



UIVILAT PLAY & LEARN CENTER

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Mission Statement

Uviilat Play and Learn Center exists to provide a safe, developmentally appropriate environment for infant, toddler, preschool and school age children. Our focus is to provide a stimulating early care and educational experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

General Enrollment Information

Uiviilat Play and Learn Center is licensed by the State of Alaska Child Care Program Office to care for 60 children from the ages of 6 weeks to 144 months. Our program is designed to accommodate full time children, and cannot make accommodations for part-time children at this time.

Our program can accommodate 10 infants, 12 toddlers (19 months-36 months), 18 preschool aged children (3 to 5 years of age), and 20 school age children.

Wait List and Enrollment

In the event that UPLC is at full capacity, we would be happy to place your child on our waiting list until a space becomes available for the. In order to be placed on our waiting list, all admissions documents must be complete and a \$25.00 non-refundable registration fee must be paid to the center to cover administrative costs.

Uiviilat Play and Learn Center prioritizes enrollment into several different categories. First priority for enrollment is given to children in OCS custody or foster care. Priority is then given to Child Care Development Fund eligible consortium members. The third priority category extends to children of Kawerak employees, and then finally, enrollment is open to the general public.

Admissions Requirements

Parents will be asked to complete the following documentation:

1. Parent Information Form
2. Fieldtrip Permission Form
3. Photography Release Form
4. Release of Information Form
5. Current immunization records
6. Financial information for subsidy, if applicable

Parents of infants will be asked to provide specific written information about the needs of their children.

It is best to schedule a pre-admission interview with the director to discuss the needs of your child, tour the facility, and become acquainted with UPLC staff before your child's first day.

Center Hours of Operation and Holidays

We are open Monday thru Friday from **7:30 AM-5:30 PM.**

We are closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

In addition to these holidays, UPLC will be closed for four days throughout the year for staff training and development. You will be informed of these dates at least 30 days in advance. Parents are required to pay for the four floating staff development days. In the event that UPLC is closed in excess of four days for staff development, there will not be a charge.

Tuition and Payment Policies

Infant Enrollment: \$50/day

Toddler Enrollment: \$47/day

Preschool Enrollment: \$44/day

School Age Enrollment (School day): \$15/day

School Age Enrollment (Minimum day): \$23/day

School Age Enrollment (Full day): \$42/day

Statements are generated on the 1st and 15th of every month. Payment is required by the next statement cycle.

Your balance may not exceed 30 days, or your child's space in our program will be forfeited, no exceptions will be made.

Payments may be made via the tuition drop box, through an employee payroll deduction, or given directly to an office staff member.

Curriculum and Developmental Activities

Uiviilat Play and Learn Center uses Mother Goose Time curriculum in the Preschool and Toddler rooms, with a supplement for the Infant Room. Mother Goose Time creatively weaves together art projects, music, storytelling, math games and science experiments around a monthly theme. Each month, Mother Goose activities help teach a balance of preschool skills and learning objectives. For more information on the monthly theme and activities, please see the theme web posted on the bulletin board above the Preschool cubbies.

Our teachers work to promote activities to assist in helping children develop social and emotional skills through bonds between the child and caregiver, and supervised play experiences with other children. Children are given a wide variety of opportunities to explore their environment using all five of their senses. Our daily schedule includes time outside and in the indoor gym to promote large motor skill development. Small motor skill development is promoted through the use of puzzles, arts and crafts, and other table-top activities. Children are encouraged to solve problems for themselves through guided play and exploration of their environment. Children are read to on demand during free play and throughout the day, during circle time and reading time. Uiviilat Play and Learn Center has hundreds of children's books that are rotated for literacy expansion.

Child Care Tuition Assistance

Kawerak Child Care Services offers assistance with the cost of child care for eligible Bering Straits consortium members that are working or seeking job training. Interested parties should contact the Kawerak Child Care Specialist for more information.

For non-consortium members, assistance may be available through the State of Alaska Child Care Programs Office. Kawerak Child Care staff members are happy to act as a conduit between the two programs for interested parties applying for state sponsored subsidy.

Balance of Play and Structured Activity

The toddler, preschool and school age schedules provide a mix of supervised play experiences and structured, developmentally appropriate activities. Children are given the opportunity for free play, where they have the opportunity to explore selected classroom materials while being supervised by UPLC staff. During structured group activities, children are exposed to working in small groups and working as a team. The amount of structure provided depends on the age of the child and the nature of the activity.

Weather Related Closures

Our center may be closed incase of inclement weather. UPLC follows the lead of Nome Public Schools. If the school system closes or has a late start time, UPLC will as well. Please listen to KNOM or KICY for updates in the morning, as closure decisions will be made by 7:15 AM. The radio stations call us “Kawerak Child Care.”

In the event that we are open, and the decision is made to close early, you will be contacted to pick up your child as soon as it is safe to travel. If emergency assistance is needed, appropriate authorities will be contacted.

Outdoor Play

Please send your child prepared to play outside everyday. UPLC is fortunate to have a large outdoor play area and our state licensing requirements dictate that we play outside everyday that it is possible. We will go outside everyday that the temperature is -10 or higher without wind-chill.

We do our best to keep track of your child's winter gear, but please assist us by labeling everything that you send in with your child.

Uiviilat Play and Learn Center, Child Care Services, and Kawerak, Inc. is not responsible for lost, stolen, or broken items.

What to Bring to UPLC

Infants:

- Prepared formula or breast milk for the day
- Baby food
- Pacifiers
- Favorite blanket
- Diapers, wipes, diaper cream
- 3-4 changes of clothing
- Sweater or Jacket

Toddlers:

- Pacifier(if needed)
- 3-4 Changes of clothing
- Favorite blanket
- Diapers, wipes, diaper cream
- Sweater or jacket

3 to 5 Year Olds:

- Favorite blanket
- Diapers, wipes, diaper cream-if needed
- Sweater or Jacket

Field Trips

We have opportunities to visit places in the community for special events and fun activities.

You will be asked to sign a parent permission slip for every unordinary occasion your child has to leave the center at least one week in advance with details of the outing and a transportation plan.

We currently participate in Library Story hour for our preschool children at the Nome Public Library. During the summer, we attend the Jr. Park Ranger Program. School age children have one or two outings per week on the full day schedule.

Parent volunteers are always welcome and encouraged to attend fieldtrips.

Transportation Policy

When going on a field trip, UPLC will sometimes utilize the Kawerak Child Care Service's vehicle. The vehicle provided by UPLC is a 2012 Chevrolet Silverado. Every driver of this vehicle holds a current and valid driver's license and has up to date certification in CPR and First Aid. The vehicle, when children are aboard, shall not be left unattended for any time. The children must be contained in car seats or seat belts, depending on what is appropriate for their age group. Parents will be asked to sign a Field Trip/Transportation permission slip prior to each outing.

Parental Access and Visiting Policy

You are welcome to visit your child at the center at anytime. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on your yellow emergency card will not be allowed to visit with your child in the classroom. Please feel free to contact your child's lead teacher or the program director if you would like to set up a visit at UPLC for extended family members.

Substitute Caregivers

Kawerak CCS program staff members are the first substitute teachers in the classroom as needed. If substitute teachers are used, they are required to go through the same hiring and background check procedures as all other UPLC teachers.

Supervision of Children/State Minimum Ratios

Children in our program are supervised at all times by trained and professional caregivers who are within eyesight and ear sight of the children at all times, even at naptime.

We may use a substitute caregiver in place of your child's normal caregiver. Substitute caregivers are usually Kawerak Child Care office staff, and are subject to the same screening and training as your child's normal caregiver.

The State of Alaska Minimum Ratios are as follows:

Infants-1:5

Toddlers 1:6

Preschool 1:10

School Age 1:14

We strive to have better ratios than the minimum dictated by the state by having three caregivers in each room.

Meals and Snacks

We provide **nutritious** meals and snacks for all children. We provide lunches through a contract with Norton Sound Health Corporation, and during the summer, through a partnership with Nome Community Center's Summer Lunch Program.

To help offset the cost of food, parents may be asked to pay a daily nominal fee for each meal their child participates in at UPLC.

Please inform us and provide a doctors note of any documented allergies that your child may have.

We provide various types of formula for infants. We ask that you bring baby food from home when you are ready to introduce it to your child. Table food is provided when your child reaches twelve months of age.

Because meals are provided, and accommodations are made for children with allergies, we ask that food only be brought from home under the following conditions:

- Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management team.
- Prepackaged foods may be brought from home provided that they have no peanut products in them, and they were not processed in a factory that process peanuts, for birthdays and other parties.

Arrivals and Departures

Please sign your child in at the beginning of the day and sign your child out at the end of the day. You can sign in/out at the table by the front door.

UPLC opens at 7:30 AM and staff members are not responsible for children who arrive before 7:30 AM. Please do not leave your child unattended before this time.

We encourage your involvement in your child's classroom. Please take the time to walk your child into their classroom, ask about projects they may be working on and take an interest in what is going on at school. This sets the stage for your child having a great day.

Ill Children

If your child does not feel well enough to participate in their normal activities, please consider having them stay at home. Please call and inform us if your child will not be in attendance due to illness. We are concerned about the health of all of our children, and it is our responsibility to inform other parents regarding exposure to contagious diseases or other health risks. Please notify us as soon as possible if any of member of your household has developed a communicable disease.

Keep Your Child Home if he or she has any of these signs:

- Temperature of 100° or higher (100.8 for infants)
- Diarrhea twice in a 24 hour period
- Vomiting twice in a 24 hours period
- Open or draining skin sores
- Red, inflamed or draining eyes or ears
- Constant cough or nasal drainage
- Signs of pain-stomach, headache, sore throat, ect.
- Any unusual tiredness, paleness, or decrease in activity level
- Newly discovered or untreated lice

If Your Child Becomes Ill at UPLC

If your child displays any condition listed above, you will be asked to take your child home immediately. In the meantime, your child will be placed away from other children and placed in a separate area under direct supervision

When you pick up your child due to illness, your child is to show no further signs of illness for a full 24 hour period before returning to UPLC.

Policy Changes

Parents will be notified of all policy changes two weeks before they go into effect. A new copy of the parent manual will be placed in your parent mailbox with a notice of receipt signature page. Please sign, print, name and date the notice, and return it to staff. All new policies published in this manual will take effect when approved by the Kawerak Board of Directors.

Medication Administration

The Director or appropriate designee is the only person who may administer medication at UPLC. Medication will be administered under the following conditions:

1. Prescription medications must be in the original container showing the child's name, date filled, the expiration date, instructions, and the name of the health provider ordering the medication. Parents must provide written permission for the administering of the medication and indicated the dates and times the medication should be given.
The Medication Authorization Form can be obtained from staff.
2. Non-prescription medications such as cough syrup, non-asprin fever reducers, ect. Shall be administered for a short duration by the Director. **The Non-Prescription Medication Authorization form can also be obtained from staff.**
3. Items such as insect repellent, lotion, or sunscreen may be applied if you have provided written permission at the time of enrollment.

All Prescription Medication forms are valid for one week only. Additional forms are available if you need them.

Animals

Uiviilat Play and Learn Center does not allow animals on premises, with the exception of medically necessary guide animals.

Weapons

Under no circumstances are firearms owned by parents or visitors permitted within the facility.

Plants

Uiviilat Play and Learn Center does not allow plants in the classroom or within reach of children in the offices.

Behavior Intervention Policy

At Uiviilat Play and Learn Center, our vision is to provide the best education to the most children possible. We strive to help every child be successful and achieve their highest potential. We implement the Behavior Intervention policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At UPLC, we strive to develop a positive relationship between the child and teacher. We believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

When challenging behavior occurs, a meeting may be called between the Leadership Team, the primary teacher, and the parent. Our first goal will be to identify behavioral difficulties that the child is having. Parents will be asked to provide information and input regarding these challenging behaviors, and what steps should be taken to correct it. If problems continue, an additional intervention will be scheduled.

UPLC expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any family whose needs cannot be met.

Behavior Guidance Policy

Per 7 AAC 57.535

1. UPLC strives to help children develop age appropriate patterns of behavior that fosters constructive relationships and increasing ability to deal with everyday life.
2. UPLC provides positive reinforcement, redirection, and the setting of realistic expectations and clear and consistent limits for children.
3. We will not use discipline or a behavior management technique that is cruel, humiliating, or otherwise damaging to a child.
4. A child in our care will not be removed from the other children for more than 10 minutes, disciplined in association with food or rest, punished for bedwetting or actions associated with toileting or toilet training, disciplined by another child, subjected to verbal abuse, placed in a locked room, or physically restrained, except when necessary to protect another child, or mechanically restrained, except when using a protective device, such as a seatbelt, or chemically restrained, except when under the order of a physician and under the provisions of 7 AAC 10.1070.
5. If a child at UPLC has a pattern of out of control behavior, the child will be removed from the company of other children until the behavior has been stabilized.
6. Corporal punishment will not be used at UPLC.

Television and Computer Use

Uiviilat Play and Learn does not have a computer available for children at this time. If UPLC is able to purchase one in the future, this policy will be updated.

Television is used very sparingly at UPLC. Video and computer usage will never exceed 90 minutes in any 24 hour period. A log of all television viewings will be kept in the office for parents to review on demand.

Late Pick Up Fees

Uiviilat Play and Learn Center closes at 5:30 p.m. If a parent or person responsible for pick up arrives after 5:30 p.m. they will be charged \$20.00 for every 10 minutes per child until they arrive for pick up.

If it is after 5:30 p.m. and a child has not been picked up the closing teacher will begin calling emergency numbers on the child's registration.

If the child has not been picked up after 30 minutes and there has been no contact with a parent or emergency person, the authorities will be called and the child will be removed under their protection.

Enrolling Children with Special

Uiviilat Play and Learn Center is happy to enroll children with special needs, provided we can provide the supports and accommodations necessary for your child to be successful in our program.

It will be necessary to schedule a meeting with the Program Director, and Special Educators involved in your child's IEP or IFSP, and the core staff members that will be responsible for your child's care. This meeting will need to take place before enrollment so that we can create a plan of care, as required by our state licensing requirements, before your child's enrollment.

Withdraw Policy

Center Directed Withdraw-UPLC will un-enroll children for the following reasons:

- Children not in attendance for 10 consecutive business days without prior notification.
- Repeated failure to pay childcare bills on time. Arrangements will be made to collect your balance due.
- Failure to pick up your children on time after three warnings.
- Children's behavior becomes unmanageable and/or violent towards children or staff.
- Habitual biting.
- Repeated dropping off of an ill child.

Voluntary Withdraw

We require two weeks written notice prior to the voluntary withdraw of your child from our program. At that time, we will help you to make arrangements to pay the balance of your bill. Un-used VIP credit cannot be used to cover any portion of your child's last two weeks of care.

If there are any circumstances that keep you from meeting our two-week policy, please speak with the Director.

State Licensing Information/Parental Complaints

If you have special concerns or suggestions regarding the care of your child, please feel free to contact the Director who will work with you to address your concerns. Center suggestion forms are available in room 203.

You may also contact the State Child Care Licensing Program Office in Anchorage at 1-888-268-4632. For more information about licensed childcare programs please refer to the *Parents Guide to Licensed Child Care* attached to this manual.

Biting

Biting is a common and developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of three have developed more appropriate ways to communicate. UPLC will use the following preemptive strategies to circumvent biting.

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, they will be redirected to another activity.
- Parents will be notified if their child is bitten at school, but will not be informed of the identity of the biter.
- If a child under the age of three bites more than once a day, they will be sent home immediately after the second bite. If a child over the age of three bites another child, they will be sent home immediately after the first bite.

Daily Activity Sheets

Daily activity sheets are available for all children. Parents are required to fill out the top portion of the activity sheet every morning when dropping their child off at UPLC. If they would like to have the details of their child's day recorded, they would need to select that option on the form.

Staff Directory

Luisa Machuca, VP-EET

Eet.vp@kawerak.org/443.4354

Jessica Warren, Program Director-CCS

jwarren@kawerak.org/443.9073

Michelle Harvey, Child Care Supervisor

ccare.sup@kawerak.org/443.9072

RahShaunDa Farrell, Administrative Assistant

cc.aa@kawerak.org/443.9071

Classroom Phone Number

907-443-9074

Child Care Associates

The following people are qualified Child Care Associates:

1. Jessica Warren
2. Ashley Crowe
3. Ursula Lyon
4. Michelle Harvey
5. Vanessa Johnson