

SUMMER RECREATION DAY CAMP



*Eagle River/Chugiak
Parks & Recreation*

**PARENT/CHILD
HANDBOOK
2018**



WELCOME. It is our pleasure to open the 28th annual Eagle River/Chugiak Parks and Recreation Summer Recreation Day Camp. The camp was conceived and continues to operate under a philosophy which seeks to provide a safe environment for children ages 5 through 13 to experience recreational opportunities. These opportunities include swimming and water safety, water games, ice skating, personal safety, outdoor education, outdoor recreation, physical education, sports, arts and crafts, hobbies, field trips, bicycling, competitions and even a few surprises along the way. It is a busy and challenging program for kids but one that builds self-esteem, friendships, skills, and a basis for making positive recreational choices throughout a lifetime.

This booklet is designed to fill you in on the details of our program as well as to communicate important information which will help your child be successful in our program. We encourage you to take a few minutes to read it. If you have any questions, please contact us at 343-1500.

Is the camp a licensed day care?

This recreation camp is licensed by the Municipality of Anchorage Department of Health and Human Services Child/Adult Care office. This agency monitors our program’s compliance with all governing statutes as well as investigates any complaints or concerns which may arise. The Child/Adult Care Licensing Office is located at 825 L Street. Contact phone numbers are: 343-4758 or 343-6730.

What are the hours for the camp program?

Children may be dropped off at **FIRE LAKE ELEMENTARY no earlier than 7 AM and no later than 9:00 AM** unless other provisions are made through the main office at 343-1500 (camp staff are not able to approve special provisions to these guidelines). Optional indoor and outdoor activities will be provided until 9 AM when our organized daily activities begin. These activities are scheduled to last until 4:30 PM. From this time until 6 PM the children once again have individual choices for activities. All children should be **picked up after 4:00 PM (although we do our best to arrive back at the facility by this time, field trip days may keep us out a bit longer so parents will want to coordinate appropriately on these days)** unless other provisions are made through the main office, **and no later than 6 PM at FIRE LAKE ELEMENTARY; additional charges will be accrued at the rate of \$1 per minute after 6 PM.**

Our office number is 343-1500; we are located at 12001 Business Blvd. Suite 123, Eagle River, Alaska 99577 (Eagle River Town Center). Office hours are Monday – Friday from 8am – 5pm (closed from 12:00pm – 1:00pm daily)

**** All children must be signed in and out of the camp by the parent each day. Identification may be required for pick up. Children who will be coming to the camp by an alternate means such as bus, bicycle or walking must have a letter of authorization on file from the parent.**

What are the session and registration dates?

Following are the sessions which are planned for the summer of 2018. Because demand is high for our camp program, a **payment deadline date** has been included in the final column for your convenience.

SUMMER RECREATION DAY CAMP SCHEDULE

SESSION #	SESSION DATES	HOLIDAYS	All Documentation & Payments Turned In NLT
1	June 4 - June 8	none	May 29
2	June 11 - June 15	none	June 4
3	June 18 - June 22	none	June 11
4	June 25 - June 29	none	June 18
5	July 2 - July 6	<i>July 4-no camp</i>	June 25
6	July 9 - July 13	none	July 2
7	July 16 - July 20	none	July 9
8	July 23 - July 27	none	July 16
9	July 30 - August 3	none	July 23
10	August 6 - August 10	none	July 30

Please mark your calendars for payment deadlines or sign up for auto pay and let us take the worry out of it for you.

If payment has not been received by the required dates (noted above), you may be dropped from camp attendance for that week.

How much does the camp cost?

The camp fees are **\$170** per one week session. OCS and Migrant Ed are accepted for payment to those who have qualified through their specific programs. If fully executed program authorization has not been received for your child's attendance dates the parent or guardian will be responsible for full payment by payment deadline. Refunds from assistance credit will be issued once full accounting is complete. **A limited number of partial scholarships are available by pre-application through our office as well.**

Payment Responsibilities

For payment deadlines, please refer to the schedule above. As "Wait Lists" develop for available camp space, we will fill any unpaid slots from this list. If payment has not been made by the Monday prior to a week of camp your child's space at camp may be forfeited to children on the wait list. If you have paid your deposit and do not intend to have your child attend a week of camp – please let us know so another child can have the opportunity to attend. **It is the parent's responsibility to notify our office staff at 343-1500 of any changes to your child's scheduled attendance by the payment deadline dates.** Notifying camp personnel on site is not considered valid notification (**camp staff and managers cannot approve or relay any changes to a child's scheduled attendance**), notification must be made to the Eagle River/Chugiak Parks and Recreation office. If notification of attendance cancellation is not received at least 7 days prior to scheduled attendance and your child's reserved slot is not able to be filled, you may still be held responsible for payment of that session week due to late notice of cancellation. Eagle River/Chugiak Parks & Recreation staff will make every effort to avoid this possibility by working hard to fill any cancelled slots.

◆ ***Please note that it is the policy of the Municipality of Anchorage not to give refunds for non-attendance of scheduled days at camp.***

Single Day Attendance

Intermittent days may become available on a space available basis at a charge of \$35 per day. Please contact our office if you are interested in this option.

Payment Options

Cash, Check - Payable to "MOA" or Credit Card - Visa & MasterCard available through our office only, please call or visit our office.

Auto-Pay: We can keep your credit card # in a secure place & charge your card when each week's payment is due to insure your camper's payment is never late, then mail you a receipt.

Is there a registration fee?

A **\$35 non-refundable and non-transferable** deposit is required to secure your child's space in camp. The balance of **\$135** per session is due seven (7) days prior to attending. Please refer to the Day Camp schedule provided on page (1) one. Your child can register for one or all of the 10 sessions offered this summer.

What will I need when I register?

1. Emergency record information/health & shot history form.
2. **\$35 non-refundable** registration fee for each session you wish to reserve for your child.

Does the Municipality have a tax identification number for tax purposes?

Yes, the tax identification number is **92-0059987**.

What are the qualifications of the staff?

We are proud of the highly qualified staff we are able to obtain each year. Each staff member has had previous experience providing recreational, day care, or educational programs for children. We select our staff based on this experience, their previous training, their enthusiasm, and their willingness to plan and engage children in challenging activities. In addition, the staff must:

- ◆ Undergo a criminal records background check with clearance.
- ◆ Complete 32 hours of in-service training and preparation prior to the beginning of our program each summer.
- ◆ Complete an annual self-prepared health history.
- ◆ Obtain certifications in First Aid and CPR.
- ◆ Submit the names of at least 3 people who could recommend them for work.



What are the main components of the camp program?

Physical Education:

The physical education component is designed, in a developmentally appropriate way, to teach kids about fitness and sport alternatives. The program is also designed to assist children in the development of motor skills, eye hand coordination, and positive self-esteem with regard to their own capabilities.

Arts, Crafts & Hobbies:

This program component has two distinct objectives. The first objective is to help children explore the use of media and materials in the creation of art or crafts. The second objective is to help children identify areas of interest in art, crafts, or hobbies, so that they might derive a lifetime of enjoyment from them. Children are encouraged to bring their ideas or interests to the attention of the arts & crafts teacher.

Outdoor Education:

The Outdoor Education component was added to our program several years ago and has become very popular. Primarily, this component seeks (through activities, games, and participation) to teach kids about the environment, survival skills, personal safety, nature, and personal responsibility. The campers also learn self-confidence through a series of challenges and trust activities.

Aquatics:

The camp's affiliation with the Chugiak Pool makes this dynamic and motivating component possible. All campers will be given the opportunity to participate in open swim twice a week. This will be a time for fun and play while practicing their swimming skills.

Choice Time:

At this time children get an opportunity to choose an activity of their choice. The activity will vary from day to day. Some activities we have done in the past have been gardening, library, sports, walks, reading, board games, community service, etc.

Bike Day

Campers are encouraged to bring their bikes and helmets (in good working order) to participate in a bike ride, rodeo or other events that may interest the bike enthusiast. Bike safety education is provided and special events will be scheduled. Alternative activities will be available for campers that choose not to ride, or who do not have bikes. Bike days will be scheduled and identified during the first week of camp.

What will my child's day be like?

The following is a sample of our daily schedule. Please be aware that this schedule is meant to be flexible as we take advantage of opportunities or adjust for the weather and any other factors which may arise.

Time Period	Activities
7:00 AM - 9:00 AM	Early Bird Activities (puzzles, games, choice art, free choice and others)
9:00 AM - 9:15 AM	Morning Snack
9:15 AM – 9:30 AM	Roll & Greeting (break into age groups)
9:30 AM – 12:00 PM	Morning Activities (by age group, children will participate in activities at site or on a fieldtrip)
12:00 PM- 12:45 PM	Lunch & Social Time
12:45 PM- 4:00 PM	Age Group Activities (at site if not on a fieldtrip)
4:00 PM- 4:15 PM	Afternoon Snack
4:15 PM- 6:00 PM Pick up time and sign out	Afternoon Activities (children will participate in p.e., arts, crafts and hobbies, outdoor education, or free choice).
TUES. & THURS. ONLY 1:15- 1:30 PM 1:30 PM – 3:00 PM 3:00 PM – 3:15 PM	Swimming at Chugiak Pool Ready for Swimming Swim Time - Children will participate in open swimming, water games, and many other aquatic activities. Shower and Dress
TBD	“Bike Day” Bike safety education, riding, rodeo, biking fieldtrips or other events that may interest the bike enthusiast.
TBD	“Field Trips” usually once a week

Will my child be participating in field trips?

Field trips have become an integral part of our summer program each week. A schedule of the summer field trip plans will be made available by the beginning of Summer Camp. Please be aware that these plans are subject to change should the conditions supporting them change.

How will my child be transported to field trips?

Private insured carriers such as the school bus lines or Municipal vehicles will be used for the purposes of field trips. Private vehicles will not be used.

- ***Please note that participation in any field trip event requires the written approval of the parent or guardian.***
- ***Permission slips as well as a field trip itinerary will be available at the sign-in and sign-out for the first and second days of each week of camp.***

What should my child bring and how will these possessions be safeguarded?

Participants will need to bring a number of items to ensure their success in the program. All items should be labeled with the child’s name and telephone number. Each child will be given a basket in which to keep belongings while at **FIRE LAKE ELEMENTARY**. Items which will be used throughout the session may be left in the child’s basket at **FIRE LAKE ELEMENTARY**. The following list contains items that will be needed during the course of the week. Other items may be required for particular days and notice will be given in advance of that need.

Items needed

1. Swimsuit, towel, and goggles.
2. A windbreaker, raincoat or sweatshirt.
3. Athletic shoes to be worn in the **gym only**, clean with non-marking soles.
4. **No sandals.**
5. Athletic shoes for outdoor wear.
6. Comfortable clothes for a high activity level (sweats, shorts, t-shirt)
7. A change of clothing including extra socks can be left at site in baskets.
8. A **backpack** to carry belongings in.

9. An unbreakable water bottle.
10. A nutritious lunch and two snacks. See the next section for information about nutritional requirements as required by the health department.
11. A combination lock can be used on bike days, but it is the responsibility of the camper to know their combination. If requested, a combination slip can be attached to the child's file. Please, no locks with keys.

The children are encouraged to take responsibility for their own possessions and are counseled on methods for doing this during the course of the day. This being the case, the Summer Recreation Day Camp cannot take responsibility for items lost during the course of the program.

What if my child has special needs?

We encourage the parents of children with disabilities or other special needs to contact the camp managers for a meeting to discuss alternatives for inclusion in our programs. Management may make the final determination on a child's admission into camp in cases where it is determined that the required special care cannot be adequately provided by the camp staff. The parents may also be required to provide an aide before the child may be admitted to the program. **Parks & Recreation is committed to providing reasonable accommodations for persons with disabilities upon request of the individual, parent, or guardian. Individuals with disabilities requiring an accommodation to participate in an activity or program should request the accommodation in a timely manner and submit the request, preferable in writing, to the Program Leader or Coordinator of the activity or program.**

What is the camp's counselor to child ratio?

Staff will be assigned to meet the 10:1 ratio all times during our program. When on field trips each staff member will be responsible for no more than 10 children and will be aware of the location of each of those children at all times, i.e. When on a bicycle outing, staff will be at the beginning and end of all groups of riders and strategically placed within the middle of the children and communicate with 2-way radios. During swimming at the Chugiak Pool, staff will be assigned on each side of the pool on the deck and also in the water with the children. Our pool staff will provide the professional life guarding support during this recreational activity. There will be 11 Recreation Specialists and 2 Managers for the program which will provide overlapping coverage for 70-80 children. Staff is assigned to age groups according to the number attending the program each day and ratio is considered at all times.

What should my child bring to eat?

We are required by child care regulations to ensure that each child is being sent with the minimum nutritional requirements each day. In addition, there are certain practical matters which must be considered. The following is a list of points which you should know as you plan your child's lunch.

- * Beverages should be sent in their original container or in a thermos and should contain a fluid that will not spoil. Glass containers are taboo.
- * Acceptable beverages include 100% juice or water.
- * Snacks should include one item from two of the following four food groups in the amount stipulated at the right.

<u>Food Group</u>	<u>Amount</u>
1. Fruit, Vegetable or 100% Juice	At least ¾ of a cup
2. Meat or Poultry	At least one ounce
3. Bread or Grains	1 slice equivalent

- * Lunch should include at least the following:

<u>Food Group</u>	<u>Amount</u>
1. Meat or Poultry	At least 2 ounces
2. Bread or Grains	1 slice equivalent
3. Vegetables or Fruit	2 or more items

* The following is an example of what might be sent with your child.

AM Snack: String cheese and apple sauce.

Lunch: Peanut butter sandwich (4 Tbsp. Peanut butter with one slice of bread)
 ¾ cups of raw vegetables
 100% fruit juice
 A banana, apple, or orange



PM Snack: An oatmeal muffin and mixed fruit.

* Please be sure to include spoons, napkins and any other items that may be required. Please be aware that refrigeration or heating is not supplied at camp.

FOOD CHART - Child Care Food Program

	AGE - 1 up to 3	AGE - 3 up to 6	AGE - 6 up to 12
BREAKFAST:			
Juice, Fruit, or Vegetable	¼ cup	½ cup	½ cup
Bread or Bread Alternate	½ slice	½ slice	1 slice
SNACK:			
Juice, Fruit, or Vegetable	½ cup	½ cup	¾ cup
Meat or Meat Alternate	½ ounce	½ ounce	1 ounce
Bread or Bread Alternate	½ slice	½ slice	1 slice
LUNCH/SUPPER:			
Meat, Poultry, Fish,	1 ounce	1 ½ ounces	2 ounces
Cheese, or	1 ounce	1 ½ ounces	2 ounces
Egg, or	1	1	1
Cooked Dry Beans or	¼ cup	3/8 cup	½ cup
Peas, or	¼ cup	3/8 cup	½ cup
Peanut Butter	2 tablespoons	3 tablespoons	4 tablespoons
Vegetables and/or Fruits (2 or more)	¼ cup total	½ cup total	¾ cup total
Bread or Bread Alternate	½ slice	½ slice	1 slice

What are the camp discipline policies?

Discipline at the Summer Recreation Day Camp is positive and designed with the dignity, safety and quality of each child’s experience in mind. The following are the three basic rules the campers live by while at camp: R.A.P.

Campers are required to:

1. **Respect** their own and others’ life spaces. This rule encourages campers to treat themselves, their fellow campers, the staff, and anyone else we encounter in our travels with courtesy and consideration. Name-calling, fighting, and general disrespect of individual dignity are included in this category. Also included is the requirement that campers obey the rules and directives of the staff at any facility/organization we visit.
2. Maintain a positive **Attitude**. The quality of any experience is affected by our frame of mind. Campers are encouraged to approach their experiences, as well as the individuals they meet, with enthusiasm and open mindedness.
3. **Participate** in all planned activities. We encourage all campers to be active participants in life. Learning and growth occur when we make efforts in all areas, even those in which we feel inadequate or uninclined. This recreation camp is about exploring alternatives and this requires everyone’s willingness to try.

Consequences:

While we seldom experience behavioral problems that cannot be resolved through simple redirection or mediation, we do reserve the following sequence of events should difficulties be encountered:

1. A first infraction of any rule or directive will result in a time out not to exceed, in minutes, the age of the child. The child will be counseled about appropriate choices.
2. A second infraction shall result in the above as well as forfeiture of a privilege.
3. A third infraction shall result in the above as well as an immediate phone conference with the parents to discuss an appropriate behavior modification plan.
4. A fourth infraction will result in the child being removed from activities. The parent will be contacted to pick up the child at the earliest possible time. A meeting will be scheduled between the parents, the child, and the director before the child is readmitted to the program.

Fighting or any behavior which willfully endangers the safety of another participant or staff member will result in immediate expulsion from the camp. Corporal punishment will not be used under any circumstances!

What if my child is sick?

We are required to deny access to the camp if a child displays any of the following symptoms: ***fever, nausea, vomiting, sore throat, diarrhea, difficulty breathing, persistent cough, listlessness, eye infection, extremely runny nose, suspicious rash.*** In the case of a contagious illness (such as chicken-pox), a written doctor's release will be required for re-admittance to the recreation camp.

Temporary health restrictions by a doctor that limit a camper's ability to fully participate in all camp activities, must be submitted to the Camp Administrator for advance consideration and approval prior to the child attending camp. All health restriction submittals will be evaluated on a case by case basis. Any health restriction that prevents camp attendance/participation will require a doctor's release prior to the camper being re-admitted to camp.

What if my child becomes sick while at camp?

If a child becomes ill after arrival, the parent or guardian will be notified immediately and required to pick up the child as soon as possible. If the parent cannot be reached, the person listed on the emergency phone list will be contacted. The child will be isolated and given adult supervision until released to the parent or authorized person.

What if my child becomes seriously ill or injured while at camp?

If a child becomes seriously ill or injured during camp, the staff will call 911 for immediate paramedic assistance and transportation. We will inform the EMS representatives of the hospital you have chosen if at all possible. Parents are strongly encouraged to keep the camp supplied with current contact numbers. In any case of a serious emergency in which the parent cannot be found, the person listed as emergency contact will be called. Parents/guardians will be responsible for any necessary costs of medical or surgical care.

What if my child must take medication while at camp?

Medication will be given to a child on written request of the parent only. All medications must be in the original container and be clearly labeled with the child's name, the physician's name, the name of the drug, the directions for administering the drug, and the date of issue. Over the counter medications will not be administered by the program staff. When medication is brought to the camp, it is to be given to the staff and the parent must complete a medication authorization form.

Application of topical products:

No topical products will be applied as a treatment for your Child if they have not been addressed on the "Consent for Application" form. Items listed on the form are:

- ✓ Sun Screen (Available on site - Coppertone)
- ✓ Baking Soda (Available on site – Arm & Hammer used for minor burns and insect bites)
- ✓ Insect Repellent (Available on site – Coleman – Deet Free)
- ✓ Neosporin (Available on site – Johnson & Johnson)

Parents must give their written permission to the adults in charge to apply the appropriate preventive treatments as needed. If your child requires other topical items, they will be handled in the same manner as addressed in the instructions for a child taking medicine which is outlined above.

What else?

Reporting of suspected child abuse or neglect:

Alaska state law and Anchorage child care center regulations require that all licensed child care providers report all suspected incidents of abuse or neglect regardless of whether they occur in or are related to our program. Suspected abuse or neglect will be reported, as is required by law, within 24 hours to the Alaska Division of Office of Children's Services (OCS) Child Protection Office at 269-4000.

Statement of Non-Discrimination:

The Municipality of Anchorage is an equal opportunity employer and provider. We accept children ages 5 through 13 years regardless of race, creed, color, sex, or national origin and in accordance with Regulations AS 18.80.230 and AMC 5.20.

Back-up or substitute care giver plan:

The summer recreation camp is committed to maintaining a counselor to child ratio of at least 1 to 10 at all times. Staff members at Chugiak Pool and our Summer Recreation Day Camp have undergone screening and training and are available to substitute or supplement our regular staff should the need arise. *Volunteers, long or short term, are welcome provided they meet all qualifications laid out by day care law.*

Parent Visits:

Parents are welcome to visit the recreation camp at any time to observe and participate in any of our planned activities. Parents are heartily encouraged to direct any concerns or comments to the camp director.

Television:

Television will be used only as an educational tool and not for purely recreational purposes. Viewing time for educational purposes shall be limited to not more than three hours per week.

Smoking:

Smoking is not allowed on the grounds or within the facilities.

Animals:

Animals will not be used as part of the recreation program, but we do often visit animal farms and exhibits.

Policy Changes:

Parents will be notified of changes in programs & policies.

Insurance:

The Municipality of Anchorage is self-insured with liability insurance coverage, which is a requirement of child care regulations.



PARENTS' GUIDE TO LICENSED CHILD CARE

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

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

- **Licensing is a key to quality child care.**

It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet.). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

- **You as an informed parent are a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

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

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

HOW MANY CHILDREN IN CARE?

Municipality of Anchorage
 Child/Adult Care Program
 825 L Street, 3rd floor
 P. O. Box 196650
 Anchorage, AK 99519-6650
 (907) 343-4758

MAY BE

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

Parent's Guide to Licensed Child Care

- **Confidentiality policy.** *All staff at Eagle River/Chugiak Parks & Recreation summer day camp will keep information about a child and a child's family confidential*
- **Outdoor play policy.** *The children will not be participating in any outdoor activities if the weather conditions are hazardous, such as pouring down rain and smoky conditions.*

SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

PARENTS

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

LICENSING

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

CAREGIVERS

- Are required to care for children in a safe, healthy way
- May not have physical, health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children
- Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements

SAFETY

- Children are always supervised by an adult

- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated twice a year.

HEALTH

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

EQUIPMENT AND SUPPLIES

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/bed
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

PROGRAM

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- TV and video are limited to children's programs and limited to no more than 1&1/2 hours in a 24 hour period
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)
- Program includes minimum of 20 minutes of vigorous physical activity for every 3 hours the child is in care between 7 am and 7pm

BEHAVIOR GUIDANCE

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- No corporal punishment is allowed (Corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, pinching, pulling or any other action that seeks to induce pain.")

FIRE SAFETY

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented