Tanaina

Child Development Center

FAMILY HANDBOOK

Version: September 2008

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naeyc Accredited

Dear Parent/Guardian:

Welcome to Tanaina Child Development Center. Tanaina is a private non-profit 501(c)(3) organization independent of UAA though housed on the UAA campus. Since incorporation in 1979, Tanaina's families, staff and the Board of Directors have worked together to strengthen this early childhood program; as a child care service for student families, employee families, and the Anchorage community; and as an observation and practicum site for the University of Alaska and other community programs.

Tanaina recognizes every child as an individual -- growing and learning at her/his own rate with special interests, strengths and needs. Because a concept is best understood after it has been presented in various forms and experienced by as many of the child's senses as possible, most individual and group activities are planned and designed to be self-directed.

We attempt to meet the social, emotional, cognitive, and physical needs of all children at Tanaina. The curriculum is designed to be open-ended and successful for each child and we believe the environment plays an integral role in the curriculum. As such, we have structured our physical environment to foster an integrated approach to learning. Upon close inspection, you will see aspects of many educational philosophies within the environment and the curriculum.

At Tanaina we believe that early education apart from the home is only a supplement to the influence of family on the child. It is Tanaina's goal to involve the family in a significant manner. We welcome your involvement and encourage you to be part of the planning and implementing of your child's individual program!

Tanaina's influence in the field of early care and education reaches beyond the children and families. UAA students enrolled in the Early Childhood Program spend part of their academic career at Tanaina where they are given opportunities for hands-in experience in the "classroom." This direct application of theory better prepares these students for careers in education. The Early Childhood faculty work closely with Tanaina's teaching staff to ensure UAA students, and of course the children, have the best possible experience at Tanaina.

After more than 30 years of service to the families and children in Anchorage, we look forward to sharing another 30 years with you and your family.

Tanaina Child Development Center
Thank you for sharing your children with us.

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ABOUT TANAINA CHILD DEVELOPMENT CENTER

Introduction

Tanaina is a private, nonprofit 501(c)(3) corporation dedicated to offering the highest quality child development services to the University of Alaska Anchorage community. Tanaina's families, staff and the Board of Directors have worked together to develop this early childhood program, both as a child care service for student and employee families, and as an observation and practicum site for the University of Alaska and other community programs.

Every Child Deserves Access to Quality Early Childhood Care & Education

Major changes in our society are resulting in a fundamental change in the way we raise our children. The current economic situation has made it increasingly difficult for a family member to stay home and care for children. This has meant that the responsibility for the early development of our children is not only in the hands of the family, but also in the hands of a secondary caregiver.

We at Tanaina take that role very seriously. We believe that the quality of care given to our children during their early years is of paramount importance. By attending quality child development centers early on, children can benefit from trained early childhood professionals and from increased social interaction with other children.

At Tanaina, we have trained professionals teaching our children, and we keep the ratio of teachers to children as low as possible. We have a program that maximizes physical, social, emotional, and cognitive development. Direct involvement by the faculty from the Early Childhood program at UAA help us to continually refine our program.

Mission Statement

Tanaina fosters the individual potential of each child by offering opportunities for children to make new friends, learn from new experiences, and explore new places. To do this, we strive to be a model of excellence in childcare for students, parents, and the community by offering a quality child development program.

At Tanaina, opportunities are provided for each child to:

- Experience success and feelings of confidence and self-worth
- Explore and try out various roles (family, professional, jobs)
- Develop self-initiative, independence, and creativity in meeting and solving problems
- Receive guidance and support to express a variety of feelings which will lead the child to greater inner controls, as s/he better understands her/himself
- Acquire new social skills
- Experience spontaneous moments of learning that allows ample time, adequate choices, and firsthand experiences for exploration, which will foster the child's natural curiosity, and learning, and promote the use of all her/his senses.
- Develop physical and cognitive skills through a variety of developmentally appropriate activities and materials.

Tanaina and the University

Since 1979, Tanaina has been serving UAA by 1) Providing on-campus childcare; 2) Serving as a laboratory site for UAA students; and 3) Exploring alternative ways to address the early childhood care and education needs of the UAA community.

To better serve students, Tanaina policy specifically requires an enrollment ratio of 60 percent student families. The remaining 40 percent is composed of UAA employees, and community members.

In a typical semester, Tanaina hosts more than 175 visits from students, faculty, and community members to observe Tanaina's program for children. The bulk of these visits are from students observing the program to fulfill their own education requirements at UAA.

Observation and Participation Site

As part of the University community, Tanaina serves as an observation and participation site for students and faculty of the University of Alaska Anchorage. UAA students enrolled in the Early Childhood Program spend part of their academic career at Tanaina where they are given opportunities for hands-in experience in the "classroom." This direct application of theory better prepares these students for careers in education. The Early Childhood faculty work closely with Tanaina's teaching staff to ensure UAA students, and of course the children, have the best possible experience at Tanaina.

Photographic and artistic efforts are part of the University community and so enrich Tanaina's regular program. Photography and art students often visit Tanaina to capture on paper elements of the children's daily experience. A special benefit to the Tanaina program is that having creative adult role models in the classroom diversifies children's thinking about career and vocational opportunities. The children enjoy having these visitors present, and will probably talk about them at home. Students are invited to display their photographs and artwork at Tanaina for us all to appreciate. Photographers from University publications commonly snap a few shots of the children on a walk outside Tanaina, or take photographs on the yard, and inside the classroom.

The Board of Directors

The Tanaina Child Development Center is an Alaskan Nonprofit Corporation with an eleven member Board of Directors. The Tanaina Board of Directors has the ultimate responsibility to ensure that the Tanaina Child Development Center achieves each and every one of its goals. The Board does this by:

- Setting Policy.
- Overseeing and assisting the Executive Director in carrying out policy.
- Acting as a sounding board for the staff and parents, and adjusting Policy as needed.
- Establishing and overseeing the Tanaina Child Development Center budget.

National Association for the Education of Young Children (NAEYC)

March 2004 Tanaina Child Development Center received accreditation from NAEYC. Accreditation from NAEYC means that Tanaina has demonstrated staffing, administration, and personnel management consistent with a nationally agreed upon set of standards for early childhood programs.

The *NAEYC Academy for Early Childhood Program Accreditation* administers a national, voluntary accreditation system to help raise the quality of all types of preschools, kindergartens, and childcare centers. Currently there are more than 9,000 NAEYC-accredited programs, serving more than 800,000 children and their families. Since the system began in 1985, NAEYC accreditation has provided a powerful tool through which early childhood professionals, families, and others concerned about the quality of early childhood education can evaluate programs, compare them with professional standards, strengthen the program and commit to ongoing evaluation and improvement.

Significant growth in and demands on the accreditation system led the NAEYC Governing Board to establish a project to reinvent accreditation by developing new program standards, criteria, and assessment procedures and by taking immediate steps to improve the reliability and accountability of the system while better managing the demand for accreditation. The transition to the next era of NAEYC Accreditation is now underway, with full implementation scheduled to occur by 2006.

http://www.naeyc.org/accreditation/academy.asp

What a Parent Should Look for in a NAEYC Accredited Center

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. In accredited program, you should see:

- Frequent, positive, warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development, such as reading stories, block building, painting, dress-up, and active outdoor play
- Specially trained teachers and administrators
- Ongoing professional development
- Enough adults to respond to individual children
- Many varied age-appropriate materials
- Respect for cultural diversity
- A healthy and safe environment for adults and children
- Inclusive environments
- Nutritious meals and/or snacks
- Regular, two-way communication with families who are welcome visitors at all times
- Effective administration
- Ongoing, systematic evaluation

NAEYC Contact Information

For more information about NAEYC accreditation visit their web site at www.naeyc.org/ or call 800-424-2460 ext. 11360.

ENROLLMENT

Waitlist

Demand for Tanaina's Day Program, (*M-F, 7a-6p, reserved spots*) has resulted in a Waitlist for care. To maintain Tanaina's primary goal of providing care for UAA students, applicants to the Waitlist are ranked as follows:

Date of Application

First Priority: Full-time and part-time UAA students- Students are required to submit proof of UAA enrollment; Enrollment is verified each semester thereafter.

Second Priority: UAA employees and faculty.

Third Priority: UAA Alumni

Fourth Priority: Community members

Children whose siblings are currently enrolled at Tanaina will receive first priority regardless of parent's priority status.

Defer Enrollment

After a child has reached the top of the Waitlist and a space is available for the child a parent/guardian may elect to defer enrollment for up to 2 week. This is to address the fact that the child may currently be attending another program that requires a minimum of 2 weeks notice to withdraw.

A parent/guardian may defer up to 2 weeks by paying a NON REFUNDABLE deposit equal ½ of the enrolled monthly fee. This fee will be applied to the monthly charges.

Please note, this option is only available to new enrollees.

Verification of UAA Status

To ensure Tanaina is maintaining its goal of providing childcare for UAA student families, verification of student status must be submitted prior to the child's first day of attendance. Status must be tracked each semester following for continued enrollment.

Student families must present a copy of their UAA registration documents verifying current status before their child's first day in attendance at Tanaina.

Employee/faculty families will present a check stub or a letter from the UAA system, verifying current status before their child's first day in attendance at Tanaina.

Verification must be submitted at the beginning of each semester for continued enrollment.

Immunization

In compliance with AMC 16.55.390, at or before the child's first day at Tanaina, regardless of enrollment status, the parent/guardian shall provide

A valid immunization certificate; or

Evidence the child is exempt from immunization.

Valid Immunization Certificate

A valid immunization certificate is a copy of the child's original immunization record showing, in a manner consistent with the timetable prescribed by the state Department of Health and Social Services childhood immunization schedule, the child has received or has begun and is continuing to receive, immunizations for the child's age against the diseases determined by the state Department of Health and Social Services. The immunization record is limited to a statement by a physician, listing the date each required immunization was given, a clinic or health center record, listing the date each required immunization was given, and/or international certificate listing the date each required immunization was given.

Evidence of Exemption from Immunization

Evidence of exemption from immunization shall include one of the following:

A statement signed by a medical professional licensed in this state as a doctor of medicine (M.D.), doctor of osteopathy (D.O.), physician assistant, or advanced nurse practitioner, stating immunizations would, in the individual's professional opinion, be injurious to the health of the child or members of the child's family or household; or

An affidavit signed by the child's parent or guardian, affirming immunization conflicts with the tenets and practices of the church or religious denomination or which the parent or guardian is a member.

Annual Physical

Parents/guardians are required to submit documentation of a physical examination by a licensed physician, certified nurse practitioner or physician's assistant renewed annually until a child is five years old, then biennially,

The annual physical examination must show no contra-indications to attendance (reasons the health professional has to exclude the child from childcare), and explaining any special medical conditions.

The annual physical examination is not to be older than one year prior to the child's first day of attendance at Tanaina; or is no later than five weeks after the first date of attendance.

Enrollment Patterns

Day Program 7am to 6pm

Full Day

1,2,3,4, or 5 days per week

Space Available, *Day Program*

Only as space permits

Hourly or Daily

Reservations can be made as space permits and with payment in advance.

Children older than 3 may access the Space Available program while on the Waitlist for the Day Program. Children younger than 3 may only access the Space Available program if they are currently enrolled less than 5 days per week.

Set Patterns

Children in the Day Program have set enrollment patterns. Attendance outside of your child's enrollment pattern falls within the Space Available program.

Example: If your child's enrollment is M, T, and W, those are the days Tanaina plans on caring for your child(ren). If you need to, you may purchase an "Extra Day" (in this case, Th or F) for the additional daily cost- if a space is available. Due to budget and staffing constraints, you may not, for example, take Monday off, and "switch" it to attend Friday. Tuition reflects monthly enrollment patterns only.

Changing Enrollment Patterns

Tanaina understands that from time to time class and work schedules change, which necessitate a need to change a childcare schedule. Any request to change the days your child attends Tanaina must be submitted in writing. Every effort is made to accommodate a schedule change request- keeping in mind group sizes and teacher to child ratios.

Decrease in the number of days enrolled

Two-weeks notice must be provided in writing to decrease the number of days your child will attend. Please note that any future request to increase days will be approved on a space available basis.

Increase in the number of days enrolled

Any request to increase the number of days your child attends Tanaina must be submitted in writing and will be approved on a space available basis- again, keeping in mind group sizes, teacher to child ratios, and children soon to be "developmentally ready" for a particular class.

The vast majority of requests can be accommodated. But, from time to time a request cannot be accommodated. For this reason it is very important that parents submit requests as soon as possible. The Tanaina office will either confirm the requested enrollment pattern or advise you that the change must wait until enrollment space becomes available for the pattern you have requested.

Needs Assessment

Prior to the beginning of each semester a Needs Assessment will be distributed to families to determine their schedule needs for the coming semester. Timely submission of the Needs Assessment will serve as the required written notice for a schedule change. Change requests prior to the end of the semester must follow the policy under Changing Enrollment Pattern above. The Tanaina office will either confirm the requested enrollment pattern or advise you that the change must wait until enrollment space becomes available for the pattern you have requested.

Schedule

The Needs Assessment for Spring Semester will be distributed mid to late November and due in the Tanaina office by mid December. Specific dates will be provided at each distribution.

The Needs Assessment for Summer Semester will be distributed mid to late March and due in the Tanaina office by mid April. Specific dates will be provided at each distribution.

The Needs Assessment for Fall Semester will be distributed mid to late July and due in the Tanaina office by mid August. Specific dates will be provided at each distribution.

Failure to Submit

Failure to submit a Needs Assessment will result in your child's enrollment schedule defaulting to that of the previous semester.

Failure to submit does not imply a withdrawal from Tanaina. See **Withdrawal from Tanaina** below.

What if I don't need Tanaina services during Summer Semester?

This option is ONLY AVAILABLE TO UAA STUDENTS and FACULTY.

Full-time and part-time student and faculty families with children enrolled during Spring semester are eligible to reserve a Fall enrollment space by providing a minimum of TWO-WEEKS NOTICE prior to the end of Spring Semester AND leaving a **FALL ENROLLMENT DEPOSIT**.

Fall Enrollment Deposit

The FALL ENROLLMENT DEPOSIT is equal to the full-month enrollment fee that pertains to your child's enrollment schedule.

The FALL ENROLLMENT DEPOSIT must be paid prior to your child's last day at Tanaina for Spring Semester.

The FALL ENROLLMENT DEPOSIT will be applied to your child's first month tuition fee for Fall Semester.

TWO-WEEKS NOTICE PRIOR TO THE BEGINNING OF FALL SEMESTER MUST BE RECEIVED IF YOUR CHILD IS NOT GOING TO RETURN TO TANAINA FOR FALL SEMESTER.
FAILURE TO PROVIDE TWO-WEEKS NOTICE WILL RESULT IN THE FORFEITURE OF THE FALL ENROLLMENT DEPOSIT AND ANY PREPAID ENROLLMENT DEPOSITS CURRENTLY HELD ON ACCOUNT.
Summer Semester (May-August) is the only period in which a parent may defer enrollment. All other times are treated as a withdrawal from Tanaina Child Development Center. See **Withdrawal from Tanaina Child Development Center** below.

Breaks between semesters

When a child is enrolled at Tanaina the parent/guardian commits to the monthly enrollment fee regardless of the child's attendance. Tanaina understands that some students may experience an interruption in their Day Care Assistance (DCA) benefits during the 1-2 week breaks between semesters.
An interruption in DCA benefits will likely pose a financial hardship on the family. If this is the case, Tanaina staff will work with the students to supply information about possible options (e.g. obtaining work during the break, financial assistance through the Student Child Care Assistance/Tanaina CDC account). If alternate options cannot be secured, a monthly payment plan may be worked.
Tanaina encourages parents to review their DCA contracts closely and work with their case manager and Tanaina staff as far in advance as possible. Effective planning can help to mitigate the financial hardship of juggling child care with other household expenses.
A parent/guardian my elect to withdraw their child during the break. If so, the parent/guardian is subject to the withdrawal policy, "Withdrawal from Tanaina Child Development Center" below.

Vacation

Unfortunately, Tanaina's annual fiscal budget does not support prorating childcare fees for vacation time. A parent/guardian must pay the enrollment fee for the entire month regardless of attendance.

Withdrawal from Tanaina Child Development Center

Two-weeks written notice is required to remove your child from Tanaina. The parent/guardian is responsible for a minimum of two-weeks childcare enrollment fees beyond the date of notice.

FEES AND PAYMENT REQUIREMENTS

Waitlist Fee

The Waitlist for enrollment is quite extensive and requires many hours of maintenance each month. To fairly and adequately administer the Waitlist, a fee must be charged at the time of application. The fee to place your child on the Waitlist is $25. This fee is NON-Refundable.

Fee Schedule

The following fee schedule is effective August 1, 2008
Please contact the Tanaina office to confirm the current fee schedule

Full Day Program 7:00am to 6:00pm					
Age Group	1 Day	2 Day	3 Day	4 Day	5 Day
Toddlers 18 mos to 36 mos	$200	$440	$610	$745	$895
Preschool 36 mos to 10 years	$175	$405	$555	$700	$865

	Hourly	Daily
Space Available	$10.00	$75

After hours LATE pick up		
After 6:00pm	$2.00 per minute	

Late Payment

Monthly fees are due the 1st of each month with a 5 day grace period. A $25 fee will be assessed if payment is not made by the 5th business day of the month. An additional $25 fee will be assessed if payment is not made by the 15th of each month.

Past Due Accounts

A 8% annual finance charge will be assessed for all past due account balances.
An account is considered past due if payment is not made by the due date indicated on the statement.
Accounts more than 30 days past due will result in the withdrawal of the child until the past due account balance, including accrued finance charges, is paid in full.

Checks Returned by the Bank for Closed Accounts or Non-Sufficient Funds (NSF)

Upon receipt of a returned check, Tanaina will immediately advise parent(s) by phone and/or letter that payment for the amount of the original check, and a RETURNED CHECK FEE of $25.00 is due and receivable at Tanaina within one week.
If a second NSF check is received within a 12-month period, the Director(s) may require the family to make payment(s) by money order or cashier's check only.
See Late Payment Fees above for resulting past due balances.

Field Trip Fees

Occasionally the teachers plan field trips around Anchorage that involve transportation and admission costs. Parents/guardians will be asked to cover the cost for their child to attend the field trip.
Parents/guardians will be informed of these costs at the time permission for the child to participate in the field trip is solicited. Payment may be made at the time permission is granted or the cost can, by request, be added to the child's monthly enrollment bill.

CENTER SCHEDULE

Hours and Days of Operation

Tanaina Child Development Center is open Monday through Friday from 7:00am to 6:00pm.
Day Program: 7:00am to 6:00pm

Nighttime Care

Tanaina operates until 6:00pm. Nighttime care is outside the scope of Tanaina's Municipal Childcare License and staffing capabilities.

Closures

Tanaina closes for major holidays and quarterly for teacher in-service. Tanaina's schedule follows closely that of UAA's. The following is a list of closures by month. Specific dates will be posted for each year. A copy of the schedule for closures is available by September of the previous year. Please contact the Tanaina office for a copy.

January
New Years
Civil Rights Day
Quarterly In-Service
February
No Closures
March
Spring Break (Friday Only)
April
Quarterly In-Service

May
Memorial Day
June
No Closures
July
Independence Day (two days)
Quarterly In-Service
August
No Closures
September

Labor Day
October
Quarterly In-Service
November
Thanksgiving (two days)
December
Two-weeks (average) between Christmas and New Years

Emergency Closures

If Tanaina's closure is necessitated by a natural, civil, or University emergency, the Tanaina office will promptly submit that information for announcement through local radio and television media; if such an emergency occurs during the time children are in attendance, the Tanaina staff/volunteers will use the information on each child's emergency card to contact family and other persons authorized to pick the child up (routine procedures will be followed for verifying identification and signing each child out); if it is necessary to evacuate Tanaina and relocate the children, Tanaina staff will attempt to conspicuously post relocation information for families who arrive and find Tanaina closed.

The Program Coordinator has established Policies and Procedures for handling fire, earthquake, volcanic eruptions and other natural acts to which Alaska is often subjected. Interested parents may consult with the Program Coordinator and/or Executive Director about each of these Policies and Procedures.

DAILY PROGRAM

"Chain of Command"

Board of Directors (sets policy, supervises the Executive Director, reviews grievances)
Executive Director (community & UAA liaison, program direction, non-profit administration)
Program Coordinator (Administrator/ Center Director-primary program contact)
Team Leader (Associate Administrator)
Child Development Leader (Lead Teacher resource)
Lead Teachers
Teachers' Assistants

Number and Ages of Children Served

Tanaina has a licensed capacity for 60 children at anyone time.
Tanaina is licensed to care for children aged 16 months through 8 years of age.

Mixed-Age Groups

Tanaina's culture is fluid in terms of children of different ages interacting together, participating in various activities together, and building friendships with children of younger and older ages. It is evident that a mixed-age preschool works well on many different levels, especially benefiting children's overall development. Thus, based on the observations of Tanaina teachers and following the recommendation of visiting UAA Early Child Education professors, the three preschool groups are comprised of mixed-age groupings, where each would have relatively equal representation of 3, 4, and 5-year old children.

The decision to assign a child to a specific group is based on the following:

- a child's natural selection of friends
- a child's preference for teacher/ teaching style
- a group capacity and distribution of children age 3-5

The benefits of mixed-age grouping are:

- Possibility of a child having one consistent teacher for 3 years
- Young children learning from older children
- Older children have the opportunity to take on leadership roles

Developmental and social readiness is a factor when determining the timing for a child to move from the toddler to preschool group.

This is also a flexible process, where decisions do not have to become permanent or nonnegotiable. One of our major goals in this process is to have an open, collaborative effort between Tanaina teachers and parents. We

welcome your questions, concerns, suggestions, and simply any information about your child that helps us to suit your child(ren)'s needs

Distribution of children

Rainbows 18 months to 36 months:	9 children
Ducklings 18 months to 36 months:	9 children
Moose 36 months to school-age	14 children
Honeybees 36 months to school-age	14 children
Bears 36 months to school-age	14 children

Caregiver-to-child ratios age group

Rainbows & Ducklings 18 months to 36 months	1 teacher: 4 children
Moose, Honeybees, & Bears 36 months to School-age:	1 teacher: 10 children

Plan for Supervision

Tanaina Child Development Center shall ensure that children in its care will receive responsible supervision appropriate to their age, developmental needs, and activity.

Tanaina Child Development Center shall ensure children are always under supervision by a caregiver except when providing a degree of freedom to a school age child, appropriate to age and developmental level.

Children will be supervised at all times, even when the children are sleeping. Caregivers will be in the same room or group area, in close proximity, focusing on children, and able to directly see, hear and quickly respond to children.

A child seven years of age and older may participate in activities and visit friends away from Tanaina, if the plan for getting there is 1) safe and developmentally appropriate and 2) approved in writing by the child's parents and by the facility.

Supervision indoors, outdoors, and in areas requiring closer supervision

Activities within the center are supervised according to the caregiver-to-child ratios detailed below. A minimum of two teachers are assigned to each group. The program coordinator and a full-time floater move about the center to ensure each child is adequately supervised and to assist with special activities.

Activities in Tanaina's play yard are supervised according to age group. Toddlers 1:4; Preschool 1:10 with one teacher for up to 10 children. The number of teachers in the play yard is increased according to ratios.

All activities away from the center have a minimum of two teachers- with additional teachers assigned to the group to maintain ratios.

Trips to the Spine and Sports Complex

Located within the Student Union on the UAA campus, the children at Tanaina are afforded opportunities for indoor play when the weather is too adverse for outdoors play. Groups may regularly walk to one of the covered walkways (East Spine or West Spine), Dance studio, or basketball courts, to participate in rigorous physical play. A minimum of two teachers will supervise the group- with more teachers assigned based on ratios.

Because of the close proximity to Tanaina it is possible to allow one child (i.e. ill child) to return from one these destinations without disrupting the entire group activity:

One teacher will escort the child back to Tanaina if sufficient teachers for ratios or a minimum of two teachers remain with the group.

If there are insufficient teachers to allow one teacher to escort the child, the Tanaina office will be called by walkie-talkie or cell phone to request an escort come get the child.

If an escort cannot come from the Tanaina office, the entire group will return to Tanaina with the child.

When a single teacher escorts a child to Tanaina, the teacher will not make any stops along the way; the teacher will not utilize the elevator or allow a bathroom break.

Bathroom breaks while away from Tanaina will occur as a group. All children will be supervised by at least two teachers while in the bathroom.

Field Trips and Activities Away from Center

The children at Tanaina are given opportunities for walks and indoor activities on the UAA campus. Destinations include the covered walkways (East and West Spine), the dance studio (part of the sports complex), Far East Spine,

and UAA Library. During the summer months, the children may take trips to the neighboring Lake Otis School and King Career Center of the Anchorage School District to utilize the play grounds there. More elaborate trips to areas within Anchorage (i.e. the zoo, the museum, municipal library, and local fire stations) will also be arranged.

Trips to the East, West Spine, & dance studio, and short walks around campus will occur on a regular basis. A sign will be posted in the child's classroom indicating where the class has gone and estimated time to return.

All other trips will be preplanned and will require permission from the child's parent/guardian to attend. A complete itinerary for the trip, including date, time, location, and means of transportation will be provided.

If a child's parent/guardian denies permission for the child to attend the field trip, accommodations will be made for the child to participate in activities with another class at Tanaina.

To provide maximum safety and traffic safety education for Tanaina children and staff, Tanaina has established maps and written guidance for the on-campus walks.

Field trip supervision

Field trips are supervised according to ratios with a minimum of two teachers. Parent volunteers are encouraged to participate. Parent volunteers will not be included when determining caregiver-to-child ratios.

Teachers will maintain direct supervision of each child. The lead teacher for the group will know the whereabouts of each child in the group.

At no time will a teacher be left alone with a child or children. Bathroom breaks will occur as a group with a minimum of two teachers present.

When walking as a group, including Trips to the Spine and Sports Complex above, a teacher is positioned at the head of the group and at the rear of the group.

If a child becomes ill during a field trip and it is assessed that the child will need care before the group is able to return to Tanaina, 911 will be called along with the child's parents/guardians.

PEDESTRIAN FIELD TRIPS - On trails and paths, pedestrians walk informally on the right hand side; Teacher judges changing conditions throughout each walk and guides children to walk singly, with partners, or three abreast. With two adults, an adult precedes or walks beside the first children and an adult "brings up the rear."

Transportation

Tanaina Child Development Center does not provide transportation for children outside of the following situations:

When appropriate, classes will utilize the city bus system for transportation on field trips.

Tanaina contracts with UAA's shuttle service to provide door-to-door transportation when the city bus is not age appropriate or is not convenient for the time allotted or destination chosen.

A Tanaina teacher will not escort a child on either a city bus or UAA shuttle without permission from the child's parent/guardian.

Teachers and parent-volunteers will not transport a child in their personal vehicle regardless of parent/guardian's permission to do so- unless the parent-volunteer is the parent/guardian of the child and only transports that child.

General Procedures

Sign-in sheets are maintained for each group. Children are signed in by their parent/guardian, or authorized adult. The child remains in Tanaina's care under direct supervision until the child's parent/guardian, or authorized adult signs the child out.

Teachers review their respective class sign-in sheets every 30 minutes to account for each child in their group.

Teachers position themselves throughout the center, the center, the play yard, and in the community such that they are able to maintain supervision of the children while continuing to interact with the children on their level.

Children with Special Needs

Tanaina is committed to ensuring that all children have access to quality early childhood care and education. To that end every effort will be make to provide services for a child with special needs. Parents/guardians should note however, that the availability of teachers, and budget for additional teachers is limited. As a result, Tanaina is

sometimes limited in its ability to provide additional teachers to work with a certain child. But, all options will be exhausted when attempting to develop a program for a child with special needs.
Parents/guardians of children with special needs will be encouraged to work closely with Tanaina and the child's teacher. Tanaina's doors are always open to therapists and other health professionals that provide assistance and care to the child.

Policy and Provisions for Ill Children

Tanaina Child Development Center does not have facilities or programs for ill children. The teachers conduct a daily wellness check prior to accepting the child for the day. We notify parents when a child becomes ill. Space is provided to isolate an ill child briefly until an authorized adult signs the child out for the day.

Daily Wellness Check

Each day, before you leave your child at Tanaina you will need to complete a WELLNESS CHECK on the parent report. The WELLNESS CHECK provides the Teaching staff with basic daily information about your child, which may affect his/her day at Tanaina. Please circle the appropriate responses to indicate how your child slept and ate and if any medications were administered.

Greeting and Observation

Each day you and your child will be greeted by a Teacher or authorized Assistant. The Teacher or Assistant will:
Warmly greet your child at his/her level, asking, "How are you feeling today..." and listening for your child's response.
Informally observe your child's appearance (eyes, nose, skin general body language) for signs of health; and then follow-up by making any pertinent health notes on the back of the sign-in sheet.
Document any medications, which a child has taken since midnight. Information will include the name of medication, time when administered, dosage, and Teacher's initials. If a prescription medication is to be administered at Tanaina, the dosage, and time will also be documented on the medication administration sheet, followed by the Teacher's initials

Cause for Exclusion

Children will be excluded from the center when they exhibit the following symptoms/illness (per AMC 16.55.390):

- Severe pain or discomfort particularly in joints, ear, or abdomen;
- Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
- Two or more episodes of acute vomiting within 24 hours;
- Severe coughing or sore throat;
- Oral or axillary temperature of 101.5 degrees F or more;
- Yellow skin or eyes;
- Red eyes with discharge
- Infected, untreated skin patches or lesions;
- Difficult or rapid breathing;
- Severe itching of body or scalp;
- Skin rashes, excluding diaper rash, lasting more than one day;
- Swollen joints;
- Visibly enlarged lymph nodes;
- Stiff neck;
- Blood or pus from ear, skin, urine or stool;
- Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
- Loss of appetite characterized by refusing all solids;
- Green or yellowish white mucus issuing from nose accompanied by a fever of 101.5.
- Symptoms which indicate any of the following diseases:
- Chicken Pox
- Impetigo
- Lice
- Scabies
- Strep Throat

Communicable Diseases

The following reportable communicable diseases, which will be reported to the DHHS, Child/Adult Care Unit (per AMC 16.55.390):

Respiratory
Diphtheria
German Measles (rubella)
Haemophilus Influenza
Measles (rubella)
Bacterial Meningitis
Pertussis (whooping cough)
Meningococcal infection

Gastrointestinal
Giardiasis
Hepatitis A
Salmonellosis
Shigellosis
Mumps
Tuberculosis

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 she/he has been evaluated and presents no risk to other children.

Children who have symptoms of illness may be admitted to or 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.

The center will notify parents of all occurrences of, or exposure to, communicable diseases or conditions in the center.

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 and scratches. Parental instructions for action will be taken.

In non-emergency situations, the Program Coordinator (or designee) will make prompt arrangements with the parent(s) for medical evaluation or for the child to be picked up by the PARENT IF NECESSARY.

The Program Coordinator (or designee) will obtain emergency medical treatment without specific parental instruction in those cases where illness/symptoms or injuries are such that there must be no delay in treatment.

Until removal from the center, the child will be provided a place to rest quietly under supervision.

Procedure for Exclusion

The Teacher will make the child as comfortable as possible;

Your child's teacher or Program Coordinator (or designee) will immediately telephone you, and if you cannot be promptly contacted will telephone the other adults authorized to sign your child out;

You or another authorized person will need to promptly pick your child up;

Your child will be isolated from the other children until an authorized adult arrives.

Please note, parents/guardians should have a plan in place to pick up your child in the event of illness or injury.

Medication and Topical Products

Tanaina may administer to a child medicines, including vitamin & mineral supplements, and topical ointments (i.e. sunscreen, lip balm) under the following conditions:

Prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals ("As Needed" is not acceptable), name of prescribing physician and date the prescription was filled;

Non-prescription medications, must be in the original container and require daily written order by the parent including dosage and dosage intervals- "As Needed" is not acceptable;

Any non-prescription medication given more than four consecutive days requires a physician's written order or verbal order with written follow-up

Topical products

must be labeled with the child's name and the parent/guardian must sign a specific permission slip that details a time frame to administer and under what circumstances. A permission slip may not grant permission for more than a 3-month period; or,

the parent/guardian must sign a list authorizing Tanaina Child Development Center to apply the item(s) from Tanaina Child Development Center's own supply. The list will identify the brand and type of product and will not grant permission for more than a 3-month period.

Approved list of Topical Products

- Sunscreens
- Insect repellents
- Diaper ointments
- Hydrogen peroxide
- 1st aid ointments
- Calamine lotion
- Baking soda
- Meat Tenderizer
- Lip balms (may not be shared from a "classroom supply")
- Skin creams

Tanaina staff will ensure that all medication will:

Be administered by one designated teacher per day who records and initials the date and time of such dose at the time it is given;

Be stored in a place inaccessible to children;

Be returned to the parent at the end of the treatment; and

Not exceed recommended dosage on label without written order of a physician.

Typical Daily Schedules by Age Group

The Tanaina early childhood program is planned to provide a daily balance of activities in the following dimensions: indoor/outdoor; quiet/active; individual/small group/large group; large muscle/small muscle and child initiated/staff initiated. The Tanaina Director(s) establishes procedures for the Early Childhood Teaching Team to prepare written plans for the children's Daily Sequence of Events, and to make those written plans available for families. Tanaina provides a rest period each day during which children sleep, rest, or play quietly. Parents concerned about length of time their child is sleeping should consult with their child's Teacher.

Rainbows & Ducklings 18 months to 36 months,

7:00am Tanaina Opens/ Free Choice
7:30am Breakfast Served/ Free Choice
8:00am Breakfast Closed/ Free Choice
8:15am Toddler transition from Preschool Area
8:30am Morning Snack Opens/ Free Choice
9:30am Morning Snack Closed/ Outside Play/Vigorous Physical Activity
10:30am Planned Activities
11:15am Circle Time
11:30am Lunch is served
12:00pm Rest/Nap Time
2:30pm Afternoon Snack Opens
3:30pm Afternoon Snack Closed/ Outside Play/Vigorous Physical Activity
4:30 Free Choice
6:00pm Day Program Ends

Moose, Honeybees, & Bears 36 months to School-age

7:00am Tanaina Opens/ Free Choice Time
7:30am Breakfast Served/ Free Choice time
8:00am Breakfast Closed/ Free Choice Time
8:30am Morning Snack Opens/ Free Choice Time
9:30am Morning Snack Closed/ Free Choice Time/ Food experiences
10:00am Circle Time
10:25am Get ready for outside/potty break
10:30am Outside Play/Vigorous Physical Activity
11:15am Books on Tape
11:30am Lunch is served
12:00pm Rest/Nap Time
12:30pm Quiet play for awake children
2:30pm Lights on/ Potty Break/ Afternoon Snack/ Free Choice Time
3:30pm Circle time/ Phonics

4:20pm Potty Break. Get Ready for outside
4:30pm Outside Play/Vigorous Physical Activity
6:00pm Day Program Ends

Personal Belongings brought to Tanaina

All personal belongings brought to Tanaina Child Development Center must be clearly labeled with the child's name. Children's play can be rough. Because of the risk of loss or damage, parents/guardians are discouraged from allowing their child to bring personal items that are fragile or of high sentimental value.

Guidelines for Personal Belongings

"Transitional items" --- in making the transition from home to Tanaina, some children comfort themselves with a "security blanket", a well-worn teddy bear or similar "transitional item." This may be something your child needs throughout the day, or at rest time, or just for the period after your departure in the morning. If your child regularly comforts her/himself with a "transitional item," at the enrollment conference, talk with your child's Teacher about this.

Rest time blankets or quilts --- Tanaina provides each child a clean resting mat. Parents will need to provide their child with a personal blanket, which needs to be laundered weekly.

Toy weapons and toys with weapons --- Tanaina teaches children to resolve conflicts in non-violent ways; toy weapons and toys with weapons would interfere with this part of Tanaina's early childhood education program. No toy weapons are permitted at Tanaina. If, as you sign your child in for the day, you discover she/he has brought a toy of this kind, collect it and take it away with you --- do not leave it in your child's "cubby"/"box."

Non-violent early childhood toys, books, and materials --- Occasionally, you or your child may want to bring in something from home, which enhances the children's learning opportunities. Perhaps when the curriculum topic is Alaskan animals, you will offer to bring in "found" moose antlers; maybe during Halloween week your child thinks it would be amusing to bring a large rubber spider as a "visiting pet", or after your family vacation in Holland, you might lend a pair of wooden shoes for "dress up" in the social play center. When you and your child have the idea to share something like this with Tanaina, talk with your child's Teacher about it so she/he can include it in planning the children's learning experiences. Bringing a "special" toy, book, photograph or other material may help your child talk about a significant personal/family event like a visit to the library, a death in the family, or moving to a new house. When your child brings a "special" item like this, plan a few extra minutes for yourself so you and your child talk with the Teacher together about the responsibility and limitations involved in having the "special" item at Tanaina.

ALTHOUGH BRINGING "EVERYDAY" PLAY MATERIALS FROM HOME IS NOT ENCOURAGED, TANAINA HAS ESTABLISHED ROUTINES AND GUIDELINES FOR THAT INEVITABILITY (Show and Tell days have become a regular part of the classroom curriculum for the pre-school age classes):

SAFETY FIRST is a definite rule (sharp or pointed things, things small enough to be swallowed by a toddler, or a cape which ties around the neck would all be unsafe for the early childhood setting);

DAMAGE OR LOSS is a realistic possibility (for which Tanaina is not responsible) and;

SERIOUS DISPUTES ABOUT POSSESSIONS occasionally require staff intervention removing the item "until you go home."

ASK YOUR CHILD'S TEACHER about specific guidelines or routines about "everyday" materials from home. Please remember, Tanaina offers a wide selection of early childhood materials, which challenge your child's development.

TWO SPECIAL NOTES: (1) Clearly label all children's possessions; and (2) for "one-of-a-kind" items without labels (the moose's antlers, the Halloween spider, or the wooden shoes...) speak directly with your child's Teacher before leaving the item at Tanaina.

Requirements for Personal Clothing:

Footwear:

"Extra" shoes --- A pair of shoes and socks should be included with your child's set of extra clothing; getting wet is often a side effect of the early childhood experience; learning to pour water, to wash the paint easel, or simply trying to make it to the toilet quickly can result in damp clothes that are uncomfortable.

"Regular" shoes --- For regular indoor wear and summer outdoor wear, your child should wear sneakers or similar light weight shoes which provide good traction and have closed toes. Open-toed shoes or sandals, and slippery leather or plastic soles are not suitable for wear in the early childhood setting because they lead to accidents.

“Special" shoes --- If your child has his/her heart set on wearing "special" shoes that are not appropriate for the early childhood setting, you may agree that the child wear the "special" shoes to Tanaina, but that before you leave for the day, the child will change into "regular" shoes and leave the "special" ones with the extra clothing.

"Wet weather" footwear --- During breakup and rainy seasons your child will need waterproof boots (often called "breakup" boots).

“Cold weather" footwear --- During the winter your child will need warm boots which allow her/him to climb, run and play comfortably and safely in the snowy/icy outdoors.

TWO SPECIAL NOTES: (1) Clearly label all your child's footwear; (2) Check frequently to see that your child's feet have not outgrown the footwear s/he uses at Tanaina.

Clothing:

"Extra" set of clothing --- Clearly label a plastic bag with your child's name (so that we can read it without opening the bag) and enclose a complete change of clothing: long sleeved shirt/blouse and long pants, underwear, socks and sneakers.

"Regular" clothing --- For regular indoor wear and summer outdoor wear, your child should wear sturdy, washable, comfortable plainclothes in which s/he may become messy without worry; learning to slide down the hill on your bottom, finger-painting enthusiastically or simply carrying your soup bowl without spilling can result in stains or tears in "special" clothing.

The "layered look" --- Tanaina indoor temperature and humidity fluctuates with the whims of Mother Nature and the University ventilation system. (It is out of our control.) Your child needs a sweater or over-shirt combined with a lighter weight tee shirt or blouse, so that s/he can "take off" and "add on" for personal comfort.

"Special" clothing --- If your child has her/his heart set on wearing "special clothing" that is not appropriate for the early childhood setting, you will want to provide a "cover-up smock" for protection against the inevitable event which might damage the "special" item.

TWO SPECIAL NOTES: (1) Clearly label all your child's clothing; (2) Check periodically to see that your child has sufficient appropriate "extra" clothing. Please take empty plastic bags with you.

Outdoors/Winter Wear

Snow pants or snow suit; warm mittens on a long strings running through the sleeves of the jacket; warm jacket which zips completely; warm hood on the jacket and/or winter hat; and labels on all winter clothing.

No drawstrings on hats, coats or sweatshirts, please.

Any child who has ever had facial frostbite, or whose face chills easily, also needs a wind-resistant warm facemask.

Summer Wear

There are few sunny summer days in Anchorage, but when it is sunny, the large glass walls become solar reflectors and temperatures on the Tanaina yard are hot. While playing and working on the yard, your child might make him/herself more comfortable by removing some clothing. If this happens, the Tanaina staff will guide your child to re-clothe her/himself. Your family needs to provide a "sun suit," "light shorts" or "swimsuit". For health and hygiene reasons children should not wear "swimsuits" under their every day clothing.

PROVIDE A BACKPACK FOR FIELD TRIPS OR WALKS. (A thermos is also needed for picnics.)

Disposable Diapers and Wipes

While your child is in diapers, your family needs to maintain a supply of disposable diapers in the diaper-changing area of Tanaina; storage space is limited, so confer with your child's Teacher about what size package can be accommodated. Tanaina is unable to handle non-disposable diapers.

"Pull ups" are not appropriate for toddlers who are toilet training. They provide a false sense of security and the child doesn't feel the wet clothes when s/he has an accident. These can also contribute to rashes in many children. Each month your family also needs to provide one container of disposable "wipes." Please provide several pairs of cloth training pants if your child is toilet learning.

Meals and Snacks Served

A nutritious breakfast, morning snack, lunch and afternoon snack are served daily as part of the Tanaina early childhood program; the Tanaina Cook establishes the procedures for all food and beverages served at Tanaina.

Guidelines for Outside Food

Tanaina serves food low in sugar and preservatives. We ask parents not to bring sugary foods into Tanaina for their child.

Special arrangements will be made for children with restricted or special diets, and food allergies.

If there are any questions or concerns with the food allowed in or served at Tanaina, please feel free to approach the Tanaina Cook.

Food Allergies

From time to time a child is enrolled with severe food allergies. Please check with the Tanaina office or the cook before bringing in food such as peanuts, peanut butter, misc. nuts, etc.

If your child has food or other allergies, please ensure they are listed on your child's physical form & emergency contact card and communicated to the Tanaina office.

Sample Weekly Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Fresh Fruit French toast w/fruit Juice, milk	Fresh fruit Cold cereal Milk	Fresh fruit Pancakes w/applesauce Milk	Fresh fruit Cold cereal Milk	Fresh fruit Cold cereal Milk
Morning Snack	Water Tuna & crackers	Milk Applesauce	Water Chips & Salsa	Milk "Red ants on a snow covered log"	Fruit juice Buttered English muffins
Lunch	Turkey gravy Mashed potatoes Whole wheat bread Fresh fruit Milk	Bean & cheese burritos Celery sticks with dip Fresh fruit Milk	Tomato soup Grilled cheese sandwich Fresh fruit Milk	Chicken noodle casserole Broccoli Normandy Fresh fruit Milk	Hungarian goulash Peas and corn Fresh fruit Milk
Afternoon Snack	Milk Pumpkin bread	Fruit juice Wheat thins	Milk Fresh fruit	Water Cheese quesadillas with salsa	Milk Blueberry bread
Evening Snack	Milk Pumpkin bread	Fruit juice Wheat thins	Milk Fresh fruit	Water Cheese quesadillas with salsa	Milk Blueberry bread

Meal Times

Breakfast:	7:00am to 8:00am
Morning snack:	8:30am to 9:30am
Lunch:	11:15am to 12:00pm
Afternoon Snack:	2:00pm to 3:00pm
Evening Snack:	5:00pm to 6:00pm

GENERAL POLICIES

Nondiscrimination Policy

Tanaina Child Development Center admits children and employs personnel without regard to age, race, creed, national origin, sex, sexual orientation, color, religion, marital status, changes in marital status, pregnancy, parenthood or physical disability.

Liability Insurance Coverage

In accordance with Municipal Code, Tanaina Child Development Center maintains a comprehensive liability insurance policy. The policy covers professional liability, bodily injury and property damage. The Professional liability coverage excludes claims for physical, and sexual abuse. The policy is renewed annually.

Smoking Policy

Tanaina is a smoke free environment. Smoking is not allowed in the center building nor is it allowed in the play yard.

Outdoors Play/ Physical Exertion

Children at Tanaina are provided two hours of physical exertion time between 7am and 6pm. Outdoors play is the first choice. Outdoors play is an integral part of the day at Tanaina. Opportunities to physically interact with the environment are important for early child development.

At Tanaina Child Development Center, all children play outdoors twice daily

Exceptions are made when the Tanaina team assesses the weather to be too wet, too icy or too cold or high winds or poor air quality.

Teachers adjust duration of time outdoors based upon immediate weather conditions and their observation of the children's needs.

The adult signing the child in for the day is responsible for providing clothing appropriate for weather conditions and for ensuring that the child is healthy enough for Outside Play/Vigorous Physical Activity.

The Tanaina team may call a parent if a child is deemed to sick to go outside.

There is no provision for staff to stay in with a child and meet ratios at the same time.

If weather conditions are deemed to adverse for outdoors play, the children will be escorted to one of the covered walkways for physical exertion play.

Animals and Pets

Animals and animal care are a regular part of the Tanaina Early Childhood curriculum. Teachers are responsible for the appropriate care and maintenance of classroom pets, and animal visitors. Classroom pets, and animal visitors are to be integrated into the classroom curriculum.

Animals likely found in a Tanaina classroom

Small mammals (i.e. hamsters and gerbils) in cages;

Fish in appropriately sized aquariums;

Teachers may plan to have family pets, i.e. medium size dogs, visit the classroom as part of the weekly curriculum

If your child has any allergies to animals please make sure to inform your child's teacher and/or the program coordinator. Please also make sure the allergy is included on your child's physical form and emergency card.

Child Abuse Reporting Policy

In accordance with Anchorage Municipal Code and Alaska State Statute, Tanaina Child Development Center staff members are required by law to report every incident of possible child abuse or neglect of children regardless of whether they occur in or are related to Tanaina. Tanaina is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services: 269-4000. Tanaina will notify the Municipal Child Care Licensing Office: 343-4758, of incidents that allege a child was abused or neglected when the center is responsible for the child. Incidents are appropriately documented. The appropriate committee of the Board of Directors will review these procedures annually.

Procedures

The staff member who learns of or observes an incident of possible child abuse or neglect shall:

Take any immediate steps necessary for the care and protection of the child.

Immediately and in a confidential manner, inform the Teacher on duty for that child's group.

Document the child's condition and any first aid administered.

The Teacher shall:

Promptly inform the Program Coordinator, Associate Administrator, or Executive Director of the incident.

Assist the staff member in completing the necessary INCIDENT REPORT.

Contact the parent or legal guardian of the child that same day IF THE INCIDENT HAS OCCURRED IN THE CENTER.

Within twenty-four hours, assist the staff member in making a telephone report to OCS @ 269-4000 and the Municipal Child Care Licensing Office @ 343-4758.

Submit the completed INCIDENT REPORT to the Program Coordinator, Associate Administrator, or Executive Director after telephone report is recorded on the document.

The Program Coordinator, Associate Administrator, or Executive Director, or designee shall:

Confer with the Teacher about the incident and follow-up procedures accomplished.

Submit a copy of the CHILD CARE FACILITY INCIDENT REPORT to the Municipal Child Care Licensing Office.

TV & Video Viewing Policy

Television and video viewing are not part of the regular children's program at Tanaina Child Development Center. Families will be advised in advance if a special children's activity will include either television or video viewing. Other positive arrangements will be made for children whose parents/guardians do not wish them view the television or video program

Computer Use Policy

At this time, computers are not used by children at Tanaina. If computers are reintroduced the following guidelines will be in place:

Computers are limited to the preschool group. The lead teachers in each group monitor, i.e. with the use of a timer, to ensure children are limited to 20 minutes per day of computer use; between the hours of 2:30pm and 6:00pm.

Behavior Guidance Practices

In compliance with Anchorage Municipal Code, Tanaina Child Development Center uses guidance and discipline techniques of "positive reinforcement, redirection and setting clear and consistent limits;" Tanaina does not use any form of corporal punishment nor any other techniques which are "cruel, humiliating or otherwise damaging to the child."

In situations where the center's established discipline guidelines are not meeting the needs of the enrolled family, the Tanaina Director(s), working with the Tanaina Board of Directors, will meet with the family to discuss alternative options, and formulate recommendations which may include withdrawal from Tanaina.

What does Discipline Mean?

It is important that we all understand what the word "discipline" means. Tanaina teachers are talking about guidance and self control; we want children to learn to use their words instead of physically asserting themselves. Adults can always "control" children because we are bigger. This teaches a child nothing other than to fear us when we are around.

Ideally, with consistent guidance a child learns to internalize control and will learn to negotiate for what they want or need in a non-physical manner.

At Tanaina there are many opportunities for this development. We have limited amounts of equipment, i.e.. swings, trikes, and sleds; this provides children with situations where they must negotiate for what they want. Tanaina allows children to make choices; they may work alone, or invite a friend. Adults do not "time" children when they are on equipment, nor insist that they share materials. Adults do talk about sharing swings, trikes, and 'Legos,' etc. at large group time; and individually adults talk about "How would you feel if no one shared with you?" "I would feel..." "What could you say to the person who won't share?"; "How could you ask to play with them?" This is foundation work for children; they hear "words" they can use to get their needs met.

Most conflicts between young children are over possession of materials or equipment. The child who needs socialization skills will try to get what she/he wants by physical force. This is normal behavior for young children. Sometimes we have children that no matter how consistent we are; we do not see them internalize self-control and/or use their words. Often when confronted by the adult they will try to hit or kick the adult or other children; they may run away from teachers, or throw themselves down usually yelling or shouting loudly.

When a Child begins to hurt others

WHEN A CHILD'S BEHAVIOR REACHES THIS STAGE THE FOLLOWING PROCESS BEGINS:

First, the Teacher or Assistant is assigned to "staff" the child. The adult is always aware of where and what the child is doing. If the child shows signs of hurting another child or an adult, that person intervenes to protect the bystander and insure the safety of others. The Teacher, Assistant or Director(s) will do observations of the child. The Teacher or Assistant will keep a daily log on what the child does, trying to find a pattern. What causes the child to get angry and/or strike out?

Parents are a vital part of this process. Conferences are held between Teachers, parents and the Director(s). Is there a change at home?; company?; new baby?; move to a new home?; Any one or a combination of these can cause children to act out. Are there changes at the center?; New children?; New staff?; New room arrangement?; Again, any or a combination can cause children to act out. This process is repeated consistently until the behavior improves.

The Behavior has not Improved

WHEN THE BEHAVIOR DOES NOT IMPROVE:

We look for other causes, physical or psychological. We refer parents to agencies for testing and evaluation of the child. Tanaina Early Childhood Teachers are trained to work with "typically developing" children. Often other professionals can assist us in different methods to try with the child.

Occasionally Tanaina, a large group setting, isn't appropriate and the child may need a smaller more intimate group, or a more structured setting. At this point the Director(s) may counsel the family and suggest removing the child from Tanaina to a different setting. If the child's behavior does not improve and other children and/or teachers continue to be adversely affected by the child's behavior, the parent/guardian will be asked to remove their child from Tanaina.

Celebrations Policy

Children's celebrations are part of Tanaina's program for children and families, and therefore must be planned and carried out in a manner that advances Tanaina's Goals. The teachers in each classroom shall:

Develop a clear written description of how Tanaina celebrates special occasions (including but not limited to: birthdays, inter-cultural events, holidays, "good-byes" and end-of-the-year events);

Involve families to suggest occasions which merit celebration; and

Involve families in an annual review and revision of the written descriptions of how special occasions are celebrated at Tanaina.

Birthdays

Birthdays are celebrated in the afternoon at snack time for the child's group; at least one week ahead of time, families need to discuss birthday plans with "their Teacher" and with the Tanaina Cook:

FOOD: The family may provide a fresh fruit or low-sugar snack. Ice cream, candy, or sugary cakes cannot be served at Tanaina. If you need a low-sugar content recipe, or if you would like to know about a bakery that prepares low-sugar cakes for festive occasions, contact the Tanaina Cook.

PARTY FAVORS: Party favors are not to be distributed. Balloons are discouraged due to safety risks.

Parent Access and Visiting Policy

Parents/guardians have 100% access to their child's classroom and the Tanaina center. Parents/guardians are encouraged to visit, observe, and spend time in the classroom with their child. Lunchtime is a great time to visit, and accommodations will be made for the parent/guardian to eat lunch with their child.

Parents and the Board of Directors

Parents are encouraged to participate on the Board of Directors. Participation can range from board membership, officer position, to a short-term committee member. This is a great opportunity for parents/guardians to shape the service provided to children at Tanaina and improve access for all children to quality early childhood services.

Volunteer, Substitute, and Emergency Caregivers

The Tanaina Director(s) has procedures for the selection, hiring, and supervision of substitute personnel. All personnel will meet staff and volunteer requirements according to Municipality of Anchorage licensing regulations.

Confidentiality Statement

Tanaina is committed to maintain the confidentiality of information about a child and the child's family. However, in compliance with Anchorage Municipal Code, Tanaina may not preclude the Department from examining such records to determine compliance with licensing regulations.

ANCHORAGE DEPARTMENT OF HEALTH AND HUMAN SERVICES

Summary of Anchorage Municipal Code

Parents

Are responsible for selecting safe, appropriate care for their child
Are responsible for monitoring their child's care
Provide current emergency information and immunization records for their child
Are encouraged to visit their child anytime the child is in care
Receive written childcare policies

Licensing

Child care license is required if more than 4 children (not related to caregivers) are in care
License must be renewed prior to expiration (annually or biennially)
Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
Complaints are investigated
Licensing files are open to public review

Caregivers

Are required to care for children in a safe, healthy way
May not have physical, health, mental health, or behavior problems that might be a risk to children
May not have domestic violence or substance abuse problems that might be a risk to children
Complete childcare training each year
Persons 16 and older have a criminal background check including submitting fingerprint cards
Caregivers meet early childhood training requirements

Safety

Children are always supervised by an adult
Caregivers know the whereabouts of children at all times
Caregivers 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
Electronic outlets have childproof cover caps if children under age 5 are in care
Emergency information is kept for each child and is reviewed and updated quarterly

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 childcare home may care for mildly ill children
Facility may not care for a seriously ill child unless a medical provider approves attendance
Drinking water is safe
Smoking is not allowed
Medicine is given only with a parent's permission
Food preparation and handling are sanitary

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
Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

Program

Promotes children's healthy development
Includes quiet and active, group and individual, indoor and outdoor activities
TV and video are limited to children's programs and limited to no more than 1 ½ hours in a 24 hour period
High risk activities are not allowed
Parent permission is required for moderate risk activities (for example, field trips)
Program includes 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
No corporal punishment is allowed (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.")

Fire Safety

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

Parents' Guide to Licensed Childcare

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 childcare and educational homes and centers. Your choice depends on what you want and need for your child.

Licensing is a key to quality childcare.

It promotes good care by setting basic standards. Before a center or home is granted a childcare license, it must meet health, safety, and program requirements. A Child and Adult Care 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 requirements at all times.

You as an informed parent are a key to quality childcare.

Parents are responsible for choosing and monitoring their child's care. Licensors 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 childcare 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.

How many children may be in care?

Licensed Child Care Homes	Licensed Child Care Centers
(Children under the age of 12 including children related to caregivers) 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-6am) Children who live in the household under the age of 12 count in the total	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 toddler (19 thru 35 months) 1 caregiver for every 10 children (3 thru 12 years) At least 2 adults on premises

Regulatory Agency

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

Licensing Department Location and Phone Number

Municipality of Anchorage
Child/Adult Care Program
825 L Street, 3rd Floor
PO Box 196650
Anchorage, AK 99519-6650
(907) 343-4758

NAEYC Contact Information

As a NAEYC accredited center, Tanaina provides parents one more avenue for recourse if they feel their concerns are not being met. Parents may contact the National Association for the Education of Young Children at their web site at www.naeyc.org/ or call 800-424-2460 ext. 11360.

Parent Notification Policy on Changes in Programs and Policies

Tanaina's Board of Directors first approves policy changes. The Board ensures that policies comply with Anchorage Municipal Code, Alaska State Statute, and NAEYC guidelines. The Board, when appropriate, will seek family input to ensure concerned parties have had an opportunity to express their views. When a draft of a policy change has been made, the policy is submitted to the Licensing Department for final approval. Parents/guardians will receive a minimum of 30 days notice before the final, approved policy goes into effect.