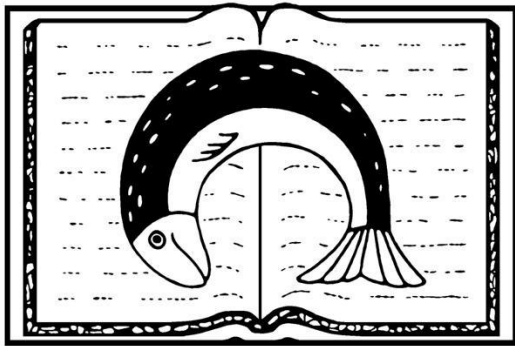


Lower Kuskokwim School District Early Learning Center



Parent Handbook

Bethel

Updated SY 2023-24

Dear Parents:

Welcome to the Lower Kuskokwim School District Early Learning Center, where a strong emphasis is placed on family, school, and relationships. The care, nurturing, and education of your child are of utmost importance to the staff. This year we are also diligent in following all of the CDC guidelines to ensure the safety of all students, staff, and families.

We are looking forward to working with you in the growth and development of your child. If you have any questions or concerns, please contact us immediately. If your family has any needs with which we can help, please feel free to rely on our staff to act as a resource to direct your family to the best possible services available.

This handbook is intended to inform you of the purpose, philosophy, goals, policies, curriculum, and procedures of the program. Please read this carefully and keep it for future reference.

Sincerely,

Delilah Hodge

Early Childhood Coordinator

Ashley Crace

Special Ed. /EC Director
LKSD Preschools Administrator

Table of Contents

LKSD Early Learning Center	1
Goals	1
Enrollment	2
Waiting List	3
Before Starting with the Program	3
Once Enrolled in the Program	4
Arrival and Departure of your Child	5
<i>Sign-in & Sign-out will occur each morning during drop off and pick up times.</i>	5
<i>List of Authorized Persons</i>	5
Security	6
<i>Emergency Procedures</i>	6
<i>Accident or Incident Report Form</i>	6
<i>Fire Drills</i>	7
Clothing	7
Breakfast and Lunch	8
Health and Safety	9
<i>Allergies</i>	10
Health and Safety Tips	12
Behavior Guidance	13
<i>Expulsion & Suspension Policy</i>	14
<i>Dismissal</i>	15
Payment & Operation	15
<i>Program Hours</i>	15
<i>Monthly Tuition</i>	15
<i>Rates</i>	16
<i>End of Day Late Pick-up Policy</i>	16
<i>Center Closures</i>	16
<i>Holidays and Teacher In-service Days</i>	17
<i>Withdrawal from the Preschool Program</i>	17
Daily Schedule	17
Staffing	19
Curriculum	21
Yearly assessments	21
Parent Information and Surveys Resources	21
Photography	22
Early Entry to Kindergarten	23
CHILD CARE LICENSING PROGRAM	25
PARENTS' GUIDE TO LICENSED CHILD CARE	25
LKSD EARLY LEARNING CENTER STAFF	29

LKSD Early Learning Center



The LKSD Preschools were a vision of the retired Superintendent Bill Ferguson of the Lower Kuskokwim School District, who saw the need for quality childcare to be provided for LKSD staff. A daycare committee was formed, surveys were sent out, and planning done. As a result, the LKSD Preschool/Daycare opened its doors in the fall of 1999.

In October, 2003, the LKSD Preschool was opened to the Bethel community. This center is a benefit to all Bethel residents who are looking for quality full-time preschool for their children.

Goals

The preschool years are vitally important in providing a foundation for self-esteem; social values of sharing, cooperation, and friendship; respect and understanding of different backgrounds; and future academic achievement. Young children develop concepts in cultural arts, language arts, mathematics, science, and social studies by actively exploring, discovering, and creating through “play”. A professional staff strives to provide a nurturing and supportive environment in which each child enjoys challenges and experiences success.

Our curriculum is literature-based and developed around themes of interest to young children. Classroom themes are inspired by what is happening in the world around us. Based on children’s interests, new skills and activities will be introduced in each learning center. We implement a developmentally appropriate program at LKSD Early Learning Center.

The goals of the LKSD Early Learning Center are to provide your child with a safe, secure, and homelike environment, in which he/she will be able to grow in a positive and healthy manner with the following:



- A safe and nurturing environment that will meet the physical, emotional, social and cognitive domains of each individual child;
- A wide variety of activities that will facilitate the construction of knowledge;

- Encouragement to act independently in their explorations of material and performance of activities;
- Tasks and activities that are developmentally and age-appropriate;
- A language-rich environment;
- A multicultural environment; and
- Challenging situations that encourage problem-solving and develop critical and creative thinking skills.

In order to accomplish this goal, we have established policies that will enable this to happen. The following policies were developed with the health, safety, and mental health of each child in mind. We ask that you follow these policies so that all children remain healthy and safe.

Enrollment

To apply for the LKSD Early Learning Center, you will need to complete an enrollment application. Children must be 3 years old before September 1, and meet the state immunization requirements. Three-year-olds must be fully potty trained (no pull-ups) before they can attend the preschool program.



LSKD's Early Learning Center is licensed by the State of Alaska Child Care Preschool Facility Licensure Board and by the City of Bethel. One classroom located in the District Office (former Busy Bees Preschool) is licensed for 33 children between the ages of 3 and 12 years old (a child may not turn 5 years of age prior to September 1st of the year they enter the preschool). The other two classrooms (former M.E. Preschool) are EED Pre-elementary certified for 27 children each.

At the time of enrollment, you (the parent/guardian) will receive a copy of the "Parents' guide to Licensed Child Care." This document is online with the enrollment forms.

*The facilities do not provide transportation to and from the preschool programs.

****All registration forms, current immunization records, and current health records must be on file at the center prior to your child attending.**

Waiting List

Submission of a complete application is necessary for enrollment. If there is not a space available, a waiting list is kept. Students are admitted according to the following waitlist policy:

- Four years old entering Kindergarten the following year
- Parent is an LKSD employee
- Program availability

Once we have determined a position is going to be available for your child, you will have 3 working days to accept the open position.

Before Starting with the Program

Parents can help their children in the process of adapting to their new school environment. With the following tips, your child may find it easier to adapt to their new schedule.

Visit the preschool to become familiar with the setting: The more familiar your child is with the preschool staff and environment the easier it will be for your child to settle into the preschool. If possible, make time to visit preschool during school hours. Your child will have an opportunity to mix with other children, meet the preschool staff, and become familiar with the environment while feeling secure that someone familiar is close by. We ask that you stay the entire time your child is visiting.

Be well informed: Parents should be prepared for preschool, as well. Talk to the administrator, teachers, and staff. If you know about the routines and experiences your child will encounter, you will be ready to answer any questions they might have, such as: How will I get there? How long will I be there? How many days do I have to go? What if I want to go to the toilet? What am I going to do when I get there? Will I get to play?

Encourage independence: Children who are able to care for themselves and their belongings will feel more confident at preschool. Parents can encourage children to practice personal hygiene, such as wiping their nose and toileting independently. Help your child to feel confident and independent by dressing them in clothing that is simple enough for them to manage with little adult help.

Once Enrolled in the Program

Share information with the staff: Children learn best when parents and teachers share together in a partnership. Your child's preschool teacher has many students to get to know. Because you know your child best, you can help the teacher understand your child by sharing information, concerns, and insights. Regular communication between parents and teachers bridges the gap between home and preschool and provides opportunities to exchange information, which support a child's learning.

Keep the preschool informed of changes: Changes in your child's family situation can impact their emotional and academic well-being. If you keep your child's teacher informed of any changed circumstances, the child can be supported if necessary. Examples of changes include the birth of a sibling, moving to a new house, divorce or separation, or the death or hospitalization of a loved one.

It is also important to notify the school of changes in contact details, such as address and emergency telephone numbers, employment, and other changes. It is also the parent's responsibility to keep all medical forms and shots current. Children will not be allowed to attend if any of the above-mentioned medical or personal records are incomplete or expired. Preschool records are audited by the State several times during the year.

Participate in the preschool: Following the licensing regulation 7AAC57.520(e) the LKSD Early Learning Center allows custodial parents free access to their children, and to all areas of the facility used by the children, to observe and participate.

Parents are welcome to participate in the preschool by attending special activities and by volunteering to help in the classroom. This may assist to reassure your child that you are interested in them and their preschool. The following guidelines are helpful:

- 1) Please arrive 15 minutes early to go over the schedule with the teacher.
- 2) Let the teacher know your interests. If you like, you can plan a special project to do with a small group of children.

As a volunteer at the preschool, you may hear staff or children discussing various concerns or family situations. Respecting the confidentiality of such information is essential while volunteering. A **TB test is suggested** for each parent volunteering regularly in the classroom. All volunteers are supervised volunteers and will not be left alone with the children at any time.

Provide information about your child's immunization status:

Your child will be coming into contact with other children and infections can spread quickly.

Current immunization records are required for preschool enrollment. Under the Public Health Act 1992, children who have not been immunized under a medical or religious exemption may be sent home during an outbreak of a vaccine-preventable disease.



Arrival and Departure of your Child

Sign-in & Sign-out will occur each morning during drop-off and pick-up times.

- A. Sign child in upon arrival - We suggest you allow at least 5 minutes for you to assist your child in settling in and talking with your child's provider to share information as to how your child is on that day. For example – did he sleep well, eat well, were there any upsetting, stressful or unusual occurrences that have developed during the time away from the center, and has he/she had any illness during this time.
- B. Parents will sign their child out when they pick him/her up from the center (this may be at the end of the day, but also if you take your child to an appointment or out of the building for any reason).
- C. No one other than the designated caregiver/parent/guardian may pick up the child. If there is written notice signed by the caregiver/parent/guardian an alternate designated person may pick the child up. This would require the individual to have a legal form of picture ID and be at least 14 years old.



List of Authorized Persons

The center maintains a written list of people who are authorized to pick up each child. The parents submit this list with the registration forms and must take responsibility for any updates.

We will not release children to anyone who is not authorized in writing by the parent/guardian.

If you expect anyone other than authorized contacts to pick up your child, please include their names and phone numbers on the information card provided. You may update the information card at any time.

Security



Please use the main doors to enter the center when dropping off and picking up your child. When Bethel Regional High School, Gladys Jung Elementary School, or Mikelnguut Elitnaurviat School goes into a lockdown phase, the preschool will as well.

During a lockdown, no one may enter or leave the school for safety reasons.

If your child is on the playground or at M.E. when you arrive to pick him/her up, you may go into the classroom to get his/her belongings and meet him/her on the playground or at ME.

LKSD policy and procedures forbid the use of firearms, alcohol, or tobacco on school property. Health and safety precautions prohibit live plants or animals in the center.

Emergency Procedures

Parents or guardians shall be notified immediately of any illness or injury to their child, and specific instructions regarding action to be taken shall be obtained. In case of an emergency, if the parents cannot be reached, the Lead Teacher/Assistant Teacher in charge, or the Administrator, will contact those individuals designated on the emergency contact form. Please make sure you advise the lead teacher of any changes in contact information.



Accident or Incident Report Form

When a significant incident occurs during the day, we require the teachers to complete an incident form. If your child has been involved in an incident, we will leave a copy of this form in your child's cubby. If your child is involved in a serious incident you will be called immediately. Due to confidentiality, if another child is involved in the incident, the name of the child cannot be released to another individual.

Fire Drills

Like other schools, we are required to have and practice an emergency evacuation plan. Since an acceptable plan requires that the building be evacuated in two minutes or less, we must ask the children to wear shoes at all times, even during nap time.



Our plan requires the teachers and children to leave the building immediately and go to the designated spot.

Evacuation

If an emergency necessitated an evacuation of the preschool classroom, parents would be notified to pick up their child at a designated alternate location.

Clothing

We ask that you bring at least one change of clothing that we may keep at the center. This will allow your child to change into clean and dry clothing if they become soiled or damp. Soiled clothing will be placed in a waterproof bag and given to you at the end of the day. We also ask that you bring a pair of indoor shoes that will be kept at the center. Health regulations prohibit us from rinsing clothing that has been soiled.



The children will spend some time outdoors each day except when the weather is not favorable. Please provide appropriate warm clothing, including mittens, hat, coat, and footwear. We will go outside with the children unless it is below 15°F.

Label equipment and clothing

Children's belongings may look very similar to their classmates'. Labeling your child's equipment and clothing with their name will prevent loss, confusion, and possible upset for your child.



All clothing and personal items must be labeled with the child's name.

Personal Belongings

Each child will have storage space for personal items left at the center. This should include extra clothing, food, etc. All personal items must be marked with the child's name.



Breakfast and Lunch

Nutrition is a very important factor for the growth and development of a child. The center will be providing dry packaged meals that include a grain, fruit and milk for breakfast. Lunches will be served hot with an entrée of protein, grain, fruit, and vegetable with milk. They will be served in covered trays or a take-out box this year. All meals will comply with nutrition regulations.

Food brought from home

All food brought from home must be labeled with the child's name.

Please do not pack children lunches that are frozen or need reheating, we are not allowed to use the microwave to warm food due the health and safety guidelines.

If your child has a food allergy or special food needs you will have to supply these foods and keep us informed of any special food considerations.

List of approved Snacks

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases.

Examples of snacks are: cheese, crackers, apples, oranges, bananas, celery, carrots, goldfish crackers, cereal, toast, graham crackers, and raisins.

- ✓ Water – Should be the main drink served to kids at snack times
- ✓ PLEASE BRING A WATER BOTTLE FOR YOUR CHILD
- ✓ Low-Fat and Fat-Free Milk

Health and Safety



We ask for your cooperation to help ensure that the children have a happy and healthy preschool experience. It is important to make sure that your child is feeling well when he/she leaves for the Center each morning. If you suspect your child may be ill, please keep him/her at home and let the Preschool know why your child is absent.

In order to protect all of the children, the following procedures must be followed:

- A. Please contact the center prior to opening if your child will not be in attendance. When possible, notify the center in advance of appointments or other scheduled absences. You are responsible for payment when your child is absent.
- B. If your child is ill/contagious we will not be able to accept them at the center. If you have been to the doctor and have a note saying the child is not contagious, has no fever and it is permissible for them to be at the center, we will allow them to attend. It would save you time if you ask your doctor for a note at the time of your doctor's visit.
- C. If your child requires daily medications and needs to take them while at school, our staff cannot administer medications; however, the parent or designated adults may administer the medication.
- D. If your child will be starting a new medication, we ask that you give the first dose at home, or be able to remain at the center for several hours after the administration of the medicine. This is for your child's health. We ask this in case there is a reaction to the medication since you will best recognize any symptoms of an adverse reaction.
- E. If your child has a temperature of 100 F or higher you will be called and asked to pick your child up.
- F. Children should not be brought to the center until they have been free of fever for 72 hours.
- G. If head lice are spotted, the student may return to the school when approved by medical personnel and no live lice or nits are spotted. Contact the public nurse if you have reason to believe your household has been exposed to lice.
- H. If there is a colored discharge from the nose or eyes, you will be called to pick up your child. (Colored discharge is an indication of infection.)

Children **MAY NOT** attend Preschool if any of the following conditions exist:

Exclusion policy:

- Because of the variety of symptoms of COVID-19, it is requested that children and staff not attend when they are feeling ill or showing any of the following: fever, chills, body aches, sniffles, sore throat, nausea, vomiting, diarrhea, rash, loss of smell or taste.
- Students will be excluded from participating in school for the following symptoms: Fever over 100.0, General malaise (feeling too tired or weak to participate), Symptoms of upper respiratory infection (cough, nasal drainage, sore throat), Nausea, vomiting, or diarrhea Persistent muscle or body aches, rash of unknown origin, complaints about the above symptoms listed
- If a child gets sick during the day, he or she will be isolated from the rest of the group until a parent can pick them up.

Allergies

LKSD Early Learning Center will enroll children with allergies and to the best of our abilities create an environment that minimizes the risk of exposure to allergies. This policy recognizes that the risk of accidental exposure can be reduced but not eliminated. Each child’s needs will be assessed individually to determine if the center can manage the allergy safely. The center reserves the right to refuse registration if it is determined by the program coordinator that the allergy is not safely manageable.

To determine manageability we look at the following factors:

- type of allergy.
- number of allergies.
- level of severity.
- can exposure to allergen be managed safely and reasonably.
- are staff and parents comfortable with level of risk that is inherent.

Once it is determined that the allergy is manageable, the following procedures must be followed BEFORE the child can be admitted into the program:

- The parent will provide an Allergy Information sheet that is signed by the child’s physician.

- The parent will complete the allergy form that has been prepared by the center. The parent will be able to meet and discuss this information with the Preschool Leader.
- The parent will give written consent to advise other parents in the center about their child's allergies and to allow us to post the child's Allergy Alert form in the playroom. The child's name will not be posted.
- The parent will provide all necessary medications and epi-pens. Twinject auto-injectors will not be accepted.
- The parent will demonstrate the administration of the epi-pen to the program staff.
- CHILDREN WILL NOT BE ACCEPTED FOR ATTENDANCE WITHOUT THEIR MEDICATION AND AUTO-INJECTOR (hereinafter referred to as EPI-PEN).
- The parent will prepare and send the food for the child.
- The parent and program coordinator will review the plan and the child's needs on a regular basis.
- All staff, students, and volunteers will review the treatment plans on an annual basis.
- It is the parent's responsibility to notify the program coordinator and staff of any changes to the child's allergy.
- Any changes to the child's allergies must be noted and signed by the child's physician.

No Nut Policy

The LKSD Early Learning Center buildings and grounds have been designated as no nut zones due to children and staff having life-threatening allergies to nuts. This means that no nuts and food containing nuts are allowed on the premises at any time. We cannot serve foods that are labeled as "may contain traces of nuts". Please check labels carefully if bringing food to the program.



Health and Safety Tips

One of the primary responsibilities as a parent is to create and maintain a safe environment where your child is protected from danger. Your child will feel safe and secure when you provide for his or her needs. During this COVID-19 year, parents are required to sign a mitigation plan letter that describes all the protocols that are set in place in our program to ensure the health and safety of staff, children, and families. (parent/child screening, temp, checks, masks, social distancing, cleaning and disinfecting, staggered pick up and drop off, etc.)

Other safety tips include:

Two important safety issues to be aware of are: Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of sudden infant death syndrome, place your infant on his or her back (or side) to sleep; provide a comfortable and smoke-free environment; secure sheet, mattress, and bumper pad; and keep all items out of the crib except a lightweight blanket to cover your infant if needed.

Shaken Baby Syndrome

You can prevent shaken baby syndrome by never shaking your child playfully or angrily, and never tossing your infant into the air. Shaking a child can cause permanent brain damage, paralysis, blindness, seizures, developmental delays, broken bones, or death.

Parents can provide a safe environment by:

Supervising their child at all times and never leaving them unattended during diapering, feeding, bathing, or while playing outside.

Becoming familiar with emergency and first aid procedures such as CPR.

Storing all guns in your house in a locked container, unleaded and unlocked. Store munitions in a locked container in a separate place.

Covering outlets, removing hazards, and childproofing inside and outside your home.

Keeping all cleaning products and medications completely out of sight and reach. Use safety caps on all medications.

Making sure the air in your home is safe to breathe (e.g., free from cigarette or other tobacco smoke and carbon monoxide).

Keeping your child in a safe place while you cook and turning pan handles toward the back of the stove.

Loving interactions promote growth and development: Simple activities like cuddling and rocking, talking, and singing stimulate the brain to release hormones necessary for growth.

Learning pathways are strengthened through repetition: Both large and small muscles are developed through the repetition of actions when children explore their surroundings (e.g. reaching for a mobile, grasping a rattle, catching a ball, stringing beads).

From infancy, children learn about good health and nutrition by watching and imitating their parents' behavior. Healthy habits developed at an early age tend to last a lifetime.

Parents can help keep their children healthy by: Obtaining and keeping immunizations current, unless there are medical reasons to prevent immunizations.

Taking your child to a health provider for regular healthy baby/child checkups.

Obtaining medical attention if vomiting and diarrhea persist. Infants can dehydrate in less than 12 hours.

Avoiding administering aspirin to your child as aspirin has been linked to the development of Reyes Syndrome in children.

Feeding or having meals with your children in a pleasant, calm setting.

Holding your infant during feeding until your infant can support his or her own bottle. Never allow your infant to lie flat to drink as the liquid can flow into the ears and can cause an ear infection, or can pool in the child's mouth and cause tooth decay or thrush.

Feeding your infant or child from a dish/bowl, not from a food container or baby food jar, as the food left in the jar will be contaminated by your child's saliva.

Refrigerate formula and other food after opening; storing and handling food in a sanitary manner.

Setting a daily schedule including meals, naps, and bedtime.

Behavior Guidance

The purpose of discipline is to help children learn ways of behaving that are acceptable to themselves and to others. With very young children, this usually means setting limits for their safety, the safety of others, and the safety of property. Young children need to be reassured that the people who care for them will guide and protect them. All behavior has a reason, and it is part of our behavior management to find out the cause of the behavior before creating a program to help a child deal with those difficult times.



No discipline shall be severe, humiliating, or frightening. No discipline shall be associated with food, rest, or toileting. Spanking and any other form of physical punishment is prohibited. The center's staff does not use corporal punishment.

Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits for the benefit and safety of all children. Caregivers will encourage children to respect other people, be fair, respect property, and learn to be responsible for their actions. Discipline involves teaching character and self-control.

The brain reacts to positive and negative experiences.

Positive nurturing experiences are crucial to intellectual growth and the ability to regulate and control emotions. However, long-term exposure to stress will forever change your child's ability to learn and relate positively to others.

Fighting: We describe fighting as punching, kicking, slapping, hitting, biting, or purposely throwing any object at another child.

Disruptive Behavior: We describe disruptive behavior as a refusal to cooperate with the Center's routine or activities, or behavior which prevents the other children from participating in the Center's routine or activities. We do not expect children to sit, be quiet, line up, etc., for unreasonable amounts of time.

Destruction of Property: This includes damage to the building, furniture, or any items owned by the center, the teachers, or any other children.

Action teachers will take in response to the above behavior:

First incident in a day: The child will be redirected and a teacher will talk to the child about their actions.

Second incident in a day: The child will be removed from their group for a time-out and a teacher will talk to the child about their actions.

Third incident in a day: The child will be temporarily removed from their group for a time-out and a teacher will talk to the child about their actions. An incident report will be given to the parents/guardians of the child detailing the child's behavior and the action taken by the teacher in response.

Expulsion & Suspension Policy

If more than three "Incident" reports have been posted in a day, and the unacceptable behavior is not resolved with redirection or parental contact, the

staff will call the child's parent(s) and the child may be temporarily dismissed for the day.

Then, a conference will be set up with the parents/guardians and staff to create a written behavioral plan.

Dismissal

If the parents/guardians do not support and follow the behavioral plan that was developed for their child, the child will be dismissed from the program permanently.

In rare and extreme cases, if a child's behavior poses a health and/or safety risk to the staff or other children enrolled at the center, the child may be permanently dismissed from the program at the director's discretion.

LKSD Early Learning Program reserves the right to dismiss a student, parent, and/or staff member whose presence in the school is considered detrimental to the best interest of the student, fellow students, or the school in general.

LKSD Early Learning Program also reserves the right to dismiss any student, parent, and/or staff member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing, and/or through social media.

Payment & Operation

Program Hours

The Center is open from 7:50 am to 5:10 pm Monday through Friday with the following cost and hours for each program.

Full day \$40, from 7:50 AM - 5:10 PM

Half day \$25, from 8:00 AM - 12:00 PM

Migrant: Free, from 8:00 AM - 12:00 PM

Monthly Tuition

The monthly fee will be due on the 15th of each month. A student will be considered unenrolled if tuition is not paid by the 22nd of each month. Tuition starts the day you enroll your child. Parents are required to pay tuition whether

or not the child is present. Neither credit nor refunds will be given for school days that a child is absent due to sickness or vacation.

Rates

Tuition is based on the number of seat days in a month with an anticipated daily Full Time rate of \$40.00, Part Time rate of \$25.00.

*These rates may vary depending on changes in the school calendars or canceled days.

Parents who qualify for and receive tribe or state childcare assistance are responsible for any tuition amount not covered by the assistance (late charges, or if your child is absent, parent does not work, or other circumstances that childcare assistance won't cover).

When Preschool is canceled due to unexpected circumstances, there is no daily charge. A credit for "canceled day" will be applied to the next month's invoice.

End-of-Day Late Pick-up Policy

It is expected that parents will be ready to leave the childcare center building with their child(ren) by the hour of closure, so please arrive a few minutes prior in order for the teachers to close the building.

Late pick-up affects staff personal time, as a courtesy, please call the preschool if you are running late for pick-up. There is a late fee of one dollar per minute. If we have not heard from you within 15 minutes after closure, we will call the emergency numbers provided by you. After 30 minutes, we will contact the police and Children's Services. Again, this policy is not to generate extra income but we do expect parents to abide by their contracted pick-up times so staff members can have their personal time as well. They are not paid for overtime.

Each time a parent is late picking up their child, it will be documented by the staff, signed by the parent, and placed in the child's file. Continual breaching of the contract may lead to the dismissal of your child from our program.

Center Closures

When weather conditions or outside areas are not conducive to the health and safety of children, we will cancel outside playtime (when the temperature is below 15 degrees F). In extreme circumstances Bethel schools are closed as well as the Preschool, the announcement will be made through the Radio station.

When schools are in session and need to close, parents will be notified by email and telephone.

Holidays and Teacher In-service Days

Closures are as follows for the 2023-2024 school year. This calendar is tentative. Parents will receive ample notice of changes.

Day	Description
August 9	Center opens/ School starting date
September 4	No School – Labor Day
September 5-8	No School – District-Wide Inservice
September 11	School restarts again
October 13	No School - Teacher Work Day
November 10	No School
November 23 & 24	No School – Thanksgiving Break
December 8	No School – Site Inservice
December 21-January 8	No School – Winter Break
February 2	No School – Site Inservice
March 4-March 8	No School – Spring Break
May 20	Last day of school for the 2023-2024 school year

* At the beginning of each year, a calendar will be provided to parents with dates for the year.

Withdrawal from the Preschool Program

We require parents to give at least 2 weeks written notice before withdrawing a child for any reason. If the two week notice is not given, you will be billed and obligated to pay fees equivalent to two weeks tuition. If a child is withdrawn temporarily, he/she will be put on the waiting list on the day of withdrawal. Every effort will be made to re-enter the child on the requested date, but no guarantee will be made.

Daily Schedule

Our daily schedule includes time for active play, fine motor skill practice, artistic expression, group activities, shared reading, early literacy, and math activities, among other activities. This schedule may be adapted during inclement weather.

Free Choice: Free choice time is a time when children select from interest centers: examples of activities include art, blocks, library, table toys, sensory activities, computer lab, or dramatic play. During this time children are able to follow their own interests and learn self-confidence, decision-making skills, social skills, independence, and other skills. All toys will be cleaned and sanitized at the end of each day.

Television Viewing/Computer: State Regulations provide that in a childcare facility, a child cannot watch more than 1½ hours of television a day. Computer time is limited to 2 hours a day. The television is on only during quiet time when the children are just getting up, and/or at the end of the day.

Field Trips: Students will participate in walking field trips periodically during the year. Examples of a field trip may include berry picking or hiking outside on the tundra to discuss local plants, birds, or insects.

Parental permission for the child to participate in these activities must be in writing and may be granted by signing the permission form.

Nap Time: A quiet time has been set aside for all children in the program. This quiet time falls between 1:00 and 2:00 PM. We feel that all children need this quiet time. We are unable to honor requests that your child be kept awake or awakened early because this disturbs the other children. Unless it is an emergency, do not pick up or drop off your child during this time.

Each child is provided with a mat. Please bring a blanket for your child. Please label your child's blanket. Each child will be distanced 6 feet from each other during nap time.

Parents are responsible for washing the child's bedding items each Friday.

Preschool Schedule

(Example)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 AM	Preschool Opens / Arrival				
8:00 AM	Free Choice				
9:00 AM	Circle Time (2 Groups)				
9:15 AM	Music & Movement				
9:30 AM	Morning Snack				
10:00 AM	Center Time				
10:30 AM	Small Group of Instruction (Literacy, Pre-Math)				
11:30 AM	Outdoor Activities				
12:00 PM	Lunch / Free Choice				
1:00 PM	Nap / Quiet Time				
2:00 PM	Story Telling				
2:30 PM	Afternoon Snack				
3:00 PM	Science/Literacy Activities				
3:30 PM	Outdoor Play (Weather permitting)				
4:30 PM	Computer Time / Readiness				
5:00 PM	Ready to go Home				
5:15 PM	Close the Center				

Staffing

Our classrooms meet the State of Alaska requirements for Pre-elementary Schools. All staff members have met background requirements for LKSD and the State of Alaska FDLE. Each staff member participates in at least 24 hours of training per year as mandated by the State of Alaska, and holds a pediatric CPR/FA certification.

Preschool employees have agreed that confidentiality and privacy are of utmost importance when discussing issues related to personnel, children, and parents, and situations happening in and around the preschool. If you have questions or concerns please contact the Center administrator.

Substitutes, Emergency Caregivers-

A substitute may be employed or a volunteer assigned to assure that the required Child-Staff ratios are maintained at all times.

Substitutes will meet all LKSD substitute requirements by:

- High School Diploma or GED (required)
- Presenting 2 Photo ID's
- Completing I-9 and W4 forms
- Passing Background Check

Supervision

Child-Staff ratios will comply with State License Guidelines at all times. The children are never left unsupervised.

Ratios:

Adult: Preschoolers 1:10

When there are any changes in the policies, parents will be given a 2-week notice.

Plan of Supervision:

1. Supervision will be appropriate to children's ages, developmental levels, behaviors, and environment.
2. Staff members will always be aware of all the children in the group, their numbers, ages, and abilities, as well as the layout of the environment, to ensure proper supervision, health, and safety. Social distancing will be encouraged as much as possible during activities.
3. Staff members will keep children in view at all times and will be easily accessible to children. Staff will adjust the level of supervision if a challenging behavior arises to ensure a safe environment.
4. They will be aware of all children at all times, monitor where they are, and count them regularly:
 - During playtimes
 - During nap times
 - During transitions in routines
 - When arriving and leaving outdoor play areas and outings
 - When arriving and leaving the destinations for outings
 - When using equipment such as tricycles, children wear appropriate safety equipment (bike helmets)

Students

In cooperation with high schools, community colleges and universities in the area, the child care center is frequently used as a source of practical experience for students in early childhood education. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. These students work under the direct supervision of the staff at all times.

Curriculum

Frog Street will be used as a main part of the emerging reading skills curriculum.

Everyday Math Pre-K - Comprehensive Pre-K mathematics program.

Mikelnguut Pitekluli (For the children) – Curriculum based on the Yup'ik Subsistence Calendar.

Second Step – Classroom-based program designed to increase children's school readiness and social success by building social-emotional competence and self-regulation skills.

Language for Learning - Program designed to teach young pre-readers oral language skills. Concepts, information, and knowledge that will benefit them in the future as they learn to read.

Yearly assessments

In the fall and spring of each year the children are given the Peabody Picture Vocabulary Test IV (PPVT-IV), which measures receptive language, the DIAL-IV which indicates the child's level of development in the areas of cognitive, language, and motor skills, and the PALS-PreK which measures alphabet & phonemic awareness. These screenings are used to record your child's progress during the year. As a parent or guardian, you will receive a copy of the results. If you have questions regarding the assessments, contact the preschool leader or director.

Parent Information and Surveys Resources

Parent meetings will happen during the beginning of the year Open House and as needed during the year. These meetings will be to provide parents information

about their child's development and ways that parents can help their child grow socially, emotionally, and academically.

Monthly newsletters will be provided. For daily notices, a bulletin/announcement board is located at the sign-in/out station and as well as communication via Brightwheel.

Parent Information Input

Information from parents is a valuable source, which provides the staff with new ideas and possible areas of concern.

The staff is always available to talk with parents for input or suggestions.

Parent meetings are held throughout the year.

Photography

Photos and movies are sometimes taken for use within the child care center with the children. Occasionally these or other pictures may be used in the media or for educational purposes. Whenever possible, this will be cleared with parents, but this is sometimes difficult or impossible in cases where pictures contain large groups of children or are used several years after they are taken. The names of the children are never used with their photos. (If you do not wish your child's picture to be used for publications or newspaper stories about the child care center or for educational purposes, please notify the office staff at the time of registration, we will then ensure that your child's picture is not taken).

Early Entry to Kindergarten

For a child to be considered for Early Entry to Kindergarten they must complete the Early Entry Process. The process begins with contacting the Site Administrator of the School your child would attend. The Site Administrator will discuss the process.

No early entry student will be permitted to participate in graduation unless they have provided to the Director an Early Entry Acceptance Form signed by the superintendent.

The LKSD Board Policy states:

Children who turn five years old on or before September 1st, are eligible for regular entry into kindergarten. Only children whose date of birth falls after September 1st, but before September 30th may be considered for early entry. Early entry into Kindergarten will be at the discretion of the Superintendent and Director of Special Education. The Director of Special Education will provide parents seeking early entry with an information packet. In addition, a psychologist licensed in the State of Alaska or certified by the Alaska Department of Education shall have examined the child and certified that he/she has the mental, physical, and emotional capacity to perform satisfactorily in a public school educational setting. Such certification shall be sent directly from the examining psychologist to the Superintendent and Special Education Director.

Any information relevant to the child's early entrance available from the school site shall also be forwarded to the Superintendent. Relevant site information may include existing class size, based on current district guidelines, available preschool screening information, or other information, which the site may choose to obtain. All assessment information must be submitted to the Superintendent by no later than the end of the first week of school. Therefore, parents seeking early enrollment for their children are encouraged to arrange for an assessment prior to the end of the previous school year or during the summer months. The final decision concerning the child's status shall be made by the Superintendent. The Superintendent may determine that the child will not be admitted or the child will be admitted provisionally for a trial period no longer than four weeks not shorter than 5 school days (unless removal is made by parent request). Based on teacher or parent observation, a recommendation to terminate the enrollment may be made after the initial 5 day trial. If a child is admitted provisionally, the parent(s) must stipulate to the provisional agreement in writing. By the end of the trial period, based on input from the child's teacher, principal, and school psychologist, the Superintendent will render a final decision.

Any and all costs associated with the examination shall be borne by the child's parent or guardian. In no case shall a child under school age be admitted pursuant to this section if more than twenty school days have elapsed during the school year.



CHILD CARE LICENSING PROGRAM



Division of Public Assistance
Child Care Program Office

PARENTS' GUIDE TO LICENSED CHILD CARE

This form is required to be included in a child care facility's policies and must be provided to parents at enrollment.

- ◆ 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 childcare 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 health and safety standards. Before a center, group home, or home is granted a child care license, it must meet minimum regulatory standards such as health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Program Office conduct on-site inspections at a facility to monitor regulatory compliance and investigate reports of concern. The goal of licensing is to prevent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

- ◆ An informed parent is key to quality child care.

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice 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 knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility that meets their family's needs and their standards for health, safety, and quality.

- ◆ What to do if you have questions or concerns about the care your child is receiving:

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, contact the Child Care Program Office toll-free at 1-888-268-4632 or via email at CCPO@alaska.gov

CHILD TO CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES

CHILD CARE HOMES

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

CHILD CARE GROUP HOMES

- 2 caregivers required, one must be the Administrator and must be at least 21 years of age
- Caregivers must be at least 18 years of age
- No more than 12 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 5 children under the age of 30 months
- No more than 4 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

See 7 AAC 57.505 for child-to-caregiver ratio requirements allowing 1 caregiver in a Group Home.

CHILD CARE CENTERS

- Administrator and/or Child Care Associates must be at least 21 years of age
- 13 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, needed to meet child-to-caregiver ratios:

- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4-year-olds)
- 1 caregiver for every 14 kindergarten children (5 and 6-year-olds)
- 1 caregiver for every 18 school-age children (7 through 12 years old)

See 7 AAC 57.510 for allowable maximum group sizes in a Center.

CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS

TO BE LICENSED

- Required to apply for a Provisional or Biennial License
- Must meet all licensing standards and requirements
- Must be in compliance with all licensing regulations
- Must allow Child Care Licensing access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
- All staff/household members must have a valid criminal history check from the State of Alaska Background Check Program
- All caregivers must meet the licensing early child development training requirements

OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form

- Child emergency information o must be updated by parent when changes occur or o at least semi-annually
- Permission for: o medication administration o transportation o field trip participation
- A plan of care for a child identified with a special need
- A behavior guidance plan for a child with a behavior issue

PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must ensure screen time viewing is limited to 1½ hours in a 24- hour period
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate risk activity

SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

SAFETY

- Must meet Child Care Licensing and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: 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, punching, pulling or any other action that seeks to induce pain.”

HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver's own child and all children in care are treated equitably

EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
 - 35 square feet of usable indoor space per child
 - 75 square feet of usable outdoor space per child

LKSD EARLY LEARNING CENTER STAFF

District Office

Classroom # 1

Preschool Lead Teacher	Glenda Swope
Preschool Aide	Carlos Padilla
Preschool Aide	Afrdita Litfiu
Preschool Aide	Mariline Helgesen

LKSD Learning Center Building

Classroom # 2

Certified Teacher	Akram Didari
Preschool Aide	Jasmin Thatcher
Preschool Aide	Kena Moutlon
Preschool Aide	

Classroom # 3

Certified Teacher	Jazzmin LaValle
Preschool Aide	

Classroom # 4

Classroom Teacher	Ashley Kress
Preschool Aide	Gzime Zulfeari
Preschool Aide	Santina Hancock
Preschool Aide	Callie Nick

Early Childhood Staff/ Center Administration

Early Childhood/Preschool Coordinator	Delilah Hodge	543-4854
Special Ed/ECE Director	Ashley Crace	543-4870

The student/teacher ratios always meet State Regulations.



Lower
Kuskokwim
School
District

Early Childhood Department

P.O. Box 305

Bethel, Alaska 99559

Ph (907) 543-4854

Fax (907) 543-4902