



# Parent Handbook

6575 East Northern Lights Blvd.

Anchorage, Alaska 99504

Phone: 907. 337.9575

## Parent Handbook

### Mission Statement

Our mission is to work hand in hand with the home and church to provide the environment, instruction, and opportunities for service that will educate and train leaders for Christ who function successfully in today's church and world. We commit to creating a positive learning environment that encourages children's learning through the exploration of materials in and out of the classroom, allowing children to become self-confident, independent, and enthusiastic learners.

### Our Philosophy

Our primary objective and purpose is to train students in the knowledge of God and the Christian way of life, along with providing a foundation for an excellent education. We believe that Christians must acknowledge that all truth, knowledge, and wisdom ultimately come from God. God, as revealed in and throughout the Bible is the center of all we do and believe at the Explorer Program.

Our program is designed to meet the developmental needs of all children by providing activities that encourage children's cognitive, social/emotional, language, and physical development. Through our daily schedule we provide opportunities for structured activities, group activities, and independent activities that give children choices; fostering them to become self-directed, independent learners that ultimately become a part of the classroom community.

Teachers serve as a positive role model in the classroom by providing a nurturing atmosphere that is safe, loving, and supportive of children's individual needs.

DISCLAIMER: Explorer Program admits students of any race, color, national and ethnic, gender, physical handicap, or medical condition to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, gender, physical handicap, or medical condition in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administration programs. Functioning as an integral part of the Mountain City Church, we can and do discriminate based on religious beliefs.

## GENERAL INFORMATION

### Contact Information

**Physical Address:** 6575 East Northern Lights Blvd. Anchorage, AK, 99504

**Mailing address:** 6401 East Northern Lights Blvd., Anchorage, AK, 99504

**Website:** [www.mountaincitychristian.academy](http://www.mountaincitychristian.academy)

**Centers Phone Number:** 907-337-9575 option 4

**Administrator:** Lauren Dowd

**Direct Line:** (907) 269-3820

**Email:** [ldowd@mcc.academy](mailto:ldowd@mcc.academy)

**Fax:** (907)269-3820

**Capacity:** 90 children at one time

**Ages of children served:** 5 to 12 years old.

**Nighttime Care:** The Explorer Program does not offer nighttime care.

### **Programs, Rates, and Hours of Operations**

<u>Summer Program:</u>	<u>Hours:</u>	<u>Weekly Rates</u>
Summer Program (Ages 5-12)	7:00 Am – 6:00 PM	\$350/wk (1 <sup>st</sup> child) \$320/wk (2 <sup>nd</sup> child)

### **Vacations/ Absences/ Leaving the Center**

- \* Vacations and illnesses will be charged at the regular monthly/weekly tuition
- \* We request that all absences be reported to administrative staff prior to or on the day of the absence.
- \* We require 2-week written notice prior to your child leaving the center. Fees for the month/week will be added if a 2-week written notice is not given. Failure to notify the center will cause all fees to continue until written notification is given.
- \* The center also reserves the right to dismiss (from our program) any child's parent and or guardian who has become a problem at the center or who has developed an uncooperative aggressive, dissatisfied, or angry demeanor towards the center, its policies, or its staff.

## **ADMISSIONS**

### **Eligibility**

- \* Only the child's parent or legal guardian may enroll a child (proof of custody may be required). The Explorer Program must also be informed of any custody situation in advance and will request that the proper paperwork be included in the child's file. Please use the child's legal name on all enrollment forms. If the child goes by another name, please inform your child's teacher.
- \* All forms provided to you upon enrollment must be completed before your child's first day. All requested personal information is kept confidential. Parents are required to keep emergency cards updated, which includes addresses, cell, home, and work numbers, and any individuals authorized to pick up your child.
- \* Current immunization and physical information must be submitted to the Explorer Program upon enrollment.
- \* Parents will be required to comply with all municipal regulations and program rules as set by this Parent Handbook.
- \* To enter into the Explorer Program your child must be in (school year) or completed (summer program) kindergarten prior to enrollment.

## **REGISTRATION/ TUITION/ PAYMENT POLICIES**

### **Tuition Fees**

- \* It is our philosophy that clients are paying for the position their child will take in our program. This is not based upon attendance but rather on a set monthly/weekly fee that is due regardless of the attendance habits of the child who has the position. Our fee structure is based up on a tuition fee that is set by the center which is signed by the parent's when enrolling their child in the program. If there is a change in tuition or any additional fees parents will be notified in writing 30 days in advance.

### **Payment Policies and Procedures**

#### **Fall Tuition:**

- \*Tuition is due on the date set by parents/guardians withing FACTS upon enrollment. There is a late fee of \$25.00 if payment is not made by the set upon by the parents/guardians.

**Summer Tuition:**

Tuition is due by the end of each month. You will receive an invoice weekly, based on enrollment and the payment for all weeks is due no later than the 30<sup>th</sup> /31<sup>st</sup> of each month. Failure to pay on time may result in termination of services. No child's account will be allowed to carry a balance unless arrangements have been approved by the Administration.

\* The first month's tuition will be due on the first day of care. Clients may pay by check, money order, cash (for no fee), or can pay by credit card (3.9% fee)/ACH bank transfer (.20 cent fee) via the Brightwheel app. A late fee of \$50.00 will be added if payment is not paid on time. Failure to pay on time may result in termination of services. No child's account will be allowed to carry a balance unless arrangements have been approved by the Administration.

\* The Explorer Program requires a 2-week written notice for termination of services. If the Explorer Program elects, it may immediately terminate all services provided, including but not limited to the immediate dismissal of the child from the program.

**Child Care Assistant Families**

\* The Explorer Program is authorized to receive payments from Child Care Assistance (CCA) and other Federal/State assistance programs. Our participation in these programs in no way limits our freedom or right to set and enforce the policies listed in this handbook and Tuition Agreement. Clients wishing to use CCA must make these arrangements on their own and list us as their CCA childcare provider. You may enroll in the program as a CCA client once the office has received an authorization from you or CCA. CCA clients will also be required to pay the difference between our private pay rates and the rates that CCA has established.

\* CCA clients may also have monthly co-pays that are set by CCA. This is based on family income. All payment policies and procedures listed above for self-billed clients will also apply to CCA clients. It is the responsibility of each CCA client to ensure that they have no balance when the previous month's fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with CCA whether you stay at the Explorer Program or move to another center.

**Discount/ Refunds**

\* There are no refunds, dedications, or allowances from the tuition or other fees by reason of any child's absence, vacation, withdrawal, suspension, or any other reason, including unplanned school closures due to severe weather conditions (per Anchorage School District)

\* In the event you have overpaid tuition the credit will be applied to your next month's tuition. If on the final day of your child's attendance you have a balance a refund will be issued.

**Health and Safety****Immunization/ Physical requirements**

\* All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's current immunization record must be provided by the parent. This form will state that your child has received all current age-appropriate immunizations.

\* Parents who wish to request a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. Record of your child's immunization or religious exemption needs to be present on or before your child's first day.

\* When your child receives additional immunizations, you are required to bring his/her immunization card back to the center so we can keep your child's file current. It is your responsibility to notify the center and update your child's records.

\* Every child needs a Health Physical examination that is current within the year.

## **Prescription and Non-Prescription**

**\*All children with an Epi-pen, inhaler, time sensitive medications will need to provide the Explorer Program with the prescription and information required.**

\* All medication given to children must be in the original bottle with instructions clearly printed on it as provided by the doctor's prescription. All medicine including prescription and non-prescription medications must be in an up-to-date bottle and not expired. All prescription medication must have the child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. An authorization to Administer Medication form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the authorization form.

\* The Explorer Program has the right to refuse any medication brought in for your child if the dosage is questionable or not according to the label. The Explorer Program reserves the right to request a doctor's consent via handwritten prescription for any non-prescription medications.

\* Any remaining medication left upon completion of the course of medication will be returned to the parent.

## **Allergies**

\* The Explorer Program must be made aware of any food or other known allergies that affect your child. If your child has any non-food allergies, an Allergy/Food exemption Medical Statement form must be completed. This allows us to notify all our staff to be aware of your child's allergy.

\* We also need to be aware of any non-food allergies that can affect your child. If your child has any non-food allergies a Non-Food Allergy Medical Statement must be completed.

## **Illness and Continued Health**

The Explorer Program staff will be responsible for administering medications and keeping the First Aid Kits supplied and documented monthly with a check off list in compliance with MOA. The Explorer Program staff will take the following steps to ensure the health and welfare of all children in our care.

## **Sending a Child Home**

When it has been determined that a child must go home the procedures are as follows: Child's parent(s) will be notified, if parents are unavailable other persons listed on the emergency card will be responsible for picking up the child. A sick/ill child needs to be picked up within one hour.

## **Sick Child**

The teacher will assess a sick child and take their temperature. If a child's temperature is 100.5 degrees or higher, they will be sent home. Your child may return to the program after being fever free for 24 hours without medication. Administration will make the judgment call if the child appears sick but does not have a temperature.

## **Injury with Blood**

The teacher will assess the injured area to determine whether the wound will require stitches or a bandage. If stitches are required parents are contacted. If the injury is a minor one a bandage will be applied, and Incident Report form filled out and sent home to parents.

## **Injury without Blood, Head Injury**

The teacher will assess the area for abnormal bumps or bruises, and ice pack may be applied to area. In case of head injury parents will always be notified to assess the situation. If the child appears to have fixed, glossy, or dilated pupils, parents will be required to pick up their child for observation or medical treatment. Staff will fill out an Incident Report.

### **Broken Bones**

If a broken bone is suspected parents will be called immediately for medical treatment.

### **COMMUNICABLE DISEASE POLICY**

The following diseases must be reported to the Department of Health and Human Services, Child Care licensing Program, as required by AMC16.55.390:

Respiratory:

- |             |                       |                           |                          |
|-------------|-----------------------|---------------------------|--------------------------|
| *Diphtheria | *Bacterial Meningitis | *German Measles (rubella) | *Measles (rubeola)       |
| *Mumps      | *Hemophilus Influenza | *Tuberculosis             | *Meningococcal Infection |

Gastrointestinal:

- |             |                |              |              |
|-------------|----------------|--------------|--------------|
| *Giardiasis | *Salmonellosis | *Hepatitis A | *Shigellosis |
|-------------|----------------|--------------|--------------|

In the case that a child contracts a contagious disease, a health alert will be posted on the Parent Boards around the building. This alert will include a brief description of the disease and the date the center was notified. The child may return to school as stated by the health professionals.

### **HEALTH POLICIES/ EXCLUSION CRITERIA**

The Explorer Program is aware that keeping your child at home when they are not feeling well may pose problems. However, we must be concerned with the health and well-being of all children and adults who have contact with your child throughout the day. We ask that you consider how your child's health will affect others at the center each day. Please keep children who are possibly infectious at home, as you would want other parents to do with their children.

If you have any doubts in the morning about your child's health, keep them at home or call for information.

#### **Exclusions from the Center**

- \*Severe discomfort, particularly in joints, ears, or abdomen
- \*Acute diarrhea (2 or more episodes within 24 hours)
- \*One or more episodes of vomiting with a 24-hour period
- \*Severe coughing or sore throat
- \*Temperature of 100.5 degrees or higher
- \*Yellow skin or eyes
- \*Red eyes with discharge
- \*Infected, untreated skin patches or lesions
- \*Difficult or rapid breathing
- \*Sever itching of body or scalp
- \*Skin rashes lasting more than one day
- \*Swollen joints
- \*Visibly enlarged lymph glands
- \*Stiff neck
- \*Blood or pus from ear, skin, urine, or stool
- \*Behavior unusual for the child such as not playing etc.
- \*Loss of appetite
- \*Symptoms which indicated any of the following:
- \*Chicken Pox

\*Impetigo

\*Lice

\*Scabies

\*Strep throat

\*Children who have symptoms of any of these illnesses may return to school only when there is written documentation from a licensed physician

\*The Explorer Program will notify parents of all occurrences of exposure to communicable diseases or conditions in the center.

### **Information Change**

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. Please give the administration written notice of the change as soon as possible. The staff is also required to have the Emergency Cards updated and initialed on the lower bottom of the Emergency Card every six months.

### **Insurance Requirements**

The Explorer Program meets or surpasses the required amount of comprehensive general liability insurance coverage as determined by the Municipality of Anchorage.

### **Smoking Policy**

Smoking is prohibited inside or on the grounds of our facility or parking lot.

### **Emergency Medical Consent**

This information is located on the back of your child's Emergency Card. Providing this information gives the Explorer Program consent to call an ambulance and your child's Doctor if he/she needs emergency care. Please list on the front of the card your child's doctor and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. If your child has any allergies or is taking any medications, please include this information on the Emergency Card as well.

### **Incident Reports**

Safety is a top propriety of the Explorer Program, yet there are times when a child will have an incident in the classroom, on the playground or an incident between other children. In each of these situations an incident form will be completed by the teacher. If any first aid is administered the treatment will be described on the form. Staff will notify the parent immediately if their child has any kind of head injury or any other injury that may need medical attention. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between families. We will handle any and all behavior problems in a professional, confidential, and appropriate manner.

### **Disaster Care and Comfort Kit**

The Explorer Program believes in being as prepared as possible to ensure your child's comfort and safety in the event of a disaster or other emergency. Emergency food and clothing are in storage on the premises. In the event our end of the building is unsafe to occupy, but the west end of the buildings still safe to occupy, the children will be taken to the Little Mountain Movers side of the building and cared for until parents arrive. In the event the building as a whole is unsafe to occupy the children will be relocated to our Debarr location 6505 Debarr rd. and cared for until parents can arrive.

**Plant Safety**

There are no plants in the facility.

**Animals Present in Facility**

There are no animals present in the facility.

**Firearms in the Facility**

There are no firearms present in the facility.

**PICK-UP/ DROP-OFF POLICIES****Drop-Off**

Parents must accompany their child into the building every morning. Children will not be permitted in the building prior to opening hours. Children are not allowed to come into the Explorer Program alone. Individuals dropping off your child must be over the age of 16 as stated in MOA regulation (16.55.300A.1.g), this is for their protection in case of a fire or other emergency. We require that all children have direct contact with the teacher at check in so 1) the teacher is aware children have arrived and 2) teacher can observe children for early detection of apparent illness.

**Pick-Up Permission**

All persons authorized to pick a child up from the center must be listed on your child's emergency card. To avoid confusion, it is the responsibility of the parent enrolling the child into our center to properly fill out all forms. In a custody situation the parent enrolling the child into our center takes full responsibility to ensure that they are acting in accordance with their specific court agreement, which must be attached to the enrollment forms.

**Pick-Up**

All children must be picked up and signed out by an adult or person approved by the parent. Individuals picking up your child must be over the age of 16 as stated by MOA regulation (16.55.300A.1.g). Anyone, including all parents, who are allowed to pick the child up must be listed on the emergency card or approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual; however, this is strongly discouraged. The center reserves the right to refuse any individual on our property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up your child, please alert the office prior to that time. This is in addition to them being on the emergency card. It is the parent's responsibility to notify administration and make changes to this card whenever necessary.

**Late Pick-Up Fee**

There will be a \$1.00 fee added per minute if the pick-up takes place after closing. The fee is non-negotiable and is the responsibility of all families. Parents or those picking the child up are required to call ahead if they feel they are going to be more than five minutes late. An attempt will be made to contact individuals on the emergency contact list after children have been left fifteen minutes past closing. Children left at the center later than one hour past closing will be considered abandoned and the Office of Children's Services will be informed.

**CURRICULUM**

The Explorer Program is a multifaceted program which realizes that learning occurs in many forms. The program focuses on God's creation with the use of hikes, adventures, and play throughout the



Anchorage/ Mat-Su/Turnagain Arm areas. Bible lessons are provided along with various academic reviews in core subjects throughout the year. The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God’s world. Our purpose is to provide an environment that is safe and conducive to good health where children can assemble, work, and play together while being guided toward a happy wholesome, spiritual development.

**Classroom Activities**

School Year Program	Summer Program
3:00 – 6:00 Choice Play, Indoor Board Games, Quiet Reading, Homework Sessions/Help	7:30—8:00 Free Choice Play 8:00—8:45 Official Camp Hours (Activities will be conducted per group in designated areas.) 8:00 – 8:50 Arts and Crafts 9:00 – 9:30 Snack 9:30 – 10:00 Bible 10:00 – 11:20 Outside: Organized Games 11:30 – 12:00 Lunch 12:00 – 3:00 Field Trips: In Anchorage (Field trips outside of Anchorage will leave at 10 am) 3:00 – 3:30 Snack 3:30 – 6:00 Outside Play, Quiet Reading, Indoor Board Games, Movie Time

**CLASSROOM**

**Our Staff**

At the Explorer Program we strive to provide nurturing, quality care in a highly interactive learning environment. Our qualified friendly staff is an integral part of providing this environment. All staff members have successfully completed the following.

- \* A detailed interview and screening process
- \* Approval by the State of Alaska through a background analysis that cross reference state and federal criminal records as well as child abuse reporting records to ensure that each employee has a clean background.
- \* Fingerprinting
- \* CPR and First Aid Certified.

We believe firmly in training and continued education for all our employees and staff. Each member qualified themselves to work with your child by attending specific training classes to learn about early education and child development. We encourage all employees to exceed the municipal minimum number of hours of training to keep themselves knowledgeable about best practices with children.

**Student/Teacher Ratios**

Student/Teacher ratios are set by MOA. Children are supervised in close proximity at all times.

School Age Children: 1 Teacher for every 10 Children (Ages 5 years to 12 years)

Summer: During field trips, no more than 10 children per teacher, which is supplemented by additional staff or volunteers to keep ratios at one 1 adult for every 5 children (AMC15.55.320).

**Clothing/ Outdoor Play**

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child **WILL** get dirty. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not

have the item your child needs in his/her size. If your child comes home in center clothes, please wash, and return them to the school.

It is our belief that if a child is well enough to come to school, they are well enough to play outside. All children attending the Explorer Program are expected to play outside daily. Please dress your child appropriately and leave an extra pair of mittens and hat in your child's cubby at school during the winter months. Children will have opportunities for outdoor play at least twice daily in summer and at least once in school year, weather permitting (10 degrees and above). On days children do not play outdoors, they will participate in indoor movement activities. **It is strongly recommended that all clothing brought to the center be labelled with your child's name.**

### **Toys/Items from Home**

The Explorer Program is not responsible for items brought from home that are lost, broken, or stolen. The Explorer Program has a wide variety of toys, games, and other resources to offer children during center time. Personal toys are to stay at home.

### **Discipline/ Children with Special Behavior/ Emotional Needs**

The Explorer Program believes that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. At the Explorer Program we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the children, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

### **On-Going Behavior Issues**

1. A conference will be held with the parents when a child has been observed by the staff for at least one month and has demonstrated behavior and/ or emotional problems to the degree that the learning of the child and other children are at risk. This should be a follow-up to other verbal and written communication methods which have already taken place with the parents so that they are fully aware of the center's concerns.
2. The Explorer Program will recommend counseling, medical evaluation, and/or parenting classes as a condition of the child remaining in the program.
3. Often a child who has difficulty with self-control is more successful in a smaller classroom environment. We may recommend that the parents consider having the child attend the center for a shorter period of time.
4. The center will request that the parent seek other care arrangements under the following conditions:
  - A. If the parents go to counseling and/or parenting classes and the child continues to require individual attention from the staff for the majority of the day due to out of control behaviors.
  - B. If the child is violent toward other children.
  - C. If the child exhibits behavior that consistently interferes with his/her learning, or to the learning of other children, or the overall functioning of the program.
5. It is the goal of the center to meet each child's individual needs as best it can. However, it may be that the program does not meet the needs of a particular child and that another program or setting may be more effective.

### **Suspension/ Expulsion Policy**

The Explorer Program expulsion policy begins with language in the Enrollment and Provider Agreement that includes the enrollment period and cancellation of contract provisions.

Enrollment period: Child's enrollment is based on school year and summer programs at the start of each program you must fill out a new enrollment form to make sure your child has a spot. Summer program goes from end of school in May to beginning of August school year. School year program runs from schools first day until their last. Enrollment start and stops with the changes of summer to school year program or until child is withdrawn from program by parent with 2-week written notice, until the end of their 12th birthday, or enrollment is terminated by the Explorer Program.

Cancellation of Contract: The contract may be terminated by the parent or legal guardian for any reason whatsoever with 2 weeks' written notice. However, the contract may be terminated by the Explorer Program immediately, from date of enrollment for 1) behavioral issues or problems associated with school environment determined by the Explorer Program in its sole discretion; 2) delinquent accounts; 3) if parent/ legal guardian and staff are unable to work together in a positive, cooperative manner; or 4) if the room in which your child attends becomes unusable due to a natural disaster or other unforeseen event.

Expanding explanation regarding suspension or expulsion for child behavior:

The Explorer Program takes the health, safety, and quality of educational experiences of each and every child very seriously. The goal is to ensure the learning experience is happy and healthy for the group. However, despite this, there are rare occasions where a child jeopardizes the health and safety or wellbeing of students or teachers and/ or disrupts the learning process continually that is not favorable to the values of the center.

The Explorer Program Suspension/ Expulsion Policy for behavior that can typically be expected:

1. Daily in class discipline system: Each classroom follows an in-class disciplinary system for negative behavior, three changes are given with corresponding age-appropriate consequences 1) warning; 2) warning and loss of privilege; 3) talking with the office; 4) phone call to parent and loss of an activity.
2. Temporary Suspension: If one day a child has exhausted the in-classroom discipline system and the negative behavior continues, the parent will be contacted and required, within one hour, to remove the child from care for the remainder of the day. The child will be welcomed back to the center the next day with a fresh start and a reminder to make good choices.
3. Collaboration for ongoing negative/unsafe behavior: If a pattern of negative or unsafe behavior continues or the child is repetitively suspended from the facility, the parent, The Explorer Program Administration, and the child's caregiver will hold a conference to discuss what can be done to manage the child's behavior and what way we can collaboratively work together to make the learning experience better for all involved.
4. Expulsion: When measures to help the child make positive choices have failed or the safety of staff or students is compromised by allowing the child to remain, the child will be expelled. The Explorer Program Administrator will schedule a formal meeting with the parents and a letter of expulsion will be provided along with information about outside resources to help the child in need. Expulsion for behavior is a last resort for the program. As early educators we strive to help all children learn and grow in a positive way. We understand that all children learn in different ways and develop differently. Every attempt will be made to help a child who is in need of extra help with emotional and social development. We believe most behavioral issues can be collaboratively managed by parent and teacher cooperation.

### **Television and Electronics Time**

We do on occasion use a video for educational viewing of age-appropriate videos on approval of the Administrator. If there is any TV or electronic time it will be limited to only 1 hour in a 24-hour period. Viewing will be strictly limited. During any viewing time, children will be given an alternative activity, and allowed to choose which they prefer.

### **Meals and Snacks**

Snack/lunch menus are planned in advance and are posted on our bulletin boards. A snack is served each morning and afternoon. We will provide milk for all meals. We do not serve breakfast, and we ask that your child eats at home before arriving in the morning. **Lunch is included.** If student brings their own lunch, the food needs to be in a container/lunchbox and clearly labeled with the child's name and the date the lunch was packed. Please be sure the lunch meets the childcare food program requirement which includes a meat or meat alternative, two or more vegetables or fruits, and a bread or bread alternative. If what your child brings does not meet the requirements, it will be supplemented by us at a cost. Please make sure that your child has a cooler pack if needed. There will be no refrigerator provided to store the lunches. There will be a microwave for any lunches that need to be heated up. If your child has food allergies, please review the menu each month and bring in substitute snack food items, as necessary.

### **Participation**

The Explorer Program encourages all parents and guardians to be involved in our program. We believe that parental participation is the key to any successful childcare program. Parents are their child's first teacher and can provide valuable information to teachers. At the Explorer Program we strive to fill the gap created during early separation and educational opportunities when parents are not available. Parental visits are welcomed, and the Explorer Program has an open-door policy that allows parents access to the center during operating hours.

### **Visiting the Center**

You are welcome to visit your child at the center at any time. If you plan to share lunch or be involved in classroom activities, please talk to your child's caregiver to set up a time. The custody challenges of our current society demand that we follow strict guidelines in this regard.

### **Volunteers**

Volunteers are welcome in our center. Anyone visiting or volunteering for more than eight hours in a 30-day period must go through a screening process. The required MOA screening process includes fingerprinting and background check, training hours in early childhood development, etc.

### **Transportation/ Field Trip Policy**

The Explorer program does not provide transportation to and from the center. When going on field trips we have designated buses provided by Mountain City Christian Academy that will get us to and from our location (unless it's within walking distance). At registration parents fill out and sign our Enrollment Provider Agreement for the transportation authorization. We will inform you of every scheduled field trip made away from the building using program transportation. There is not always a forewarning if we take a walk in the neighborhood or to the nearby parks. The center complies with all state laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare center.

### **CHILD ABUSE REPORTING POLICY**

(AMC 16.55.230.E)

21. Alaska State Statutes and Anchorage Child Care Center Regulation require that all licensed childcare providers report all incidents of suspected or actual abuse and/or neglect of children regardless of whether they occur in or are related to the facility. All employees of the Explorer Program are therefore obligated by law to report such incidents within 24 hours to the Office of Children Services (907)-269-4000. The Explorer Program is required to notify the Municipal Child/Adult Care Licensing Office of incidents which challenge a child was abused or neglected when the Center is responsible for the child.

Municipal Child/Adult Care Licensing Office: (907) 343-4758. Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of child abuse has immunity from any liability, civil or criminal.

### **MUNICIPAL LICENSING**

The Explorer Program understands the importance of keeping strict compliance with the state licensing regulation in order to ensure a quality environment for your child. The Explorer Program complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child staff ratios. MOA Licensing contact information is:

Health & Human Services Building  
825 L. Street 3rd floor  
Anchorage, Alaska 99501

Child Care Licensing  
Office: (907) 343-4758

All of our recent inspection reports are available upon request. This information is also available online at <http://hhs.muni.org/childcare>

### **ADDITIONS AND CHANGES**

The Explorer Program reserves the right to edit or adapt the policies in this handbook as needs arise. The center will make all changes and additions available at the time these changes are made. Parents will be notified of these changes through the normal written communication system for the center at the time they are made effective.