out the teacher will talk with the child on an eye to eye level and in a positive manner offering suggestions and for ways the child could have avoided the time-out. The child will then return to play.
- d. If time-out in the present area is not effective, child will be brought to the Director's office first and then if necessary to the Administrator for time-out away from the area.
- e. If child has repeated time-outs parents may be contacted to talk with the child.
- f. If the child has extremely inappropriate behavior like biting, cursing, putting teachers or other students at risk, extreme disrespect for the adult in authority, or if the child pulls the fire alarms the parent will be called to have a conference and to remove the child from the center for the rest of the day.

MEALS AND SNACKS

Nutritious snacks will be provided daily. U.S.D.A. guidelines are followed for food service. Menus are planned in advance and will be posted for parents to see. Parents or guardians will provide food for their child's lunch ensuring that national standards are maintained. Parents or guardians are responsible to bring documentation of any allergies to the center and a copy will be kept in the child's permanent record.

Children may not bring candy, gum, soft drinks or food that requires preparation unless approved by staff. Milk is provided for lunch and 100% fruit juice or milk is provided for snacks.

DISCRIMINATION

King's Kids Child Care Center will not discriminate against anyone on the basis of sex, marital status (or changes therein), pregnancy, parenthood, race, religion, color, national origin, age, or physical handicap.

INSURANCE

All insurance requirements are set by the Municipality of Anchorage. King's Kids Child Care Center meets all such requirements.

PERSONAL BELONGINGS

Please dress children in durable play clothes. **All children must have an extra set of clothing at the center in the event a change is needed.** All children who nap may bring a blanket to be kept at the center. Blankets will be sent home on Fridays to be laundered and need to be brought back on Monday. **It is required that proper clothing be provided for outdoor play each day.** In the colder months, mittens, hats, snow pants, and boots are needed. Be sure all clothing fits well enough to allow children to learn to dress themselves. Please LABEL ALL clothing, blankets, and lunch boxes with child's name.

Toys, money, games, markers, crayons, gum, candy, make up, etc. should not be brought to the center unless requested by the staff for a special reason. The center cannot be held liable for lost or damaged belongings.

Please do not allow your child to bring weapons (real or play) or inappropriate action figures, superheroes, or toys that may be of a demonic or violent nature to the center. We feel these toys promote a level of violent activity that is inconsistent with the philosophy of King's Kids and therefore are inappropriate at the center. These toys will be confiscated if brought to the center. Clothing should also not carry symbols of a violent or demonic nature.

TRANSPORTATION

Parents are responsible for all transportation to and from the center. Only those people designated in writing, by the parents or guardians, may pick up the children from the center. Individuals picking up children must be 18 years old or older (Siblings may be 16 years of age if they have a proper license and are approved for pick up by the parent in writing), and may be requested to show identification. Exceptions will be made only upon clearance with the Administrator. **Children are to be signed in and out by an adult each day they are in attendance.** Initial your times.

Bus service to Willard Bowman Elementary is provided. If a child misses the bus, the center is not responsible to provide transportation. Please see attached Transportation Procedures at the end of this handbook.

For field trips, children will be transported in Church/Center owned vehicles and/or personal vehicles driven by qualified staff or parents. Church/Center owned vehicles are fully insured and contain seat belts. All people driving personal vehicles will show proof of insurance and have proper child restraints as well as tires approved for winter driving when applicable. All vehicles will be deemed safe and in good repair before allowing children to be transported. If you are available to help with field trips, please let us know.

PARENTAL PERMISSION FOR FIELD TRIPS

Upon enrollment, parents will complete a blanket transportation permission form to be retained in your child's file. Parents will be asked to update this form every three months. A sign-up sheet will then be filled out and signed for each individual field trip. A copy of both will be taken along on each field trip.

TELEVISION , COMPUTER AND DVD VIEWING

TV and DVD viewing will be kept to a minimum. We do not encourage daily TV or DVD viewing except a short DVD at naptime to help children settle down if needed. Other viewing is only to reinforce what we are learning or for a special occasion. No more than two hours of computer time will be allowed in any 24 hour period. This includes both playing and watching the game. Only movies/games whose content does not conflict with our moral standards will be viewed.

PARENT VISITS

We maintain an open door policy at all times. Parents may come in to observe at any time during normal operating hours. If you wish to observe your child's class you must first check in with the Administrator or Assistant Administrator. If you wish to volunteer in the classroom, you may speak with the administrator regarding volunteer requirements. Parents whose presence causes a disruption to the regular class routine may be asked to leave or to limit their time in the classroom.

PARENT RESOURCES

Parent resources are available in the KKCC newsletter, occasionally on the counter by the sign-in sheet and outside the KKCC office. Please see the administrator if you need special resource materials.

SMOKING

Smoking is prohibited inside the center and on the grounds outside the center.

COLD WEATHER PLAY

Municipal regulation 16.55.350.4 requires that children play outside each day, weather permitting. Please make sure they have the proper clothing. Please do not request that your child stay indoors due to illness, **if they are too sick to be outdoors, they are too sick to be here.** We are not licensed to care for sick children. If it is raining, windy, or if the temperature is less than 10 degrees, (including wind chill factor), children will not go outside. If any condition exists whereas the teachers feel it may be harmful to the children, they will be kept indoors. Alternate indoor physical activity will be provided in accordance with Municipality regulations.

ANIMALS

Occasionally we have "visitors". Animals that visit are screened for health and safety before allowing them to be viewed by the children. Please make us aware if your child has pet allergies.

CHILD ABUSE REPORTING

Alaska State Statutes AS 47.14 and Anchorage Child Care Center Regulations AMC 16.55.230E.4 require that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children, regardless of whether they occur in or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the Alaska Division of Family and Youth Services Child Protection Office. 269-4000

Centers are required to notify the Municipal Child/Adult Licensing Office of incidents which allege a child was abused or neglected when the center is responsible for the child. Municipal Child/Adult Care Licensing Office number is 343-4758.

The Municipality of Anchorage, Department of Health and Human Services Child/Adult Care office is the agency responsible for licensing childcare centers. This agency supervises, monitors, and investigates complaints involving childcare centers.

The Child/Adult Care Licensing Office is located at 825 "L" Street (P.O. Box 196650), Anchorage, Alaska 99519-6650, 3rd floor, phone 343-4758.

VOLUNTEER SUBSTITUTE AND EMERGENCY CARE PROVISION

We strive to maintain a quality program for children. We maintain a 1:10 staff to child ratio For children ages 3 – 12 and 1:6 ratio for children 19 – 35 months to ensure quality and to meet municipal regulations. In the absence of a regular staff person, a substitute will be placed in care of the children. Substitutes must fulfill the same requirements for health and safety as regular staff in order to be a substitute at the center. This includes full background check. Volunteers must fill out a health history form. In case of an emergency, the management level staff could assume responsibility of caring for the children until an alternate caregiver could be found.

HEALTH AND SAFETY

PLEASE keep your child/children at home if he/she has any of the following symptoms:

1. Fever
2. Constant cough
3. Symptoms of a communicable disease
4. Any other symptom listed on the Health Policy attachment

The parent or guardian bringing the child to the center is required by Municipal Code to accompany the child into the center. Each morning upon arrival of the child, one of the center staff will hold a brief health inspection of the child. If the child appears ill, he/she will not be admitted to the center. If a child becomes mildly ill at the center (headache, mild upset stomach ache), he/she will be placed on a cot away from the other children (but supervised by staff). If a child becomes very ill (fever of 100 or higher, vomiting, etc.), he/she will be isolated from the other children and a parent will be contacted to make arrangements for taking the child home. If the parent is not able to pick up their child, it is the parent's responsibility to identify to the center staff someone who is allowed to pick up their child and to send that person within the hour. Early recognition of illness and removal from the

facility is the best way to prevent the spread of illness. If this person has not picked up the child before they will need to show ID.

Please keep your child at home for 24 hours after a fever returns to normal or other symptoms clear up. Please call the center if your child is going to be absent. If your child has been exposed to a contagious disease outside of the center, please let us know. The center will notify parents if a child has been exposed to a communicable disease or other contagious condition. We will not share the child's name.

The center may administer to a child prescription medication only if the prescription is in the original container with a prescription label, including the child's name, name of the medication, dosage, dosage intervals, name of prescribing physician, and date the prescription was filled. A parent permission and dosage form is required to be signed by the parent before administering medication.

Non-prescription medication (such as Tylenol) must be in the original container and requires daily written orders by the parent including dosage and dosage intervals. Any non-prescription medication given more than four consecutive days requires a physician's written order or verbal order with written follow-up instructions. Parent must give written permission for application of topical products.

A current immunization record (or doctor or religious leader exemption form) for each child in attendance at the center must be kept on file at all times. This information will be required at enrollment, along with a current physical form signed by a physician and an emergency card on each child, which gives the center permission to provide medical assistance in case of an emergency. Physicals are required to be updated annually for children under age five and biannually (every two years) for children five and above.

Please do not request that your child not play outside due to illness. If a child is well enough to be at King's Kids, he/she is well enough to play outside.

EMERGENCY ACCIDENT OR ILLNESS

If an accident or illness requiring immediate medical attention occurs and there is not time to wait for the child's parents, we will call the paramedics and let them transport the child to the hospital. A staff member will accompany the child. In all cases, parents are notified.

Parents are required to keep the center informed with regard to current telephone numbers where they can be reached at all times, as well as names and telephone numbers of parent alternates.

QUESTIONS, CONCERNS AND COMPLAINTS

King's Kids Child Care Center meets the regulatory requirements set forth by the Municipality of Anchorage. If you have areas of question or concern, the administrator encourages you to come and talk to us.

The Municipality of Anchorage, Department of Health and Human Services Child/Adult Care Office is the agency responsible for licensing childcare centers. This agency supervises, monitors, and investigates complaints involving childcare centers. Feel free to call or write:

Municipality of Anchorage
D.H.H.S. – Child Care Licensing
825 "L" Street
P.O. Box 196650
Anchorage, AK 99519-6650

Kathy Lynch 343-4206

HEALTH POLICIES AND PROCEDURES KING'S KIDS CHILD CARE

The following health policies and procedures will be followed:

CHILDREN:

1. Children will be excluded from the center when they exhibit the following symptoms/illnesses:
 - a. Severe pain or discomfort, particularly in joints, ears, or abdomen
 - b. Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a 24-hour period
 - c. Two or more episodes of acute vomiting within 24 hours
 - d. Severe coughing or sore throat
 - e. Oral or auxiliary temperature of 100 degrees Fahrenheit or higher
 - f. Yellow skin or eyes
 - g. Red eyes with discharge
 - h. Infected, untreated skin patches or lesions
 - i. Difficult or rapid breathing
 - j. Severe itching of body or scalp
 - k. Skin rashes, lasting more than one day
 - l. Swollen joints
 - m. Visibly enlarged lymph nodes
 - n. Stiff neck
 - o. Blood or puss from ears, skin, urine or stool
 - p. Unusual behavior for the child, characterized by no playing, confusion, persistent, inconsolable crying
 - q. Loss of appetite characterized by refusing all solids
 - r. Symptoms which indicate any of the following diseases
 - i. Chicken pox
 - ii. Impetigo
 - iii. Lice
 - iv. Scabies
 - v. Strep throat
 - s. Reportable communicable diseases (see staff following)
2. Children who have been diagnosed with any of the above reportable communicable diseases may return to the center only when written documentation from a licensed physician states that they have been evaluated and present no risk to other children.
3. Children who have symptoms of illness may be allowed to remain in the center only when there is written documentation from a licensed physician (or verbal with written follow-up), stating that the child has been diagnosed and poses no serious health risk to the child or other children.
4. Center will notify parents of all occurrences of, or exposure to, communicable diseases or conditions in the center. Names of individuals will not be released.

5. The parents of children who become ill or injured while in child care will be immediately notified of any illness/symptoms or any injury more serious than minor cuts or scratches. Parental instructions for action will be obtained unless the severity requires immediate transport to the hospital.
6. In non-emergency situations, the administrator (or designee) will make prompt arrangements with the parent(s) for the child to be picked up by the parent or parent designee if necessary.
7. The administrator (or designee) will obtain emergency medical treatment without specific parental instruction in those cases where the illness/symptoms of injury are such that there must be no delay in treatment.
8. Until removal from the center, the child will be provided a place to rest quietly under supervision.

Appendix –

- 1. Parent Guide to Licensed Child Care**
- 2. Summary of Child Care Licensing Requirements including parent requirements**
- 3. AMC 16.55.360 Discipline**
- 4. King's Kids Daily Schedule**
- 5. Parent-Provider Contract including acknowledgement of receipt of Parent Policies**
- 6. Guardianship Form**
- 7. Transportation Permission Form**
- 8. Accident/Injury Agreement**
- 9. Enrollment Fee Schedule**
- 10. Special needs paperwork/release form**
- 11. First Day Checklist**
- 12. Emergency Procedures**

CERTIFICATION OF GUARDIANSHIP

I, _____, certify that all parties involved in making the decision for enrollment of _____ into King’s Kids Child Care Center have legal right and guardianship to do so.

I also certify all documents of custodial support, guardianship and medical documentation are true, accurate, and complete to the best of my knowledge.

King’s Kids Representative

Parent and/or Guardian

Date

Date

ACCIDENT INJURY AGREEMENT

In the unlikely event that my child _____ should become accidentally injured while participating in any program or activity at King's Kids Child Care Center, or in any off campus activity in the care of King's Kids Child Care, I agree to hold King's Kids Child Care and South Anchorage Assembly of God harmless.

Parent or Guardian Signature

Date

TRANSPORTATION PERMISSION

I give permission for _____ to go on field trips requiring transportation provided by King's Kids Child Care and their representatives.

I agree to the above accidental injury agreement and transportation permission. I realize that if any of the below information changes it is my responsibility to notify Kings Kids Child Care. My signature acknowledges that this form is good for the duration of my child's enrollment.

I understand each field trip will have its own sign up sheet allowing me to deny permission for that particular field trip.

Parent or Guardian Signature

Date

Home Phone

Work Phone

Emergency Contact Name

Phone

King's Kids Child Care Center
Parent – Provider Contract

I/we have read the Parent Policies and Procedures Handbook and the financial arrangements of King's Kids Child Care Center. I/we understand that the center will be managed according to the outlined policies. We also understand that as the parent(s)/guardian(s) we must abide by the policies as outlined therein and hereby agree to do so.

Date childcare will begin _____
Month Date Year

Days care is needed: M T W TH F Times needed: From _____ to _____

Program desired: FT B/A School Pre-School AM Part Time Other _____

Name(s) of Children:

Fee arrangement: _____

Please print legibly

Parent Billing Information:

Name: _____ SS# _____ DL# _____

Current Mailing Address _____

City _____ AK ZIP _____

Phone _____ Cell _____ Work _____ Email _____

Registration Fee: _____

Transportation Card: _____

Advance Tuition: _____

Shot Record: _____

Physical: _____

Emergency Card: _____

Accident Injury Card: _____

Special Needs Paperwork: _____

Parent or Guardian Signature

Approved: (Signature of Administrator or On-Site Manager)

**KING'S KIDS CHILDCARE MONTHLY FEES
EFFECTIVE FEBRUARY 1, 2010**

A nonrefundable registration fee of \$50.00 per child is due upon enrollment. Children whose attendance is other than year round will be charged \$50.00 at time of re-enrollment.

ALL FEES AND CHARGES MUST BE PAID IN ADVANCE EACH MONTH

RATES:

1. FULL TIME CARE (Four or five full days per week over five hours per day)

- Ages 19-35 months **\$745.00 per month**
 \$700.00 per month if paid by the 5th of the month
- ages 3-12 years **\$645.00 per month**
 \$550.00 per month if paid by the 5th of the month

2. PRESCHOOL (9:00am – 12:30pm)

- Five days/week **\$275.00 per month** **(No multiple child discount)**

Preschool will follow the ASD calendar for closures.

3. BEFORE AND/OR AFTER SCHOOL (Includes ASD state released conference days only)

- School-age **\$390.00 per month**
 \$330.00 per month if paid by the 5th of the month

Additional charge of \$20.00 per day per child will apply on holidays, vacation and in service days due to extra staffing.

4. DROP-IN CARE (Provided only IF space/ratios permit.) Fees must be paid in advance of childcare service. *NO Drop-in enrollment will be taken for children under age 3.*

- Full Time Day **\$40.00**
- Part Time Day **\$25.00**
- Hourly Rate **\$6.00**

5. PART TIME CARE (Provided only IF space/ratios permit.) *NO part time enrollment will be taken for children under age 3.*

\$390.00 per month

ADDITIONAL FEES:

- 1. There will be an activities fee of \$50.00 due at enrollment and annually thereafter on September 1st.**
- 2. There will be a \$25.00 charge on all NSF checks. In addition there will be a \$50.00 late fee assessed and childcare service suspended until full payment is made. Payment and fee must be paid in cash on all NSF checks.**
- 3. There will be a charge of \$3.00 per minute past 6:00pm per child in the event a parent is late picking up their child, *even if the parent has notified KKCC.***

PAYMENT POLICIES:

- 1. All payments are due and payable on the 1st day of each month in advance of service. Parents receiving Day Care Assistance of any kind will be expected to pay their *estimated* co-pay each month. If co-pay is not made the proper agency will be notified per contract.**
- 2. All payments must be received by 6:00pm on the 5th day of the month (or by 6:00pm the first business day after the 5th day of the month if it should fall on the weekend or a holiday). Any payments not received by 6:00pm on the 5th day of the month will be assessed a \$50.00 late fee and the parent will be required to pay the full monthly amount without any discount. Childcare service will be suspended if no payment is received by 6:00pm on the 10th day of the month and the child may not return until payment is made in full.**
- 3. Payments from state and other day care assistance programs are not received in advance and therefore, KKCC will charge the maximum amounts allowed by the state per contract. No discounts will apply.**
- 4. Two weeks notice must be received in writing as to termination of services by the parent. If proper notice is not received the parent will be billed for the two weeks following the notification date.**
- 5. For families with multiple child enrollments each additional child shall receive a 10% discount based on the lowest enrolled rate if payment is made by the 5th day of the month.**
- 6. KKCC does not give cash refunds.**