

Tree of Life Child Development Center

Parent Handbook

(Updated November 2015)

We are so glad that you are considering Tree of Life Child Development Center as a place your family can feel safe, cared for, and valued. If you have any additional questions or concerns that are not addressed in the information outlined below, please do not hesitate to contact us.

1. Center Information

Tree of Life Child Development Center
268 E. Fireweed Ave.
Palmer, AK 99645

Phone: (907) 746.5338

Fax: (907) 746.5322

Website: www.TheTreePalmer.com



2. Enrollment Requirements

All participants must complete the enrollment packet and registration meet age requirements. A non-refundable \$50 fee is required when registering each child. Enrollment is open, first come first served, with the exception of priority given to families with a sibling already enrolled in the program. If a classroom reaches its capacity, priority goes to children enrolled at a FT Monthly rate. A checklist for the enrollment application is available on the last page of the enrollment packet.

Families who enroll their children at the daily rate are asked to sign a contract at the beginning of each month indicating the days and hours for which they are seeking care. Priority is given first to families who enroll their children on a scheduled monthly contract. If a parent seeks childcare on a varied/drop-in basis, he/she should understand that a reservation is not guaranteed but is only based on the center's availability at the time of the request.

TOLCDC requires a 2-week courtesy notice if a family decides to withdraw their child from the center. If this notice is not given or the contract is broken, the family will be billed for two weeks of tuition.

3. Fees and Payment Arrangement

Full pre-payment in the form of cash, check, cashier's check, Visa or Mastercard must be received for registration to be complete.

****Tuition is due in advance by the first business day of each month.****

- * F/T Month: A full time month is 12 or more full days of care during a calendar month.
- * P/T Month: A part time month is 12 or more partial days of care during a month
- * F/T Day: A full day is more than 5 hrs of care and up to/including 10 hours of care on a calendar day.
- * P/T Day: A partial day is up to and including 5 hrs of care on a calendar day.
- * Hourly: Care by the hour when more than 10 hrs of care is needed on a calendar day.
- * All payments made will be subject to a 3% City of Palmer sales tax.

Age	F/T Month	P/T Month	F/T Day	P/T Day	Hourly
Infant (6 wks-18 mo)	\$950	\$681	\$70	\$40	\$12
Toddler (19 mo-36 mo)	\$900	\$665	\$65	\$40	\$12
Child (37 mo-6 yrs)	\$706	\$434	\$50	\$30	\$10
School Age (7 yrs-12 yrs)	\$706	\$434	\$40	\$30	\$10

Tuition is never waived, and must be paid whether your child is attending or not, including during vacations and other extended time off. Parents will be charged for the days requested on their enrollment contract, and additional days will be billed accordingly. If payment is not received, your child's slot will be given to the next child on the waitlist and your child will be placed back on the waitlist. There will be a \$50 fee imposed for returned checks or insufficient funds, and after 2 returned checks services will be provided on a cash only basis.

There is a two-day grace period with no additional charge if payment is made by close of business on the 5th day of the month. A late fee of \$50 will be assessed if your payment is on or after the 6th day, and your child will not be accepted on the 7th day. Special payment schedules may only be approved by the Administrator or Director on a case-by-case basis. Prorated tuition will be charged for families that enroll after the 1st of the month according to the daily rate.

Families with 2 or more children enrolled at the FT Monthly rate will receive a \$50 family discount (one discount per family per month). Families enrolled at the PT/Month or daily rate are not eligible for a family discount.

Late Fees:

If you are going to be late, please call us. We operate according to the schedule you communicate to us in writing before you drop off your child, and we need to maintain the proper caregiver to child ratio in order to ensure the safety of all participants at TOLCDC. Please understand that a phone call indicating a change of pick-up time does not release you from paying the appropriate fees, nor does it guarantee that we can accommodate your request. If the change in schedule moves the child from a part time day (up to 5 hours) to a full time day (up to 10 hours), or from a full time day to overtime, normal fees will apply. If a child is dropped off later than his/her regularly scheduled time, it does not permit a later pickup time.

After 6:30 p.m., late pickup fees are \$2.00 per minute unless special arrangements have been made and approved in writing. If a pattern of late pickup develops, the director will contact you regarding a permanent change of fee.

4. Hours and Days of Operation

6:00 am to 6:30 pm, Monday through Friday.

TOL Child Development Center observes the following holidays (subject to change with written notice):

2016/2017 Holiday Schedule

Monday, May 27, 2016 Memorial Day
Monday, July 4 Independence Day (Observed)
Monday, September 5 Labor Day
Friday, November 11 Veterans Day
Thursday, November 24 Thanksgiving Day
Friday, November 25 Day After Thanksgiving
Monday, December 26 Day after Christmas
Monday, January 2, 2017 Day after New Year's Day
Monday, January 16, 2017 Birthday of MLK Jr.
Monday, February 20, 2017 President's Day (Staff Training)
Monday, May 29, 2017 Memorial Day
Monday, July 4 Independence Day (Observed)
Monday, September 5 Labor Day
Friday, November 11 Veterans Day

*For holidays that fall on Saturday, we will be closed on the Friday before.

*For holidays that fall on Sunday, we will be closed the Monday after

5. Number and Ages of Children Served

TOL Child Development Center has the capacity to serve 70 children from 6 weeks to 12 years of age.

Caregiver to child ratio is as follows:

- 1 caregiver per 5 infants (6 weeks to 18 months)
- 1 caregiver per 6 toddlers (18-36 months)
- 1 caregiver per 10 preschool age (3 and 4 year olds)
- 1 caregiver per 14 kindergarteners (5 and 6 year olds)
- 1 caregiver per 18 school age children (7-12 year olds)

6. Provisions for Children with Special Needs

Our program will work with children and their parents to our fullest extent possible, involving the Mat-Su School District for Individualized Education Plans and with providers for physical or occupational therapy on site when possible. We are flexible to create a separate menu for children with special needs whenever possible. In the event we are unable to meet the needs of children, we will work with the parent to find the best placement possible.

7. Supervision Plan

TOLCDC goes to great effort to make sure we hire only the most qualified and caring staff. The administrative director operates in accordance with the requirements outlined by the State of Alaska (7 AAC 57.300). Supervision is provided under the State of Alaska childcare regulation guidelines for staff to child ratios in all areas of the program (required by 7 AAC 57.520). Children are always under the supervision of TOL Child Development Center employees, in the classroom, on the playground, and on field trips. Employees will strategically place themselves to cover the entire playground and provide the greatest overall supervision possible. Employees will interact with

children and monitor their overall safety. Special attention will be given to monitor play equipment use such as swings, climbers, and slides. Additionally, special activities will be closely monitored with additional employees when available. Parents are not allowed to leave their child at TOL Child Development Center until the child is assigned to and under employee supervision (i.e. while in the hallways, while dropping off into the classrooms, etc.). Children cannot be left alone in cars.

A state-of-the-art security camera system allows supervision of multiple rooms in the facility from a centralized location. Parents and guardians will be able to access this viewpoint at any time through their own computers or smart phones with the appropriate login information. If you are interested in learning more about this option, please see the administrative staff. There is a \$25.00 fee per month for this video monitoring service.

All TOL Child Development Center staff must have the following:

- Rigorous criminal background check
- 20 hours of workshop training each year
- Three positive references regarding their abilities with children and upstanding character
- CPR/First Aid Certification or proof of intent to attain it
- Proven character and passion for child development

TOLCDC employees receive evaluations twice every calendar year, ensuring that all staff members operate to the best of their ability, and always in the ultimate interests of the children they serve.

8. Typical Daily Schedule

TIME	TODDLER	PRE-SCHOOL	SCHOOL AGE
Until 8:30 am	Arrivals/Free Choice Play: puzzles, books, dramatic play, Legos, art supplies, etc.	Arrivals/Free Choice Play: puzzles, books, dramatic play, Legos, art supplies, etc.	Arrivals/Free Choice Play: puzzles, books, dramatic play, Legos, art supplies, etc.
08:25 – 8:30	Health Checks, Wash Hands	Health Checks, Wash Hands	Health Checks, Wash Hands
8:30 – 09:30	Breakfast Free Play/Simple Activity	Breakfast Bathroom Break	Breakfast Bathroom Break
09:30 - 10:00	Diaper Changes/Potty Transition time	Circle/Story Time	Game Time
10:00 – 10:45	Outside play or gross motor skills	Open center time, teacher directed activities Bathroom Break	Teacher directed activities
10:45 – 11:45	Transition/Bathroom Break Open center time, teacher directed activities/Simple Art	Outside play or gross motor skills	Outside play
11:45 – 12:00	Lunch	Clean Up/Transition	Clean Up/Transition

12:00 – 1:00	“ Diaper Changes/Potty Transition Time	Lunch Transition/Bathroom Break	Lunch Transition/Bathroom Break
1:00 – 3:00	Nap Time	Nap/Rest/Quiet Time	Quiet time: reading, puzzles, or art
3:00 – 3:30	Transition/Bathroom Break	Transition/Bathroom Break	Transition/Bathroom Break Outside play (or teacher directed activities)
3:30 – 4:00	Snack	Snack Circle Time	Transition to PS room Snack
4:00 – 5:00	Open Center Time, Teacher Directed Activity Outside Play	Open Center Time, Teacher Directed Activity Outside Play	Open Center Time, Teacher Directed Activity Outside Play
5:00 – 5:25	Free Choice Play	Free Choice Play	Free Choice Play
5:25 – 6:30	Free choice activities/ departures	Free choice activities/ departures.	Free choice activities/ departures.

9. Care for Ill Children

Our program does not provide services for children who are ill. Parents are asked to keep children home when they are sick according to the following guidelines: diarrhea or vomiting within the past 24 hours or a temperature that exceeds 101 degrees. If a child becomes ill at school the teacher will contact parents to arrange for the child to go home for the day. If parents are unreachable, the emergency contact will be called. If your child needs immediate medical attention, 911 will be called and all reasonable attempts will be made to contact parents while paramedics are taking the child to a local medical facility.

10. Medication

A copy of the immunization records is required upon acceptance into the program. Families who have a medical or religious exemption from immunizations will be asked to provide an affidavit from the parent/guardian or physician. Children on a catch up immunization schedule must have documentation from the medical provider that they are on a catch up schedule. If immunization status expires at any time, the child will be placed back on the waitlist until current.

Parents/legal guardians may request that medication be given to a child during school hours. Whenever possible, medications should be administered outside of school hours. Parent/legal guardians will be encouraged to cooperate with the health care provider to develop a schedule so that necessity for taking medications at school is minimized.

- We must have the parent's written permission for each individual dose of medicine, including over the counter medications or child-specific lotions and creams.
- Prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, name of prescribing physician, date of prescription, expiration date and instructions.

- Non-prescription medications must be in their original container, and if given for more than four consecutive days, require a physician's written order. Forms are available for you to sign authorizing administration of medication.
- Each disbursement of prescription medication is made and documented by office staff. Topical products may be used, but they require parent permission in advance.

11. Potty Training

The staff at TOLCDC works to the best of our ability to accommodate various parent approaches to potty training. However, we are not able to take the lead role in this process. If a child has more than two accidents in one week, his/her parent will be asked to provide diapers/pull ups. If your child has unusual circumstances, please reach out to our administrator or director.

12. Nondiscrimination Statement

Tree of Life Child Development Center does not discriminate according to Alaska Statute (AS) 18.80.230. We accept all children regardless of race, gender, religion, or socio-economic status.

13. Liability Insurance

We maintain comprehensive general liability insurance as required by the State of Alaska. Copies of insurance certificates are available upon request.

14. Rules Concerning Personal Belongings

Your child will be assigned a place to store their coats, boots, etc. All personal clothing must be labeled with your child's name. Personal toys are not allowed at the center, except during Show and Tell. Show and Tell items must be clearly marked with your child's name (masking tape works well for this). Our program is not responsible for items that are lost, damaged, or stolen, so items sent to school are at your own risk.

15. Smoking

Smoking is prohibited within 100 feet of the center. Smokers are asked to refrain from smoking one hour before volunteering in the classroom, and bring a change of outer clothing so children are not exposed to secondhand smoke residue on clothing. Smokers must wash hands before entering the classroom.

16. Outdoor Play in Inclement Weather

Our children play outside until the temperature with wind chill falls below 10 degrees. All children must play outside. If your child is too sick to play outside, they are too sick to come to school. Children must come to school prepared for the weather. If you need help providing outdoor gear for your child, please see your child's teacher.

17. Animals

No animals will be allowed at the center until a full assessment of allergies is conducted to assure the safety of the enrolled children. Program management must also give written authorization to place the animals in the classroom. Parents must indicate allergies to animals on the emergency contact card. Only animals approved by licensing are allowed. Upon completion of assessment, animals will be allowed and accessible to children on a supervised basis. Commercial cages or tanks will be used to ensure the safest environment possible. Children will be instructed on the safe handling of classroom animals and special monitoring will be provided when the animals are taken out of their cages for any reason. Children and employees may bring pets to the center for petting and observation after obtaining prior written approval from the program management.

18. Firearms in the facility

Firearms and ammunition of any kind are strictly prohibited in Tree of Life Child Development Center. The safety of the children is of our highest concern.

19. Toxic Substances & Poisonous Plants

TOL Child Development Center ensures that each cleaning product is stored in the original labeled container. Exceptions: spray bottles that contain a commercial sanitizing solution or a bleach-water solution used to sanitize toys, tables, counters, and other items throughout the day, provided that the bottle is appropriately labeled and is stored in a location inaccessible to children. Poisonous plants will not be present in the facility unless the Alaska Department of Education and Early Development (EED) allows a common household plant to be present in a facility where the department finds that children will be protected from harm.

20. Child Abuse Reporting

Alaska State statute AS47.17 requires that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children. Employees are obligated by law to report such incidents within 24 hours to the Alaska Office of Children's Services (OCS) Child Protection Office, phone # 907-269-4000. We also report such when an allegation is made that abuse or neglect happened while the center was responsible for the child.

21. TV, Video, Games and Computer Use

No electronics are allowed for children's use while in the center. Teachers may occasionally make use of a short video or song for educational purposes.

22. Behavior Guidance

Teachers will use many techniques to assist children to be in control of their behavior. When it is necessary to help children gain control of their behavior, positive behavioral management techniques – such as redirection or taking a break – are used. If a child is unsuccessful in meeting the behavioral expectations of our program, a parent conference is arranged, and a plan created for teachers and parents to work together with the child. Corporal punishment is not a component of our program. A child will be restrained only in the event of possible injury to the child or other children in the group. If a child is unable to be cared for due to severe behavior issues that are unresolved with planning and intervention, TOL Child Development Center will work with parents to find a more suitable placement for the child.

23. Meals, Snacks, and Beverages

TOL Child Development Center provides a nutritious breakfast, lunch, and snack for children. All parents are required to complete the Child and Adult Care Food Program (CACFP) income verification application, whether income eligible or over income. Children who arrive outside of mealtimes will not be provided additional food until the next mealtime; parents are asked to arrange drop off in accordance with the set mealtimes as much as possible. Outside food is allowed only at the teacher's discretion. All children eat the same food. If your child has an allergy, medical or religious food need, please let us know. A medical provider must sign off allergies and medical food exemptions. The religious leader must approve religious food exemptions in writing.

Here is an example of the meals & snacks served over the course of 1 week:

Monday	Tuesday	Wednesday	Thursday	Friday
2 B) Oatmeal, Pears (C), Milk L) Macaroni & Cheese w/ Ham, Peas (A), Pears (C), Milk S) Baked Potato Wedges, Milk	3 B) Cereal, Oranges (C), Milk L) Meatloaf, Rice, Green Beans (A), Peaches (A/C), Milk S) Smoothies* (C)	4 B) Cinnamon Rolls, Ap- plesauce (C), Milk L) BBQ Chicken, Biscuits, Potatoes, Fruit Cocktail (A/C), Milk S) English Muffins, Cheese	5 B) W/G Toast, Mango (A), Milk L) Chicken Chimi changas, Spanish Rice, Corn, Pine- apple (C), Milk S) Bean Dip, Crackers	6 B) Cereal, Peeled Apples (A/C), Milk L) Pork Chops, Brown Rice, Broccoli (A), Man- darin Oranges (C), Milk S) Graham Crackers, Milk

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).

Tree of Life Child Development Center is an equal opportunity provider and employer.

24. Permission for Activities Outside the Center

Permission slips for field trips and outside activities that are within walking distance of the center are signed as part of the initial enrollment packet. If the center is taking a field trip in which use of a vehicle is required, new permission slips must be completed. If your child does not have permission to attend the offsite event, they will be placed in another classroom. Scanned signatures and faxes are accepted if the slip is left at home.

25. Transportation Policy

TOL Child Development Center does not provide daily transportation. There is a public school bus stop directly outside the center that families are welcome to utilize. When transporting for a field trip, a licensed and insured bus and driver is used. For emergencies, only paramedic transport is used. Staff members do not transport children in personal vehicles.

26. Parent Access and Visiting

TOL Child Development Center welcomes parents at any time. If you are planning to share a meal with your child, please give us advance notice so we can prepare enough food.

27. Volunteer, Substitute, and Emergency Care Givers

TOL Child Development Center occasionally uses volunteer caregivers in the classroom. Anyone who is volunteering at the center must pass the same background check as normal employees and must also provide three positive references supporting their ability to successfully work with children. A list of substitute staff that meet program requirements are maintained to fill in as needed. In the event a teacher is injured or becomes ill unexpectedly, a qualified substitute will be placed in the classroom.

28. Confidentiality

Per 7 AAC 57.230 confidentiality is maintained at all times via locked file drawers and access on a "need to know" basis. Families may have access to their files with a TOLCDC employee present. Families may request copies of their file at any time.

29. Emergency Procedures

An emergency plan has been developed to assist TOLCDC in protecting the health and safety of the children in its care should a disaster or emergency arise. The safety of the children and staff is the primary goal of TOLCDC. Children's daily attendance records are kept in the front office and classrooms. The children's attendance records are updated as they arrive and leave throughout the day. Each child's emergency contact information is in the records file cabinet and in the classroom. In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the front office, with basic supplies in each cabinet. Detailed emergency and disaster plans are kept in accordance with state procedures and are available upon request.

30. Tree of Life Church Partnership

Tree of Life Early Development Center works in partnership with Tree of Life Church. While Tree of Life Church does not directly oversee the curriculum of the Child Development Center, the love, compassion, and Christ-centered approach to life that is found at the church will also be a distinguishing mark of the child care facility. TOL Child Development Center does not exist to indoctrinate any child, but rather to provide children with safety, care, and holistic learning experiences in the areas of spiritual, social, emotional, physical, cognitive, and language development. More information can be found about Tree of Life Church at www.treeoflifepalmer.com.

31. Licensing Information

The State of Alaska Child Care Program Office is the agency responsible for licensing childcare centers. This agency supervises, monitors, and investigates complaints involving childcare centers. The Child Care Program Office for child care licensing is located at 3601 C St. Suite 140 PO Box 241809 Anchorage Alaska 99524; phone number is 907-269-4500 or toll free within Alaska at 1-888-268-4632.

32. Notification of Changes

Changes to these policies will be sent home via flyer or email, and the handbook will be changed at the next printing, usually in December of each program year.

RESOURCES FOR PARENTS

We understand that it may be difficult to leave your child in someone else's care. Because of this, we deeply value the trust you place in us on a daily basis. Therefore, we strive to build this trust by being professional, dependable, honest, and most importantly, caring for your child the same way we would want our own children to be cared for. We feel that good communication between parent and provider is essential in the building of a quality child development center, and we want you to feel completely confident and reassured when you leave your child in our care.

If you have additional questions about what a quality child development center looks like, or if you have questions not addressed on our website, please contact us personally.

◆ 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 homes, group homes, and centers. Your choice depends on what you want and need for your child.

◆ Licensing is a key to quality child care.

Licensing promotes good care by setting basic standards. Before a center, group home, or home is granted a child care license, it must meet minimum health, safety, and program requirements (see summary below). A licensing representative from the Department of Health and Social Services 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. A licensing agent generally visits once a year, but you visit each time you bring your child. We invite you to visit us anytime. 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 the child care program 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 your local licensing office. The Child Care Program Office will investigate your complaint. Your local licensing office address and phone number is:

Child Care Program Office
3601 C St. Suite 140 Anchorage, AK
907.269.4500 // CCPO@alaska.gov

Summary of Child Care Licensing Requirements Within the State of Alaska

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 childcare 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 childproof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly.

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 1½ 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.