TRIBALLY APPROVED RELATIVE PROVIDER HANDBOOK

Child Care Services
P.O. Box 948
Nome, AK 99762
www.kawerak.org
Email: intake@kawerak.org
1-800-450-4341 or (907) 443-4358
Fax (907) 443-4485 for eFax (907) 802-6183

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Welcome to Kawerak Child Care Services

Dear Provider,

We are very happy you’ve decided to join Kawerak Child Care as a Tribally Approved Relative Provider. We look forward to working with you to provide safe, quality child care. Our children, families, and communities benefit from your service. We hope you find this Handbook to be a useful guide and reference. Please let us know if you have any ideas, questions, or concerns.

Our Mission

Kawerak Child Care Services (CCS) prioritizes, “Partnering with parents and organizations to increase safe, quality, affordable child care for our children and families.”

Child Care Development Fund

The Child Care and Development Fund (CCDF) program, part of the overall federal Child Care Development Block Grant, supports state and tribal efforts to provide child care services for low-income family members who work, attend school, are enrolled in job training, job search or conduct subsistence activities. CCDF funds may also be used to support children who receive or need to receive protective services.

CCDF / Tribal Partnership Goals include:

1. Protect the health and safety of children in childcare
2. Help parents make informed consumer choices
3. Enhance the quality of child care
4. Provide equal access to stable child care for low-income families

Having a variety of high-quality child care options for families to choose from, such as Tribally Approved Relative Provider care, has six positive outcomes for children, families and communities:

- **Regular Schedule and Activities**- all young children benefit from a daily routine of eating, napping and playing along with a variety of age-appropriate activities promoting positive development.
- **School Readiness and Academic Achievement**- research studies show that young children have higher cognitive and academic achievement scores as teens if they spent time in high-quality child care as young children.
- **Time with Peers**- young children learn how to problem-solve, share and otherwise play and learn well together, while their minds are still growing and personalities still emerging.
- **Interaction with other Adults**- child care provides an opportunity for children to see other adults as mentors and authority figures able to provide positive guidance.
- **Smoother Transition to Kindergarten**- children who received high quality child care found it easier to adjust to their next educational setting.
- **Social and Economic Benefits for Parents**- finding quality child care where children are supported, engaged, encouraged and exposed to a positive attitude enabled parents to participate fully in work education, job training and other financial goals.
SECTION 1 – PROGRAM SERVICES

1.1 Tribally Approved Relative Provider (TARP) Care

The Tribally Approved Relative Provider program aims to respond to our family’s natural care for each other through generations of extended family.

A Tribally Approved Relative Provider must be 18 years or older and willing to offer child care services in their own private residence, or the child’s residence. The Provider must be related by blood, marriage or court order-decree. Eligible providers include great-grandparents, grandparents, aunts, uncles, and siblings (as long as the sibling does not reside in the same household as the eligible child). Tribally Approved Relative Providers may care for no more than five (5) children under 13 years of age, including the provider’s own children. In some cases, care may be approved for older children under the age of 19 if a documented physical or mental disability is verified. Relative Providers may only receive payment for up to four (4) children in care.

If providing care in the child’s residence, all children must be from one family and under 13 years of age. With parental permission, the Relative Providers may bring their own child, but no more than five (5) children may be cared for in total.

Parents may select a Tribally Approved Relative Provider for primary child care services for their child or may select a Tribally Approved Relative Provider as their secondary child care provider when their primary provider is unavailable or closed. To be a secondary provider, one must be a Tribally Approved Relative Provider or a State Licensed Child Care Provider and may provide care for up to a maximum of five (5) days per month.

Tribally Approved Relative Providers will be paid a daily rate, calculated in part-time or full-time increments.

Application Process to be a Relative Provider

To become a Tribally Approved Relative Provider, a complete application must be submitted to Kawerak Child Care Services. The application includes the following documents:

- Tribally Approved Relative Provider Application
- Child Care Background Check (Authorization to Release Confidential Information)
- Tribally Approved Relative Provider Responsibilities
- Health and Safety Assurances
- W 9 Form
- 945 Tax Withholding Authorization Form

Upon review of the completed application, Kawerak Child Care Services will notify the prospective provider of their determination. Any care provided by the Provider prior to Kawerak Child Care Services authorization and approval, will not be compensated through Kawerak Child Care Services.

Kawerak Provider Agreement

All providers will be issued a Tribally Approved Relative Provider Handbook which will outline the requirements of being an eligible provider for Child Care Services. The Handbook will include the Kawerak Provider Agreement to be signed by the interested provider. The agreement includes receipt of the TARP Handbook, willingness to complete six (6) hours of Orientation training during the first 90 days of hire,
willingness to complete six (6) hours of annual training after the first year and annually thereafter, willingness to receive at least one site visit every two years and adherence to all assurances contained in the application including:

### TARP Rights and Responsibilities

- I understand that in order to get approved as a Kawerak Tribally Approved Relative Provider, my application and the Child Care Assistance Application of the parent(s) must be complete and approved prior to providing any child care services.
- I understand as a Tribally Approved Relative Provider, I will be reimbursed for the days and times that the parent is determined eligible. Child care services provided outside the days and times of the Letter of Authorization are to be paid by the parent.
- I will notify Kawerak Child Care staff immediately if there are any changes to my household, if care is being provided in my home. This includes changes in any household members 18 years and older, temporary or permanent, who were not identified on my original application.
- I will give the parent(s) and Kawerak Child Care staff at least 14 days’ notice of my intent to end child care services, or a shorter period may be agreed upon with mutual agreement between myself and parents.
- I agree that the parent(s) will have unlimited access to the home whenever their children are in care.
- I will never leave the children in my care unattended or with another person.
- I understand that I am a mandatory reporter of any suspected abuse or neglect of the children in my care and that I will notify the appropriate authorities.
- I agree to abide by the Health and Safety assurances for providing child care services.
- I agree to hold Kawerak, Inc. harmless from any liability, claims, or damages that may result from the child care provider of its obligations under the terms of this agreement.
- I will maintain written records that reflect the arrival and departure time of children in care. I will submit the original Provider Attendance Log and Payment Certificate Time Sheets on the appropriate due dates.
- I understand that I may not misrepresent facts to receive child care subsidy payments. I understand that any benefits received in error must be repaid and may result in denial of further participation in the program.
- I understand that I will select my tax withholding amount and will be responsible for any tax liability I may have regarding the wages received.
- I will respect and maintain the confidentiality of parents participating in the program.

### Health and Safety Assurances

As a Tribally Approved Relative Provider participating in Kawerak Child Care Services, I agree to the following assurances:

- Space and equipment arrangements are adequate for the child(ren)’s safety and comfort.
- Ventilation, temperature, and lighting are adequate for the child(ren)’s safety and comfort.
- A safe play area is provided in both inside and outside areas.
- Floors and walls are clean and maintained in a safe condition for the child(ren).
- At least one smoke detector is installed at an appropriate location in the home or facility.
- The home or facility has at least one fire extinguisher in the kitchen, which is maintained in an operable condition at all times.
- Combustible and flammable materials are not stored in the water heater rooms, furnace rooms, or laundry rooms but stored in a safe place.
In case of a fire, my first responsibility, as a provider, is to evacuate the child(ren) to safety.

Toys and objects (including high chairs) are safe, durable, easy to clean, and non-toxic.

The home as a first aid kit which is inaccessible to the child(ren) and stored in a convenient location.

Diaper changing is not done in the food preparation area.

Use of a common towel or wash cloth will not be allowed.

Firearms are unloaded and kept locked up; ammunition is stored in a separate location.

Child(ren) in care will never be left alone or with someone else.

Physical, verbal or emotional punishment will not be used as a form of discipline.

Use of alcohol, drugs, or tobacco will not be allowed during child care service hours.

Medicines, cleaning substances, and dangerous materials will be kept in locked cabinets.

The parents will be contacted for any injury to the child(ren) requiring medical treatment or for serious illness.

Medicine will be given only with the parent’s written instructions.

I will wash my hands before and after handling food, and after changing diapers and using the bathroom.

The child(ren) will never be around a person or animal known to be dangerous.

Food will be stored, refrigerated, and prepared properly.

1.2 Tribally Approve Background Checks

Tribally Approved Background Checks must be completed for all Tribally Approved Relative Providers. The background check will be conducted for the provider and all household members eighteen (18) years and older who are living in the household where care is being provided. The background check must be completed and notification to proceed must be given prior to any child care being approved under Kawerak Child Care Services.

The Authorization to Release Information form must be signed and submitted with the Provider Application. The authorization provides permission for Kawerak Child Care Services to conduct the background check. There is no cost to the Provider or any other household member for the Tribally Approved Background Check. Background checks must be completed prior to approval as a Kawerak Child Care Services Provider and will be conducted annually thereafter for the provider and adult household members. Child Care Staff must be notified immediately if there are any changes in household members 18 years or older on a temporary or permanent basis.

A Kawerak Child Care Services Tribally Approved Background Check includes the following data sources:

a. State of Alaska Child Abuse Registry
b. State of Alaska Sex Offender Registry
c. State of Alaska Court View Records

1.3 Relative Provider Orientation

All Providers must participate in a six (6) hour Orientation training within 90 days of hire. Orientation may be delivered through telephone communication, video-conferencing, webinars, review of informational and educational materials, face to face training or other forms of training delivery. The six (6) hour orientation may be scheduled in time blocks over the 90-day period to accommodate providers schedules. Review of the TARP Handbook and other important policies and procedures related to Tribally Approved Relative Provider care will be part of the orientation process. Kawerak Child Care Services staff will contact the Provider to schedule your orientation.
1.4 Relative Provider Annual Training

To maintain eligibility as a Tribally Approved Relative Provider, all providers must complete six (6) hours of annual training after the first year and annually thereafter. Training may be delivered through telephone communication, video-conferencing, webinars, attending conferences, review of informational and educational materials, face to face training or other forms of training delivery. Annual training may include topics of interest to the Provider and other child development and health and safety information, child care program updates, promoting culturally responsive care, language and culture activities, gross motor development, early literacy, outdoor play, positive guidance and discipline and positive social emotional development.

1.5 Site Visits

Kawerak Child Services will arrange to visit each Provider at least once every two (2) years or sooner if requested by the provider, parents, Kawerak Child Care staff or if a concern arises. This visit is to provide support to the Provider on child development and health and safety practices. Kawerak Child Care staff will contact the Provider in advance to schedule the visit. The visit will be conducted by a Kawerak staff member who is trained in child development. Upon completion of the visit, the Kawerak staff member will share with the Provider any feedback or guidance from the visit. If any immediate health and safety concerns are observed, the provider may be asked to correct the concern immediately or a support plan will be provided which includes the required timeframe and resources for follow up.

1.6 Program Contracts

If you have any questions, ideas, or concerns we’d love to hear from you. Please contact Bridie Trainor, Child Care Program Director, (btrainor@kawerak.org) at (907) 443-4352. Season Haugen, Child Care Program Coordinator, (shaugen@kawerak.org) at (907) 443-4263, or Crystal Taxac, Intake Coordinator, intake@kawerak.org at 1(800) 450-4341 or (907) 443-4358.
SECTION 2 - PAYMENT RATES, ATTENDANCE AND TIMESHEETS

2.1 Payment Rates

Kawerak Child Care Services takes a variety of information into account when setting provider payment rates. Information may include the results from state or regional child care market rate surveys, rates for comparable services in the local community and the availability of CCDF funds. Child Care payment may be provided for up to four (4) children in care.

- Tribally Approved Relative Providers (including secondary providers) will be paid on a daily rate which include a part time daily rate and a full-time daily rate.
- Part-Time Daily Rate $26 - the part time daily rate is used for care of up to 5 hours per day
- Full-Time Daily Rate $48 - the full-time daily rate is used for care that exceeds 5 hours per day
- Daily rates will be prorated: 1st and 2nd youngest child will be paid at the daily rate. 3rd child will be paid at 75% and 4th child at 50% of the daily rate.
- Care for children with a documented disability will be paid at the regular daily rate.
- Secondary Providers may be paid for up to five (5) days in a month.

Providers who believe a payment error has occurred should contact Kawerak Child Care Services as soon as possible. In the case of overpayment, duplicative payment or payment made in error, Providers will be required to refund any incorrect payment.

2.2 Provider Attendance Log

Payment to Tribally Approved Relative Providers is based on the daily attendance of children in care. Attendance Logs will be used to verify children’s daily attendance. Kawerak Child Care Services will provide instructions on how to fill out the Provider Attendance Log during the orientation process. The Provider Attendance Log must include information such as month, day, and arrival and departure time for each child. The Attendance Log must be submitted with the Provider Certificate Timesheet in order to receive payment for services.

Tribally Approved Relative Providers may submit a Provider Certificate Timesheet and Attendance Log bi-weekly or monthly for payment. Bi-weekly submittal is due no later than two weeks after the 15th and 30th of the month. Providers choosing to be paid once a month must submit their Payment Certificate Timesheet and Attendance Log by the 15th of the following month.
2.3 Payment Certificate Timesheet

Kawerak Child Care Services will provide payment to Providers through direct bank deposit or by check. Tribally Approved Relative Providers may choose to receive payment twice a month or once a month. Kawerak Child Care Services will provide instructions on how to fill out the Payment Certificate Timesheet during the orientation process. All timesheets must include Provider’s name, individual names of children in care, month, total hours in attendance per day by child and Provider and parents’ signature and date.

Providers and Parents are responsible for ensuring the information is reported accurately. If attendance records or timesheets contain errors Kawerak Child Care Services may request an adjustment in payment. Providers and parents may be held accountable for improper billing and both may be held responsible for improper billing practices or prosecuted for fraud.
SECTION 3: QUALITY CHILD CARE SERVICES

3.1 Child Abuse and Neglect

If a Provider has reasonable cause to suspect an incident of child abuse or neglect, a report must be made to the Office of Children’s Services (OCS). All reports are confidential. When a Provider makes a report in good faith, the Provider is protected against civil/criminal penalty. Please inform the Kawerak Child Care Director after you have made the report if the report concerns a child enrolled in Kawerak Child Care Services. If you wish to make a report but need assistance, please contact the Kawerak Child Care Director or staff. Information on where to report 24-hour/7 days a week Child Abuse/Neglect Hotline, please call 1-800-478-4444 or make an online report at www.ReportChildAbuse@alaska.gov

3.2 Parental Access to Children in Care

Parents must have unlimited access to their children during the hours that the children are in care.

3.3 Release of Children in Care

Providers may only release children to their parents or other authorized individuals designated by the parent. A child should not be released to any individual without prior authorization from the parent.

3.4 Meals and Snacks

Providers should plan for children’s meals and snacks during care. Providers should communicate with parents to understand the child’s meal patterns, including likes and dislikes. Providers should ask parents of any known allergies or food sensitivities for the child, including formula or milk type, if appropriate. Making accommodations for breast-feeding or the storage and use of breast-milk are encouraged for infants. Kawerak Child Care Services encourages healthy, age appropriate, meal choices. Food items for meals and snacks are the provider’s parent’s responsibility.

3.5 Daily Activities

Providers can offer a variety of age-appropriate activities for children while in care. Many household items can be used to create fun activities such as empty cereal boxes, egg cartons for sorting objects, newspapers or socks to make balls to throw in a box or clothes hamper. Please make sure all materials are appropriate for the age of the child and that supervision is provided at all times. Please keep any screen time to age-appropriate intervals. Kawerak Child Care Services can support you with additional ideas for child development activities. Possible activities include:

- Reading
- Story Telling
- Art Activities
- Building / Construction
- Music
- Catch
- Dress Up
- Cooking
- Walks
- Outdoor Playtime
- Singing / Dancing
- Sports
- Language Learning
- Writing
- Household Chores
- Board Games
- Gathering / Preparing Foods
- Traditional Games

Outdoor play time is encouraged for young children based on age-appropriate lengths of time and appropriate weather conditions. Providers must ensure children are dressed appropriately for outdoor play. Outdoor play areas used by children should be free of garbage, excess litter and any other dangerous objects. Providers must
supervise children at all times while outdoors. All necessary safety precautions should be taken around permanently standing water, traffic and other potential hazards for young children.

3.6 Toys and Materials

Toys and children books are best when accessible to the child’s reach. All toys and materials should be in good shape and free of any sharp edges or broken pieces. Toys and materials are ideal when appropriate for the child’s age and developmental level. All toys and materials should be sanitized regularly.

- Construction Toys/Legos
- Watercolors for painting
- Books
- Stacking Toys
- Small Plastic or Wooden Animals
- Toy Cars/Trucks
- Art Paper/Children’s Scissors
- Crayons/Colored Pencils
- Musical Instruments
- Dolls
- Blocks
- Puppets
- Peg Boards

3.7 Transportation

Providers are advised not to transport any child in care to and from appointments or school, etc. Kawerak Child Care Services is not liable for any accidents or problems that may occur if the parent allows you to transport their child(ren). Transportation to and from school is the responsibility of the parent.

3.8 Waiver of Liability

As a Provider you agree to hold Kawerak, Inc. harmless from any liability, claims, or damages that may result from the child care provider of its obligations under the terms of this agreement.

SECTION 4: RESOURCES AND SUPPORT FOR PROVIDERS

4.1 Quality Improvement Mini Grants

Opportunities are available for Providers to apply for quality improvement funds to purchase age-appropriate toys and materials, health and safety supplies, attend training opportunities, pursue a State Child Care License or make minor home health and safety improvements. Applications for Quality Improvement Mini Grants are available by contacting Kawerak Child Care Services. Child Care Services staff will provide assistance to you in filling out your application and selecting and ordering materials for quality improvement grants.

Mini Grants may be awarded for up to $5,000 and are contingent on the availability of CCDF funds. Grant applications will be reviewed by Kawerak Child Care staff and notification will be made to the Provider if the grant application is approved.

Health and safety improvements to ensure the safe care of young children may include but not limited to: repairing stairs/walkways for children’s access, providing child safe play areas, installing egress windows, floor covering, or other safety issues within children’s reach. Safety equipment may include but not limited to obtaining or replacing fire extinguishers and carbon monoxide detectors, First Aid kits, Pediatric First Aid and CPR training, Emergency Preparedness supplies, safe sleep items such as mats, cribs, or sheets, or any other improvements meeting CCDF health and safety criteria.
4.2 Training and Professional Development Opportunities

Kawerak Child Care Services is committed to providing training and professional development opportunities to increase provider knowledge and competencies in caring for young children. Kawerak Child Care Services partners with Head Start/Early Head Start and other early childhood programs to host training and professional development opportunities for all providers. Training opportunities may include attending early childhood conferences, webinars, teleconferences, receiving books and resource materials, attending college classes, or other early care and learning related opportunities. Topics may include early childhood development, infant/toddler care, First Aid/CPR classes, child care business development, health and safety, nutrition for young children, early literacy, working with children with disabilities, promoting cultural activities and language, Child Development Associates Credential, and family empowerment. Kawerak Child Care Services staff will notify you of any upcoming training opportunities. In addition, during orientation and annually thereafter, Kawerak staff will ask providers what topics are of interested to them and will connect providers to available resources and future professional development opportunities.

4.3 TARP Resources

Kawerak Child Care Services has a variety of resources to assist and support Tribally Approved Relative Providers. These resources include issuing health and safety equipment such as fire extinguishers, First Aid kits, carbon monoxide detectors, emergency disaster and preparedness kits, backpacks containing children’s books, educational toys and activity ideas, child health and development books, dental kits, pamphlets on a variety of children’s topics, ideas for outdoor activities, infant and toddler supplies, art supplies and school readiness activities and materials. Please contact Kawerak Child Care Services for more information on receiving TARP resources.

4.4 Becoming a State Licensed Provider

Providers who may be interested in exploring or becoming a State Licensed Child Care Provider can contact Kawerak Child Care Services for more information. A short power-point presentation is available from Kawerak Child Care Services which provides an overview of the steps to become a licensed provider. Licensed providers must obtain a State of Alaska Business License and are eligible to receive State Child Care Assistance. Kawerak Child Care Services can provide support and technical assistance to any Tribally Approved Relative Provider who would like to become state license. Providers may also refer to the Alaska Child Care Program Office for more information at www.dhss.alaska.gov/dpa/Pages/ccare

4.5 State and Regional Resources

There are many state and regional resources available to support child care providers and child care services. The organizations and websites below offer additional child care information, guidance and resources:

- Kawerak Child Care Services www.kawerak.org (907) 443-4358
- Nome Eskimo Community https://www.necalaska.org/ (907) 443-2246
- Special Education Services ages 3-12 years of age
  Nome Public Schools (907)443-6208
  Bering Strait School District (907)624-4288
- Best Beginning [www.bestbeginningsalaska.org](http://www.bestbeginningsalaska.org) (907) 297-3300
- Thread [https://www.threadalaska.org/](https://www.threadalaska.org/) (907) 265-3100
- Better Kid Care [https://od.bkc.psu.edu/](https://od.bkc.psu.edu/)
- The Cares School [https://www.carecourses.com/Ecommerce/CoursesByTopic.aspx](https://www.carecourses.com/Ecommerce/CoursesByTopic.aspx)
- University of Alaska Fairbanks [https://www.uaf.edu/admissions/](https://www.uaf.edu/admissions/)
- The Alaska Poison Control System 1-800-222-1222 or text the word poison to 797979 [http://dhss.alaska.gov/dph/Chronic/Pages/InjuryPrevention/Poison/default.aspx](http://dhss.alaska.gov/dph/Chronic/Pages/InjuryPrevention/Poison/default.aspx)