



# Parent Handbook

# SACC 2023 - 2024

## BEAR VALLEY COMMUNITY ASSOCIATION

School Age Child Care (SACC) Administrator 310-4122  
15001 Mountain Air Drive Executive Director 764-4416  
Anchorage, AK 99516 [website: www.alaskabvca.org](http://www.alaskabvca.org)

# SACC 2023 – 2024

## PARENT HANDBOOK

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▶ Our Philosophy	2
▶ Organization and Staffing	3
▶ Guiding Children’s Behavior	4
▶ Families	5
▶ Sign-In/Out, Absences, & Photo Permission	6
▶ Program Planning, Play & Development	7
▶ Electronics, Appropriate Clothing, & Nutrition	8
▶ Food & Health	9
▶ Medication, Safety, Child Abuse and/or Neglect & Hours of Operation	10-11
▶ Registration & Fees	12-13
▶ Calendar & Other Policies	14
▶ Parents’ Guide to Licensed Child Care	15-18
▶ Behavior Contract/Parent Agreement Form	19-21
▶ BVCA Camp Bear Valley	22

*For more detailed information on our summer program please visit our website: [alaskabvca.org](http://alaskabvca.org)*

# Bear Valley Community Association

## School Age Child Care

Bear Valley Community Association is a self-supporting, non-profit organization governed by a volunteer Board of Directors. For the 2022-23 school year we will operate the school age childcare program (SACC) before and after each school day, on parent-teacher conference and most in-service days. We are licensed for up to eighty children, five to thirteen years of age. You must be enrolled in the SACC program before attending. The Municipality of Anchorage-Child Care Licensing licenses SACC. Our program has been planned to meet or exceed Anchorage Municipal and State of Alaska Licensing standards.

## Our Philosophy

*(Contributions by management, staff, children, families and school community)*

**Children:** We recognize that children learn best when following their own interests, making their own choices, having hands-on experiences, and interacting with others. Personal growth in children is encouraged by offering opportunities for them to develop and practice the core strengths of being a friend, thinking before acting, joining in, thinking of others, accepting differences, and respecting themselves and others.

**Families:** We encourage families to have active participation in the development and delivery of the service. We do our best to accommodate individual family needs.

**Children's Program:** Staff understand that children learn in many ways, enjoy varied experiences and benefit from time for exploration. For instance, at SACC children may paint, read, cook, weave, dance, experiment with materials, write stories, play games, and build forts with blocks, building sets or pillows. We prefer small group and individual experiences, and limit large group times. Children have many opportunities to play actively, whether outside or in the gym. We provide breakfast and afternoon snack daily, offering children social mealtimes with appetizing foods. A quiet place and time to complete homework is always available.

**Management:** Our management is responsible to reflect our philosophy by creating a safe and healthy environment that is enjoyable and engaging for children and responsive to family needs.

**Staff:** Our staff members are committed to making everyday practice a reflection of the philosophy, policies, shared goals and procedures.

**Community:** We see our school community as within a greater community and seek opportunities for connection and service.

**Social Issues:** Children learn by observing the differences and similarities among people and by absorbing the spoken and unspoken messages about those differences. We promote inclusion and the feeling of belonging in the program without regard to physical or mental abilities, gender, family, social or cultural background.

## Organization and Staffing

The Bear Valley Community Association Board of Directors administers Bear Valley Community Association School Age Child Care Program (SACC). Program operation and quality is the responsibility of the Childcare Administrator who works half time hands-on with children and staff, and half time in the office managing operations. The Assistant Administrator has a key role in guiding and maintaining program quality, meets the Administrator qualifications (per MOA licensing code) and is designated in charge when the Administrator is off site or not in the office. The Lead Child Development Leader, or Program Director, works directly in the program and is designated in charge when the Administrator and Assistant Administrator are off site or not in the office.

Our staff ratio is one staff person per ten children in all program areas inside the school building and outside on the playground. Program staff remain in close proximity to the children at all times both on field trips and during regular program days. When we leave the building for a field trip, we try to have one staff person per 5-7 children. Substitute staff that meet the required qualifications are called when regular staff are not able to attend. Volunteers are encouraged to participate but are not counted in the staff ratio. All volunteers must meet required qualifications per MOA licensing. Our goal is to provide a successful and stable service for the Bear Valley community.

We recruit staff members with attributes, experience and education that complement our team. Likely people are those with backgrounds in recreation, child care/education, physical education, art and music. New staff members undergo a 4-hour orientation and are guided by established staff members. Staff members also take a 6-hour Health and Safety Orientation as well as a Mandated Reporter Orientation, per MOA licensing requirements. Staff meetings and 24 hours of annual training enable all staff to meet mandatory training requirements (per MOA licensing code plus our own standards) and enhance their professional development. Training includes CPR and First Aid, Kitchen/Food Handling and Nutrition, plus child development and appropriate activities, etc. If you would like to see a complete list of mandatory training, just ask the Administrator for a copy.

Please feel free to discuss your needs and to make suggestions. We encourage families and staff members to share their thoughts. If you find a situation arises that needs resolution, please bring it to the Administrator right away. If the situation is not corrected, please contact the Executive Director of Bear Valley Community Association at 764-4416. If it is still not resolved, contact the Bear Valley Community Association Board of Directors in writing.

# Guiding Children's Behavior

We use aspects from the "Conscious Discipline" philosophy to promote child development. This involves setting clear limits and expectations, providing consistency, and encouraging children to develop self-control. This is important for the safety and protection of the child, others, and the environment. SACC staff use positive techniques such as deep breathing, redirection, natural consequences, listening and mediation. We do not use corporal punishment, withholding of food or use of restrooms, or humiliation in our behavior management. We also have a "Behavior Contract" that parents need to read over with their child, discuss, sign, and return back to the administrator. Please see the "Behavior Contract" at the end of this booklet.

## SACC's Four Behavior Guidelines

**1) Be gentle to yourself and other people.**

We are not hurtful in our words or actions.

**2) Be safe inside and outside.**

We follow safety rules inside & on the playground.

**3) Be careful with our environment, our own and other people's work and belongings.**

We do not break or damage the environment.

We take care of our own belongings.

We respect other people's belongings.

**4) Be healthy.**

We wash hands before eating.

We wear appropriate clothes for the weather.



# Families

## Open Door Policy:

Our program is open at all times for family inspection. We welcome your perceptions – is the environment welcoming and are we offering engaging experiences for children?

Please check in with the Administrator to observe or visit anytime. A cornerstone of our philosophy is encouraging families to have active participation in the development and delivery of the service.

## Communication:

- ▶ We will use a variety of means to communicate effectively. You will find notices and updates posted by the Administrator and staff inside the MPR on our Parent Info Bulletin Board.
- ▶ Paper copies of newsletters, information sheets, and updates will be available under the Parent Info Board in the MPR if families want a hard copy. This same information will also be sent out via email on a weekly and monthly basis.
- ▶ You can also call/text the BVCA cell phone to communicate if your child is out for that day, or have questions for the Administrator.
- ▶ If we should have a policy change, families will be notified 30 days in advance. We will post the change on our Parent Info Board in the MPR, as well as send out via email.
- ▶ Pictures, stories, and drawings that describe your children’s experiences at the program will be posted around the program.
- ▶ Information will also be put on our website at [www.alaskabvca.org](http://www.alaskabvca.org).

**Confidentiality:** All information provided by families and children is kept confidential, and only shared with regulatory agencies as required by law.



## Sign In-Out Procedures:

- ▶ **Before School:** *Please escort children into the building and sign them in.* It is our policy that an adult brings the child(ren) into the building.
- ▶ **After School:** Children check in with the staff to be “signed in.” *If your child is participating in an after-school activity, they still must check in at SACC before going to that other activity.*

Upon leaving the program children must be signed out by a family member (must be at least 16 years old) or others designated on the Emergency Child Record/Card. *Non-family members must be at least 18 years of age.* For your protection, staff will check identification of unfamiliar persons who may be picking up your child.

*Please inform those people who are picking up your child to expect to show identification. If you wish to have someone pick up your child who is not on your emergency card, we must receive that information in writing; you can email us at [alaskabvca@gmail.com](mailto:alaskabvca@gmail.com). It is important to update the Emergency Child Record Card and Registration forms when you have any changes in your personal information. **Licensing requires us to have you update your child’s Emergency Card at least two times throughout the year.***

## Absences:

We accommodate families with many schedules, variances, and special conditions. It is imperative you let us know if your child will be absent on a day she/he is expected (**especially in the afternoon session**).

If your child will not be attending SACC in the afternoon when they are scheduled to be here, we must have notice from you. You may email us at [sacc@alaskabvca.org](mailto:sacc@alaskabvca.org), or call or text the BVCA cell phone at 907-310-4122. We will not accept a verbal statement from a child that they will not be attending in the afternoon.

## Photo Permission:

At enrollment you have the choice to authorize permission for photos to be taken of your children while at SACC. The purpose of photos is to share visuals of children’s projects for newsletters, display, training purposes, and on our website.

## Drop-In Policy:

*Drop-In attendance can be arranged on a daily basis up to a total of 5 days a month.*

*Only children who are enrolled in the SACC program may attend and must have all the required paperwork completed before attending.*

*Drop in attendance must be arranged with the administrator ahead of time.*

*Attendance is based on space available. If your child attends, payment is due in advance/at the time of attendance.*



# Program Planning, Play & Development

Our philosophy guides the planning of the program. Our goal is to create a comfortable and interesting environment that is safe and healthy for children. We aim to create a learning environment that includes diverse family and cultural traditions that challenge biases based on race, creed, gender, national origin, age, religion, physical or mental abilities, family, social or cultural background.

We plan ahead, but also observe and respond to children's interests. To be responsive to the specific needs, interests and abilities of children requires flexibility and adaptability, often at short notice. The general flow provided below is a typical day at SACC.

**Mornings:** Children arrive over time and find quiet activities to do. Breakfast is served starting at 7:30 until approximately 8:30. Gym time is offered from 7:45 to 8:40. Gym time may be divided between the younger kids (K-3) and the older kids (3-6; 3<sup>rd</sup> graders will be given a *choice* which group they would like to go down with), or can include all grades. After eating, children return to their interests until it is time to go to school. Staff will escort children to class. Outside time is also available at 8:30, weather permitting.

**Afternoons:** After children sign in, they have a choice of eating a nutritious snack in a relaxed atmosphere, going outside, or enjoying active play in the gym. It is a licensing regulation that all children have an opportunity to go outside and engage in active play. For every 3 hours of time spent in the program, the staff will provide all children an opportunity for physical activities in the gym or on the playground. Children also have the choice to be with friends, join in small groups or play individually. Thanks to the support of the school, we are able to offer experiences in the MPR, stage, art room, and gym. You will see the children exploring with creative materials, being active, being social, playing games, and just relaxing. There is always a quiet place and time to do homework.

## Belongings Brought from Home:

*Our guidance rules ask that children are careful with other's belongings. Children may bring belongings from home. We encourage sharing, but do not require your child to share their personal toys.*

*Only bring a toy if there is no great consequence if it is lost or broken. We appreciate children wanting to bring a special item, but cannot guarantee it will return home intact. Please keep this in mind when allowing your child to bring items from home.*





## Cell Phone Policy

We understand that many families have purchased phones or smart watches for their children for a variety of reasons. We require that kids leave phones in backpacks during SACC because it is impossible to monitor appropriate use of every device. We still request that a child speak with a staff if he/she needs to call a parent for any reason. We will allow them to do so, on our phone or their personal device, we just need to be aware.

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***Please note: we will no longer be providing lunches on In-Service Days (full day), please pack your child a sack lunch.***

## Electronics Use and Video Watching:

We may watch a movie on special occasions or on in-service or half days, otherwise television is not provided. We will notify you ahead of time what movie will be shown. *It is up to parents to determine how often electronics are brought from home.* At this time SACC does not have access to a computer lab.

We do not allow children to share technology with other kids, including listening to music, watching videos on bus rides, etc.

## Clothing for the Weather

Send children with appropriate clothes for the weather. We will do all we can to help them return with the same outfit. Please label your children's coats, snow pants and boots when possible. When there is snow on the ground, we require all children to have boots. Children grades K-4 must have snow pants, coat, gloves/mittens and a hat as well. If children in grades 5 and 6 want to play in the snow and sled, then they too must have all the above listed gear.

*Please be aware that on In-service Days all children will go outside for at least 20 minutes at some point in the day. Please bring them with the appropriate gear!!*

## Nutrition

We encourage children's healthy eating patterns by providing appetizing and nutritious foods at relaxed and social mealtime settings. Menus are developed in consultation with children, families and staff and are revised from time to time to maintain interest and reflect children's home cultures. The foods we offer meet USDA guidelines and are moderate or low in sugar, fat and salt content.

SACC provides a morning breakfast from 7:30 to 8:30 and an afternoon snack from 3:30 to 4:30. Meals are served in a "family style" (or self-serve) where children are encouraged to serve themselves and socialize with friends.

If your child does not come during the designated snack time, they can have a small snack such as a cheese stick or a Nutri-Grain bar or eat something from their lunch box.

We monitor the serving of snack to ensure kids are eating a balanced snack (Encouraging them to eat fruit or vegetables before having a second serving of quesadilla/sandwiches/crackers, etc.), but also to not allow them to ruin their dinner by eating too much at snack.

## Food Allergies:

We have a number of children who attend the SACC program who have life-threatening allergies to several foods. In order to provide a healthy environment for your children, we ask medical health questions at enrollment. At SACC we act to eliminate foods that cause allergic reactions.

## Foods from Home:

On the occasions that you may be asked to send food from home, please send nutritious foods. Please avoid high sugar products and “junk” foods, **and remember – peanut/tree nut free.**

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## Health

Staff members are trained in, and follow procedures on awareness of symptoms of disease, CPR & First Aid, and universal precautions in the prevention of contagious and infectious diseases. Staff members are encouraged to be in good health and are required to have a medical self-report on file.

## Excluding Sick and/or Contagious Children:

If your child becomes ill while at SACC we will notify you immediately and ask you to pick up your child as soon as possible. If you are not available, we phone your designated emergency contact person. We will help your child be comfortable until picked up, and kept separated from the other children in order to prevent the spread of illness.

No one with a contagious condition (chicken pox, strep throat, pink eye, and mumps, amongst others) is allowed to remain at SACC. Before returning to SACC, you must have a written clearance from a medical professional stating that your child is clear of any contagious condition. We will notify you in writing if there is any incidence of contagious condition at the program.

If your child has head lice, they are **not allowed to attend SACC** until it has been treated and cleared. This is different from ASD’s policy; they may attend school with head lice. You must treat your child (and family/household if necessary) with the recommended products. In order to return to SACC, you must have a written clearance from a medical professional stating that all nits (eggs) are gone.

## Peanut-Free Zone:

*Because children with life-threatening allergies to peanuts and tree nuts are enrolled, we have declared SACC a peanut-free zone. SACC does not provide or allow peanut and tree nut products to be brought from home. Please keep this in mind if you are sending food on any special occasion.*



## Medications:

Regulatory agencies require a strict procedure for administering medication. Only the administrator or one designated person per shift is allowed to give medicine.

### Over-the-counter medications provided by parent

- ▶ Must be in original container with original manufacturer's label intact
- ▶ Labeled with the child's name
- ▶ Must be given only at the dose, duration, as specified on the label
- ▶ **Must have a daily written order by parent in person or fax including dosage and intervals.**

### Prescription medicine must be:

- ▶ Kept in original container with original pharmacy label showing child's name, medication name, dosage, intervals, date filled, expiration date, doctor's name
- ▶ Administered according to label directions
- ▶ **Must have "authorization to administer" form filled out by parent(s).**

### Preventatives:

- ▶ The use of topical products (such as lotions, salves, insect repellent, etc.);

**An authorization form must be filled out for topical and preventatives as well** and must be supplied by the parent with the child's name on the bottle or container.

→ *All medications require parents to fill out our **Authorization to Administer Medication form.***

→ *Children may not carry medications brought from home, even over the counter medication.*

## Safety

### Accidents:

We will notify you and provide a written form that describes any accident your child has at SACC. Any head injury will be reported to you. In the event of serious injury or illness, we will call 911 and request paramedic assistance and/or transportation, and then contact parents.

### Weather:

We follow school rules on acceptable weather for outside play. Children do not play outside if the temperature, with wind chill reaches -10 degrees. If your child does not have proper gear, as required by the Administrator or Assistant Administrator, we will keep them inside.

### Animals and Pets:

Safety and fairness to the children and animals are important. We ask that you do not bring pets to SACC. If there is a special circumstance, please check with the Administrator prior to bringing an animal in.

# Safety continued...

## Emergency Plans:

SACC has emergency plans and procedures for major and minor crisis that reflect MOA licensing requirements. This includes regular fire drills, earthquake preparations, procedure for intruders, and a designated place outside the building to seek shelter in an emergency.

## Field Trips, Special Outings and Transportation:

Field trips may be offered on SACC extended-hour days, such as parent-teacher conference or in-service days. A description of the outing will be posted at least 7 days prior. Your signature is required for your child to attend the field trips. Transportation will be by a commercial bus company with drivers, insurance and vehicles that meet MOA licensing.

## Insurance:

Bear Valley Community Association School Age Child Care program carries General Liability Insurance in accordance with MOA Licensing Regulations.

## Child Abuse and/or Neglect

- ▶ Staff members are required to receive training in and to comply with MOA licensing standards for recognizing and reporting incidents of child abuse and/or neglect.
- ▶ MOA Child Care Regulations require employees of BVCA/SACC to report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. SACC staff reports within 24 hours to the Office of Children's Services (OCS): 269-4000.
- ▶ If an incident alleges a child is abused or neglected while SACC is responsible for the child, we notify the Municipal Child/Adult Care Licensing Office at 343-4758 as well as OCS (269-4000).

## Hours of Operation:

The program is open before (7:00-9:00am) and after school (3:30-6:00pm), Monday to Friday from August to May.

- ▶ Extended hours are offered on Parent/Teacher Conference Days 12:30-6:00.
- ▶ Full-day service is available on In-service Days 7:00am - 6:00pm.

**SACC is closed when ASD closes for weather or other emergencies.**

**If there is a delayed start for school, there is no SACC in the morning. Bring your child to school when school starts. Afternoon SACC will be as normal. If after school activities are canceled, there will be SACC as normal, but you might want to come early for pick up if roads are bad.**

## Phone numbers:

Administrator's line:  
310-4122

Executive Director's line:  
764-4416

**BVCA Cell Phone**  
**907-310-4122**

*Most reliable as it's always with one of the administrators during program.*

Administrator's email:  
sacc@alaskabvca.org

Website:  
alaskabvca.org

## How to Join Us – Registration & Fees

Children are registered on a first-come, first-served basis. The parent or guardian must register children. Part-time schedules are accommodated as space availability allows. A waiting list is kept in chronological order.

SACC does not discriminate in the registering of children due to sex, marital status, pregnancy, parenthood, race, religion, color, national origin, age, or physical abilities in accordance with AMC 5.20.50. We will do our best to accommodate special needs children.

**Registration:** To register, please fill out for each child:

- 1) Download the Procure App and complete the Registration form
- 2) \$50 yearly registration fee (non-refundable)

Once you have been given a confirmed spot in the program, you will be requested to submit additional paperwork to include:

- 1) Permission and Waiver Forms
- 2) Parent Agreement Form
- 3) Behavior Contract
- 4) Immunization Record
- 5) Physical Record
- 6) Emergency Card

**All paperwork needs to be returned to the Administrator/Assistant Administrator prior to your child's attendance at SACC.**

## Fee Policies

A non-refundable \$50.00 registration fee per child is due upon enrollment. Your child's place is *reserved* in the program when you have paid the registration fee and have filled out the registration form and completed the enrollment packet. If the program is full the \$50.00 registration fee holds your spot on the wait list.

**Full Time:** Please note, Full Time no longer covers In-service (full days) and Parent/Teacher Conferences (half-days). There will now be additional fees for attending any In-service or Parent/Teacher Conference Day. See below.

**The rates listed below are subject to change and are an estimated amount for fall 2023.**

Full Time	Part Time		Casual/Drop-In	
<i>5 reserved days per week, both before and after school</i>	<i>5 reserved days per week, either before school (AM's) only or after school (PM's) only</i>		<i>6 or fewer days per month. Confirmed with administrator prior to attendance on a space available basis.</i>	
	<b>Before/AM's</b>	<b>After/PM's</b>	<b>AM &amp; PM</b>	<b>\$40.00</b> per day, per child
<b>\$500.00</b>	<b>\$300.00</b>	<b>\$400.00</b>	<b>AM only</b>	<b>\$25.00</b> per day, per child
			<b>PM only</b>	<b>\$35.00</b> per day, per child

## Fee Policies Continued...

### In-Service Days (Full Days) and Parent-Teacher Conference Days (Half-Days)

In addition to your regular fees, there is a charge of \$30.00 for half-day (Parent/Teacher Conference) attendance, and \$45.00 for full day (In-service day) attendance for every child attending.

*The "Full Time" attendance rate of \$500.00 no longer covers attendance of the In-service Days (full day) or the Parent-Teacher Conference Days (half day).*

### Fee Payment

Fees are due by the first of each month (check, cash, credit/debit card or auto draft). Please give to the administrator or designated person in charge.

### Late Payment fees

Fees received after the 3rd of the month will be charged a \$15 late fee.

### There is no credit or refund

For non-attendance on reserved days.

For absences or vacations.

### Changes of Enrollment

A change in enrollment (a change in schedule of attendance or withdrawal) must be submitted two weeks prior to the date that the change will take effect. It must be in writing and submitted to the administrator. Your tuition will be prorated to the date of change.

### Late Pick-up of a Child

**If you arrive after 6:00 to pick up your child, you will be charged a late fee of \$15.00 for every 15-minute increment PER FAMILY, (\$15.00 for the first 15-minute period, \$30.00 for the second 15-minute period, etc.)**

*Families will be notified **30 days** in advance of any changes to the information in this handbook and or BVCA SACC policies, such as a change in rates or hours of operation.*

### Please note...

**Fees are subject to change.**

**Bear Valley Community  
Association Tax ID No.  
86-1112914**



## 2023 - 2024 Calendar

### Parent/Teacher Conference extended hours...

12:30 - 6:00pm

### In-service Day hours...

7:00am - 6:00pm

August 17	First day of school	First day of SACC
August 24	First day for K	Kindergarten start at SACC
September 4	Labor Day	Holiday <b>SACC closed</b>
October 9	Indigenous peoples day	No SACC or School
October 20	In-Service day	All day SACC available
October 25 & 26	Parent/Teacher Conf.	Half day SACC available
October 27	In-service Day	All day SACC available
November 10	In-Service Day	All day service available
November 23 & 24	Thanksgiving	Holiday <b>SACC closed</b>
December 22	In-service Day	<b>SACC closed</b>
Dec. 25- Jan 5	Winter Break	<b>SACC closed</b>
January 8	First day after break	SACC reopens
January 15	Martin Luther King Day	Holiday <b>SACC closed</b>
February 19	Presidents Day	Holiday <b>SACC closed</b>
February 21 & 22	Parent/Teacher Con.	Half-day SACC available
February 23	In-service Day	All-day SACC available
March 8	In-service Day	<b>SACC closed</b>
March 11-15	Spring Break	<b>SACC closed</b>
April 19	April Closure day	Full day SACC available
May 22	Last day of school	Last day SACC open

## Emergency Closures:

SACC is closed when ASD closes for weather or other emergencies.

If there is a **delayed start** for school, there is no SACC in the morning. Bring your child to school when school starts. Afternoon SACC will be as normal.

If **after school activities are canceled**, there will be SACC as normal, but you might want to come early for pick up if roads are bad.

## Other Policies

### Baby-sitting Policy

Bear Valley Community Association and the SACC program do not endorse or recommend staff for private baby-sitting services, nor do we arrange such services. We are to be held harmless for any situations or issues that may arise from private babysitting arrangements that are made between parents and SACC staff. We can only be responsible for the services that we provide during our normal scheduled hours of operation.

## **SACC is a smoke-free zone!**

Smoking and tobacco products are prohibited on or near Anchorage School District property and at any time during our hours of operation.

## **Licensing Agency**

The Municipality of Anchorage, Department of Health & Human Services, Child Care Licensing Office is the agency responsible for licensing childcare centers, supervising, monitoring, and investigating complaints involving childcare centers. They are located at 825 "L" Street, 3<sup>rd</sup> Floor, phone 343-4758.

## **PARENTS' GUIDE TO LICENSED CHILD CARE**

- ▶ Choosing care for your child is a significant decision.

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

- ▶ Licensing is a key to quality child care.

It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements. 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 child care.

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

***Municipality of  
Anchorage Child/Adult  
Care Program***  
825 L Street, 3<sup>rd</sup> floor

program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

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

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

- ▶ Additional information regarding the location of child care facilities licensed by the Municipality of Anchorage can be found online at:

P. O. Box 196650  
 Anchorage, AK 99519-6650  
 (907) 343-4758  
 Website:  
<http://www.muni.org/healthssd/child.cfm>

<b>Licensed Child Care Homes</b> <i>(Including children related and unrelated to caregivers)</i>	<b>Licensed Child Care Centers</b>
<ul style="list-style-type: none"> <li>- No more than 8 children total</li> <li>- No more than 6 children total if only one door exit</li> <li>- No more than 3 children under 30 months</li> <li>- No more than 2 non-walking children</li> <li>- At least 1 adult caregiver</li> <li>- No more than 5 children in nighttime care (including provider's own children) (10 PM – 6 AM)</li> <li>- Children who live in the household under the age of 12 count in the total</li> </ul>	<ul style="list-style-type: none"> <li>- 9 or more children</li> <li>- 1 caregiver for every 4 infants (6 weeks thru 11 months)</li> <li>- 1 caregiver for every 5 toddlers (12 thru 18 months)</li> <li>- 1 caregiver for every 6 toddlers (19 thru 35 months)</li> <li>- 1 caregiver for every 10 children (3 thru 12 years)</li> <li>- At least 2 adults on premises</li> </ul>

<http://neighborhood.muni.org/>

# HOW MANY CHILDREN MAY BE IN CARE?

## Summary of Child Care Licensing Requirements Within the Municipality of Anchorage

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### 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 child care 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 child care 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
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated 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 child care 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 parent 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&1/2 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 7 am 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







## Behavior Policy & Contract

Safety of the children while at SACC is the top priority for the SACC staff. We want all children to feel comfortable and secure while at SACC, in addition to having fun!

To help children understand the expectations of them while at SACC, we provide a behavior contract. We expect all parents and children enrolled in SACC to read this over together and discuss it so that both you and your child understand the contract.

**All SACC staff are trained on how to help children solve their problems. All SACC children are told to use their “good words” (“please stop...” or “I don’t like it when...”) when trying to solve a conflict (not hurtful words like “you’re dumb” or “I hate you”, etc.). If their words don’t work, they are told to come get a SACC staff person to help. The staff person lets each child explain their side. The staff asks the children how they think it should be resolved, or helps give a solution.**

**Through a process of dialogue, modeling, re-enactment, and guidance, the child is given multiple opportunities to use appropriate or constructive behavior. If this process does not yield success, then the involved staff member will do a write-up.**

## SACC’s Four Behavior Guidelines:

These are the four main behavior rules that guide the daily workings of SACC. These are the rules that the staff communicates to the children every day at SACC to help keep everyone safe and feeling welcome.

- 1) **Be gentle to yourself and other people.** We are not hurtful in our words or actions.
- 2) **Be safe inside and outside.** We follow safety rules inside and on the playground.
- 3) **Be careful with our environment, our own and other people’s work and belongings.** We do not damage the environment. We take care of our own belongings. We respect other people’s belongings.
- 4) **Be healthy.** We wash hands before eating. We wear appropriate clothes for the weather.

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*After you have reviewed the **Behavior Contract** with your child, you both will need to sign the last page and return it to the SACC program.*

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## Inappropriate Behavior

SACC does not accept behavior that threatens the physical or emotional safety of the self or others. Should a child display inappropriate behavior, the SACC administrative team will contact the registered parents or caregiver, and discuss strategies for promoting appropriate behavior. Below is a list of behavior that is considered inappropriate.

- ignoring staff direction
- swearing or other inappropriate language
- destructive behavior
- behavior that is a detriment to the quality of the program
- behavior that impedes other participants from engaging in program to the full extent
- behavior that is of a sexual nature
- disrespectful behavior
- using physical force to solve problems or get their way
- bullying or being emotionally hurtful to others
- dangerous behavior; disregarding safety protocols and policies

**If a child is to break or damage an item during program operation, families may be expected to pay for or replace the item(s). These items may include...**

- SACCs property, toys, equipment
- Bear Valley school's property
- another child's property

## Suspension & Expulsion

SACC may request immediate pick-up and/or temporary suspension from program depending on the frequency or severity of a child's behavior. In this case, SACC may require a parent meeting to develop a Behavior Intervention Plan (BIP).

Open communication and full cooperation is required from the child's parents or caregivers while enforcing the BIP. If attempted interventions fail, SACC will determine that a child's need falls beyond the parameters of our program, and will suggest alternative childcare.

## Playground Rules:

- ▶ No jumping off of the swings while swinging
- ▶ Do not climb up the big slides
- ▶ Do not climb on the outside of the playground equipment
- ▶ No climbing on the fence and stay on the inside of the fence
- ▶ Climbing is only allowed on structures that have pea-gravel underneath
- ▶ Do not throw rocks, gravel, dirt or sand

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## Gym Rules:

- ▶ Use good sportsmanship
  - no put downs to other kids
  - follow the rules and abide the staffs' decisions
  - keep temper under control.
- ▶ No boots or high-heeled shoes in the gym
- ▶ No hanging on the bars unless there are mats underneath and a staff person has said its okay, and is there to supervise.
- ▶ Shoes must stay on your feet
  - *no wearing the type of shoes that will come off when you kick a ball*

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## MPR and Hallways:

- ▶ Use an inside voice when in the MPR/hallway
- ▶ Walking feet in the MPR/hallway—*no running*
- ▶ No ball throwing or roughhousing in the MPR or hallways
- ▶ Please play with the toys appropriately, carefully and respectfully

# Parent Agreement Form



Please read the contents of the Parent Handbook, then read and sign this form and return it to an administrator.

Child's name: \_\_\_\_\_

## Payment Agreement

I, \_\_\_\_\_ (parent/guardian print name) agree to pay the Bear Valley Community Association School Age Child Care program \$\_\_\_\_\_ (tuition) per month, by the 1<sup>st</sup> of each month, and understand that there will be a \$15 late fee applied to payments received after the 3rd of that month. I also understand that there are no refunds given for absences or vacations. I am aware of the "Change of Enrollment" policy that I must give written notice of any changes or withdrawals to the Administrator two weeks prior to the date of change. I understand that tuition will be prorated and I will pay that amount.

Parent/guardian please initial here: \_\_\_\_\_

## Parent Handbook

I, \_\_\_\_\_ (parent/guardian print name) acknowledge that I have read and understand the contents of the Parent Handbook and agree to follow the policies and procedures stated within the Parent Handbook.

Parent/guardian please initial here: \_\_\_\_\_

## Behavior Policy

I have read and understand the behavior policy and agree to follow the SACC behavior policies and procedures stated within the parent handbook.

Parent/guardian please initial here: \_\_\_\_\_

## Private Babysitting Policy

I have read the babysitting policy in the Parent Handbook and understand and agree to the terms of the "hold harmless" policy in regards to the Bear Valley Community Association.

Parent/guardian please initial here: \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian please sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student please sign

\_\_\_\_\_  
Date

# BVCA Camp Bear Valley 2024

Bear Valley Community Association has been providing quality childcare to the families of Bear Valley Elementary School for thirteen years and are very excited to be entering our 15<sup>th</sup> year of our summer program! Camp Bear Valley is a licensed childcare program by the Municipality of Anchorage, Child Care Licensing Division under Bear Valley Community Association. Our standards and program philosophy meet and/or exceed municipal and national standards. We are licensed for children ages 5 years to 13 years (children who are 5 must have already attended kindergarten).

## Location:

Trailside Elementary School

5151 Abbott Rd

Anchorage, AK 99507

**Phone:** 907-301-4122

**Hours:** 8:00am to 5:30pm Monday-Friday

## Program Structure

At the beginning and end of each day, children are together in combined age groups for free choice time in the common areas of the multi-purpose room, gym/outside or art room (afternoons only). During the “activity hours” of 8:30 to 3:30 children break off into small groups based on their age and grade they are entering into the upcoming school year. All groups will have a ratio of 1 staff for every 7/8 children for field trips. (Children from different groups may be combined for lessons -- gymnastics, swimming).

## General Schedule

8:00 AM—Program opens

8:00-9:30—Mixed age groups free choice time: MPR, gym, or outside

8:00-8:30—Breakfast

9:30-3:00—Individual group time: swimming lessons, gymnastics, or individual group field trips, arts & crafts, cooking, etc...

3:00-4:00—Snack time

3:30-5:00—Mixed age groups free choice time: MPR, outside, art room, gym

5:00—Outside closes

5:30—Program closes

Each individual group will have certain days of the week they have swimming lessons, gymnastics, or other lessons, an individual group field trip, a large group (all the children in the program) field trip, and a “walking day” or “bike day” depending on group. The Individual Group Activity Schedule will be posted on the website in May. *Schedules are subject to change.*

**For more detailed information on policy, rates, etc. about Camp Bear Valley, please refer to our Camp Bear Valley Parent Handbook on our website: [alaskabvca.org](http://alaskabvca.org)**

**Camp Starts: Monday June 3<sup>rd</sup>**

**Camp Ends: Friday, July 26<sup>th</sup>**

**Closed Thursday and Friday July 4<sup>th</sup>  
and 5<sup>th</sup>**

**(Fourth of July Holiday)**