



Uiviilat Play and Learn Center (UPLC)
and Early Head Start-Child Care Partnership (EHS/CCP)
Programs

Parent Handbook

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Numbers and Ages of Children Served

The Nome UPLC and the EHS/CCP Center is licensed by the State of Alaska Child Care Program Office to care for up to 72 children ranging from ages birth to six (6).

Enrollment Requirements and Procedures

Uiviilat Play and Learn Center (UPLC) and the Early Head Start/ Child Care Partnership (EHS/CCP) are licensed by the State of Alaska Child Care Program Office to care for 72 children from the ages of birth to 6 years old. Children must be enrolled through Head Start’s ERSEA Specialist or Child Development Service Manager. The application process will be in accordance with Head Start Performance Standard and State of Alaska Child Care regulations.

Before admission of an accepted child, a valid immunization certificate or evidence that the child is exempt from immunization must be provided.

Fees and Payment Requirements

Tuition for the UPLC and the EHS/CCP are as follows:

* *Effective 06/01/2023*

	Full Time	Part Time
0-12 months	\$1,625	\$975
13-36 months	\$1,525	\$925
37 months-60 months	\$1,225	\$725
61 months-144 months	\$1,225	\$725

UPLC and Early Head Start/Child Care Partnership work with subsidy providers to allow many families to pay for child care on a co-pay only basis. Parents/Guardians are required to apply for child care subsidy, when applicable, and re-new when required. Full tuition payments or required co-payment are due before the first day of the month of which a child is scheduled to attend. Payments are considered late by the 5th of the month, and a student may be removed from the program after 30 days if the payment is still not paid after 30 days.

Examples of organizations from where child care assistance may be received are:

- State of Alaska Child Care Assistance Office
- Tribal Child Care and Development Fund Programs:
 - ✚ Kawerak, Inc.
 - ✚ Maniilaq
 - ✚ Association of Village Council Presidents
 - ✚ Arctic Slope Native Association
 - ✚ Cook Inlet Tribal Council
 - ✚ Bristol Bay Native Association
 - ✚ Tanana Chiefs Conference
 - ✚ Aleutian/Pribilof Islands Association
 - ✚ Central Council Tlingit and Haida Tribes of Alaska
 - ✚ Kodiak Area Native Association
- TANF Pass I Assistance
- Foster Care Child Care Payments
- Adoption Child Care Payments

Early Head Start/Child Care Partnership & Subsidy

1. All new applicants for the EHS/CCP must have permanent full-time child care subsidy to be eligible for acceptance into the program.
2. The only exception to number 1 for an applicant not eligible for permanent full-time subsidy, is for an applicant with a current Individual Family Services Plan through the Infant Learning Program or an Individual Education Plan through a school district. If accepted, the family will be required to pay the full child care rate.
3. If a family is offered an EHS/CCP slot for their child, the family has five (5) business days to accept or decline. If the family fails to respond within 5 business days or the family declines the slot, the child will be removed from the EHS-CCP waiting list and the family must re-apply with a new verification of income and/or subsidy again if they are interested in a slot at a later date.
4. Kawerak Child Care Services and Head Start staff will assist families when possible, prior to subsidy expiration dates (at least 30 days before expiration), to assist with subsidy reauthorizations.
5. If during a school year an existing enrollee's family is no longer eligible for permanent full-time child care subsidy due to increased income levels and their ineligibility for subsidy is verified, the family may choose to keep their child in the program provided the family agree to the following graduated payment plan over a one year period:
 - Families will be responsible for existing co-pay amounts during months 1-3
 - Existing co-pay amounts plus 25% of the full payment remaining during months 4-6
 - Existing co-pay amounts plus 50% of full payment remaining during months 7-9
 - Existing co-pay amounts plus 75% of full payment remaining during months 10-12
 - 100% of payments for the duration of an enrollees participation in the program unless family incomes decrease and the family is eligible for subsidy again.
6. If during a school year an existing enrollee's family is no longer eligible for permanent full-time childcare subsidy for any reason and the ineligibility for subsidy is not verified, the family will be allowed to continue the program if the family agrees to paying in full as soon as the subsidy ends or the enrollee will be unenrolled.
7. In the event a family does not pay their co-payment amount prior to the month it is due, the family will have 30 days to pay it or set up a payment plan where current amounts are paid on time while a payment plan is arranged for balances in arrears. If a family fails to keep their payment plan after 30 days, the child will be unenrolled and their slot opened for waiting list applicants.
8. In the event a child has not participated in the EHS/CCP program and the family has had no contact with staff for 10 business days, the family will be notified in writing that their child will

be unenrolled after 10 more business days if the family does not make contact with staff. Staff will make daily effort to contact families when a child is not attending and families have not notified staff in an effort to ensure the safety of the child and the family.

Hours and Days of Operation

Operation hours are from 7:30 AM-5:50 PM on days that the center is open.

Children services are from 7:45AM-5:15 PM.

UPLC and the EHS/CCP will follow the local school district's calendar. Site will also follow the unscheduled closures of their school districts due to weather, emergencies or add days to accommodate for make-up days.

Scheduled Closures:

- Staff Professional Development Days, minimum two per month
- New Years
- One week for Iditarod Break (March)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Thanksgiving and Heritage Day (November)
- Two weeks for Winter Break (December)

All changes to the scheduled dates will be shared with families with as much advance notice as possible, and will be posted on all parent education boards and at all entrances.

Nome Public Schools calendar is available at www.nomeschools.com

Kawerak Head Start Program Calendars are available at www.kawerak.org, and will be provided to families during orientation.

All scheduled closures will be posted in each classroom and at all entrances of the Titut Ininat building.

All changes will be posted on-site, paper notices will be provided to parents, notice will be posted on Kawerak Head Start and Early Head Start Facebook page, and a Remind text notice will be sent to participating families.

Summary Plan for Supervision of All Children

[7 AA 57.500]

- 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 subject to the same screening and training as your child's normal caregiver.

Classroom Ratio Standards:

Infants/Toddlers- 1:4

Preschoolers-1:10

Preschool classrooms with more three year olds than four year olds will be capped at 17 students per Head Start performance standard.

Child Illness and Medication Policy

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 members of your household have developed a communicable disease.

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

- Temperature of 100.4° or higher
- 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, etc.
- Any unusual tiredness, paleness, or decrease in activity level
- Newly discovered or untreated lice

If your child displays any condition listed above, you will be asked to pick up your child as soon as notified. In the meantime, your child will be placed away from other children in a separate area with direct supervision. When you pick up your child due to illness, your child is to show no further signs of illness, without the aid of medication (fever reducer), for a full 24 hour period before returning. **If your child is sent home due to showing signs of COVID-19 then your child will need to stay home for 72 hours after your child has stopped showing signs of illness.** For more information see the Kawerak Head Start policy titled Illness in the Classroom.

Administration of Medication

In order for any staff member to be able to administer any medication or medical procedure it is a requirement that there be a written parental request (signed and dated) which includes the time/date of the last dose taken. Prescription drugs must be in the original container clearly labeled with the child's name, name of the drug, name of prescribing doctor, and directions for administering. This also applies to non-prescription medication/supplements. For more information see the Kawerak Head Start policy titled Authorization to Administer Medication.

Typical Daily Schedule of Activities for Head Start /UPLC classrooms (ages 3 and up)

7:45 AM	DOORS OPEN FOR DAILY ARRIVALS
7:45AM	EXPLORATION AND FREE PLAY
8:30AM	BREAKFAST
9:15AM	GREETING TIME
9:30AM	GYM/LARGE MOTOR ACTIVITIES
10:00AM	SNACK TIME
10:45AM	INDOOR CHOICE ACTIVITIES
11:00 AM	CLEAN-UP TIME
11:10AM	OUTDOOR FREE PLAY
11:55AM	GROUP/STORY TIME
12:10PM	LUNCH
12:45PM	REST PREPARATION
1:00PM	REST TIME OR QUIET INDIVIDUALIZED ACTIVITIES OR PREPARATION FOR DEPARTURE/BUS
2:15PM	ARRIVAL OF AFTERSCHOOL CHILD CARE STUDENTS
2:45PM	SNACK TIME
3:00PM	OUTDOOR FREE PLAY/INDOOR CHOICE ACTIVITIES
3:45PM	GYM/LARGE MOTOR ACTIVITIES
4:35PM	GROUP/STORY TIME
4:50PM	INDOOR CHOICE ACTIVITIES
5:00PM	CLEAN-UP TIME
5:15PM	PREPARATION FOR DEPARTURE/FINAL DEPARTURES

Typical daily Schedule of Activities for Early Head Start/Child Care Partnership classrooms (birth to 3 years)

7:45 AM	DOORS OPEN DAILY ARRIVALS
7:45 AM	FREE PLAY AND EXPLORATION
8:30 AM	BREAKFAST
9:00 AM	FINE MOTOR-MANIPULITIVES-LAB
9:30 AM	CIRCLE TIME- CULTURE AND LANGUAGE
10:00 AM	GYM/OUTDOOR PLAY
10:30 AM	DRAMATIC PLAY- STORY TIME
11:00 AM	FREE PLAY
11:30 AM	LUNCH
12:00 PM	REST TIME OR QUIET INDIVIDUALIZED ACTIVITES
2:30 PM	SNACK
3:15 PM	GYM/OUTDOOR PLAY
3:45 PM	FREE PLAY/INDOOR CHOICE ACTIVITIES
4:30 PM	GROUP/STORY TIME
4:45 PM	MUSIC/DANCE
5:00 PM	CLEAN-UP TIME
5:15PM	FINAL DEPARTURES

Television and Movie Viewing

[7 AAC 57.520(a)(3) and (4)]

Screen time during hours of care are limited to no more than 30 minutes, daily, to include computers, iPads, and other screen activities.

Behavior Guidance Practices

[7 AAC 57.535]

1. We strive to help children develop age appropriate patterns of behavior that foster constructive relationships and increase their ability to deal with everyday life.
2. We provide positive reinforcement, redirection, and set realistic expectations with clear and consistent limits for children.
3. We will not use discipline or a behavior management techniques that are 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 child or others) 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 and the EHS/CCP 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 and parental meetings will be set up to create a behavior guidance plan.
6. Corporal punishment will not be used at UPLC and the EHS/CCP.

Cold Weather and Outdoor Play Policy

Caregivers are encouraged to take children outside daily, as weather permits.

Parents are asked to bring weather appropriate clothing for their children every day. Adverse weather will be considered when the temperature outside is colder than 0 degrees Fahrenheit for Early Head Start/Child Care Partnership and -10 degrees Fahrenheit for Head Start with wind chill. If it reaches these temperatures children will play inside.

Meals

Meals are provided in accordance with Head Start Performance Standards and follow the Child and Adult Care Food Program (CACFP).

CACFP WEEKLY MENU TEMPLATE WITH QUANTITIES for CHILDREN

WG or WGR (1 whole grain or whole grain-rich required each day if serving grain). Only 1 juice per day.

Milk for Children 1 year: Whole Milk for children over 2 years: 1% or Nonfat

Ages 1-2	Ages 3-5	Ages 6-12	Meals	Monday	Tuesday	Wednesday	Thursday	Friday
			Write Dates:	February 10 ^a	February 11 ^a	February 12 ^a	February 13 ^a	February 14 ^a
Amounts	Amounts	Amounts	(B) Breakfast					
4 fluid oz.	6 fluid oz.	8 fluid oz.	Fluid Milk	Milk	Milk	Milk	Milk	Milk
¼ cup	½ cup	½ cup	Vegetables, fruit or both	Mangoes	Blueberries	Strawberries	Mixed berries	
½ serving	½ serving	1 serving	Grain	Bagel w/ Cream Cheese (WGR)	Granola (WGR)	Buttered toast (WGR)	Pumpkin Pancakes (HM, WGR)	Cooks choice
½ oz	½ oz	1 oz	Meat/Meat Alt (no more than 3x in place of grain)		Yogurt			
(L) Lunch								
4 fluid oz.	6 fluid oz.	8 fluid oz.	Fluid Milk	Milk	Milk	Milk	Milk	Milk
1 oz	1 ½ oz	2 oz	Meat/Meat Alt	Ground Beef Stroganoff D-24	Macaroni & Ham Salad E-10A	Teriyaki Chicken D-12	Macaroni & Cheese D-20	Tuna Melt F-01
1/8 cup	¼ cup	½ cup	Vegetable	Peas & carrots	Green beans	Steamed broccoli	Green beans	Carrot sticks
1/8 cup	¼ cup	¼ cup	Fruit	Mandarin oranges	Orange slices	Tropical Fruit	Grapefruit	Apple slices
½ serving	½ serving	1 serving	Grain	Egg noodles	Macaroni noodles (WGR)	Brown rice (WGR)	Noodles (WGR)	Whole grain bread slice (WGR)
(P) PM Snack <i>One serving from each of any two groups for snacks.</i>								
4 fluid oz.	4 fluid oz.	8 fluid oz.	Fluid Milk	Water	Water	Water	Water	Water
½ oz	½ oz	1 oz	Meat/Meat Alt	Cheese slices		Mixed Berry Smoothie (HM)		Peanut butter
½ cup	½ cup	¾ cup	Vegetable		Oven Fries I-05			Celery
½ cup	½ cup	¾ cup	Fruit	Apple slices	Peaches		Orange slices	Raisins
½ serving	½ serving	1 serving	Grain			English muffins	Ritz (WGR)	

Alaska Department of Education & Early Development

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Parent Permission Policy- Field Trips

All field trips and off campus activities will be planned and approved by management at least two weeks in advance. Parents will also be notified as soon as the field trip is approved and scheduled. Parents will need to have signed forms on file before their child can participate in the activity.

At least one additional first aid kit, emergency cards and a portable phone will brought with staff during off-site/outdoor activities.

The supervision of children will follow the State Child Care regulation 7 AA 57.500, and will stay within ratio at all times.

No field trips or outing will allow children to participate in high-risk activities such as walking along a rivers edge, play on or near trampolines, or boating without a personal flotation device.

Transportation Policy

UPLC and the EHS/CCP programs will not be providing transportation of any kind.

Emergency transportation can be provided during the event of a community evacuation. Parents will be notified in an event where this is necessary.

Parental Access

Parents are welcome to visit their child at the center at any time. Persons not listed on the emergency card or unable to provide legal guardianship documentation will not be permitted to visit with children in the classroom. Please feel free to contact your child's lead teacher, Family Advocate, Program Specialist, or the Program Manager if you would like to set up a visit for additional persons. Parents also have access to all documented records, screenings, and student information upon request.

Substitute or Emergency Caregivers

UPLC and the EHS/CCP may use a substitute caregiver in place of your child's normal caregiver. A substitute is subject to the same screening and training as your child's normal caregiver.

Animals Present in the Facility

[7AAC 10.1090 (b)]

UPLC and the EHS/CCP does not allow animals on premises, with the exception of medically necessary guide animals.

Animals or Pets may visit the classrooms if scheduled as a field trip, and parents permission is collected before attending.

Plants Present in the Facility

[7AAC 10.1095 (b)]

UPLC and the EHS/CCP do not allow plants in the classroom or within reach of children in the offices.

Facility Policy Changes

Parents will be notified of all policy changes two weeks before they go into effect. A new copy of the parent handbook will be placed in parent on-site mailbox with a notice of receipt signature page. Please sign, print, name and date the notice, and return it to staff.

Firearms Present in the Facility

[7AAC 10.1080 (c)]

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

Child Care Program Office Information

If you have special concerns or suggestions regarding the care of your child, please feel free to contact the on site supervisor who will work with you to address your concerns. There is also an on-site drop box for questions/concerns/comments located at the front entrance if preferred to communicate in writing.

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.

For Early Head Start/Child Care Partnership classroom support contact our EHS/CCP Program Specialist at 443-9072.

For Head Start/UPLC classroom support contact our Nome HS Program Specialist at 443-9055.

For Child Care Assistance applications and support contact Kawerak's Child Care Service Coordinator at 443-4263. The Child Care Service Coordinator is located at 504 Seppala drive on the 1st floor of the Ublugiaq building.

Thank you for participating in our program. We look forward to our partnership with you!