



Family Handbook

All policies and procedures set forth in Gold Creek Child Development Center Family Handbook are subject to change with 30 day's advance notice.



Table of Contents

About This Handbook	4
Who We Are	4
Mission and Values	4
Philosophy	4
Board of Directors	5
Staff	5
Licensing and Accreditation	6
Enrollment	6
Admissions Process	6
Registration & Requirements for Enrollment	7
Withdrawing	7
Classrooms & Educational Programming	8
Classrooms	8
Curriculum	8
Transitioning to a New Classroom	9
Toilet Training	9
Assessment	9
Behavior Guideline Philosophy	10
Guidance Procedures	11
Biting	12
The School Day	12
Your Child's First Day	12
Hours of Operation	13
Building Security & Access	13
Arrival	14
Classroom Schedule	15
Play Yard and Outdoors	15
Mealtimes	15
Rest Time	17
Personal Belongings	18
Change in Pickup Person	19
Departure	19
The School Year	20
School Calendar	20

Inclement Weather Days	20
Celebrations & Birthdays	20
Communication & Family Involvement	21
Brightwheel App	21
Check-In Codes	22
Family Involvement	23
Family Support	24
Home Language	24
Confidentiality	24
Tuition & Fees	24
Tuition	24
Returned Checks	25
Tuition Assistance	25
Daily Health Checks	26
Illness Policy	26
Chronic Health Conditions	27
Medications	27
Topical Creams and Sunscreen	30
Medical Report & Immunization Record	30
Cleaning & Sanitation	30
Hand Washing	31
Universal Precautions	31
Safety	32
Mandated reporting requirements	33
Additional School Policies	33
Smoke-Free and Weapon-Free Environment	33
Transportation	33
Babysitting	34
Program Oversight	34
Grievance Procedure	34
External Protocol	35
Legal Information	35
Nondiscrimination	35
Commitment to Diversity	36
Americans with Disabilities Act	36
Appendices	36

About This Handbook

This handbook will help to explain Gold Creek Child Development Center (GCCDC or the Center) and its operational policies. GCCDC reserves the right to update this handbook at any time, and we will let families know when we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On the Enrollment Agreement, parents/guardians must acknowledge receipt of an agreement to adhere to the policies outlined in this handbook.

Who We Are

Mission and Values

GCCDC provides early childhood education for children ages six weeks to six years of age. GCCDC's mission is to provide high-quality, NAEYC accredited, developmentally appropriate child care; to promote understanding of child development and quality child care with the families we serve, federal employees, and the community; to engage in a partnership with families to bridge the values of the family with those of the Center for the benefit of students; and to work with the General Services Administration (GSA) to help provide a family-friendly work environment by offering on-site child care for federal employees.

Philosophy

GCCDC believes all children deserve to be loved, respected, and appreciated. We value each child as an important and capable individual. Our staff creates environments to stimulate children's curiosity. We believe that young children learn through self-chosen play. GCCDC's programs and policies are designed to accomplish the following objectives:

- Provide each child with high-quality care and education in a nurturing, safe environment.
- Help each child develop physical and emotional well-being, intellectual curiosity, creativity, self-reliance, appreciation for diversity, self-control, and self-esteem.
- Provide a positive and mutually supportive working relationship with the families of the children in our care.
- Provide information about child development to parents/guardians as requested.
- Build a competent, caring staff by promoting continuing early childhood education and staff development.

GCCDC's philosophy is based on a belief that children of all abilities benefit from an inclusive environment. For children with special needs, inclusion facilitates developmental progress by exposure to role modeling of social, language, and physical skills through interactions with typically developing peers. We aim to help all children in our care gain solid interpersonal skills, including self-confidence, acceptance, empathy, and communication. Inclusion allows all children to relate and interact with peers in play and daily routines, engaging in experiences that promote the development of self-help skills, self-control, and the understanding that others have different backgrounds and perspectives.

Board of Directors

The Center has been serving families in Juneau since August 1994. We are located in the Juneau Federal Building and receive support, in the form of building space, utilities, large equipment, furniture, and custodial services from GSA. Initially, the Center was administered by a Fairbanks corporation and was known as Gold Creek Play 'N Learn. In the fall of 1997, Gold Creek Child Development Center, Inc. (GCCDC, Inc.) took over and the Center was renamed Gold Creek Child Development Center (GCCDC).

GCCDC, Inc. is a Juneau-based membership organization comprised of parents/guardians of children enrolled in the Center, federal employees, and interested community members. GCCDC, Inc. has an elected Board of Directors that oversees the management and policies of the Center. The Board of Directors hires the Center's Executive Director, who acts as the administrator responsible for the Center's staff and daily operations. The Board approves the Center's budget for each federal fiscal year, which starts October 1. The Board encourages parent/guardian involvement in decisions related to maintaining a nurturing, high-quality program for children, and a positive atmosphere for staff to grow professionally. As a non-profit corporation, GCCDC, Inc. relies primarily on tuition for its revenues and engages in fund-raising activities to, among other things, fund its Tuition Assistance Program.

Staff

The quality of childcare depends on the knowledge and experience of staff and administrators. Children need consistent care from people who understand child development and who plan activities and use techniques appropriate to the developmental levels of children. GCCDC aims to hire, train, and retain qualified staff. Staff members are treated with respect in the same way we expect them to respect our students. We expect staff members to take initiative as members of a team to create a safe, stimulating childcare and educational environment.

Providing variety and balance in children's daily activities while being a supportive adult who sets limits to keep children safe are each staff member's primary responsibilities. They are also responsible for facilitating opportunities for each child to experience accomplishments that build a positive self-image.

Staff recognize the importance of play and will prepare their classroom and materials in order to extend learning by introducing students to age-appropriate concepts, materials, and activities. Because children learn best when they self-select activities that hold a special interest to them, children are invited and encouraged, but never forced, to participate in activities.

In order to recruit and retain high-quality staff, GCCDC:

- Requires both State of Alaska and Federal background and reference checks
- Provides benefits to its employees.
- Offers flexible work schedules, pending availability.
- Provides resources to support professional development including time and money

- Rewards experience, effort, and commitment to GCCDC

Licensing and Accreditation

State of Alaska Licensing

Our school is a state-licensed childcare facility. GCCDC is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications and training, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the Executive Director. Additionally, GCCDC is accredited by the National Association for the Education of Young Children (NAEYC).

NAEYC Accreditation

GCCDC is a nationally accredited program through NAEYC. NAEYC accreditation means that GCCDC meets NAEYC's ten standards for high-quality early childhood education, has voluntarily undergone a comprehensive internal self-study, invited external professional review to verify compliance, and been found to comply with NAEYC accreditation criteria. For more information about NAEYC, you can go to NAEYC for Families at <https://www.naeyc.org/our-work/for-families>.

GCCDC's staff also follow the NAEYC Code of Ethical Conduct, which offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education. Copies of the Code of Ethical Conduct are available at <https://www.naeyc.org> and at GCCDC's administrative office. All staff receive a copy when they are hired.

Enrollment

Admissions Process

Children are eligible for admission at GCCDC at the age of 6 weeks. The admission process begins with a tour of the school. Children are enrolled based on the below listed priority system depending on availability in the most developmentally appropriate class. If GCCDC classrooms are full, a family may ask to have their child placed on the waiting list. To do so, a parent/guardian must complete an application form and pay a non-refundable waitlist processing fee.

GCCDC spaces are filled according to the following priority system:

1. Siblings of current GCCDC students, who are federal employee dependents.
2. Children who are federal employee dependents.
3. Children of GCCDC Board Members.
4. Children of GCCDC staff.*
5. Siblings of current GCCDC students, who are not federal employee dependents.

6. Children who are dependents of non-federal employees who work in the Juneau federal building.
7. Children from the community at large.

*Please note that GCCDC reserves the right to enroll children of GCCDC staff notwithstanding this priority system if: (1) a staff member needs childcare to work at GCCDC; and (2) the staff member is critical to GCCDC operations.

Children must be able to benefit from participation in an inclusive group setting. If, after a tour and discussion of the child's needs, it is determined that GCCDC is not a good fit for the child, GCCDC will attempt to give resources and information about other programs that may benefit the child and family.

Registration & Requirements for Enrollment

After parents are notified of the admission date, you must complete the GCCDC Enrollment Application (found on our website) and pay the non-refundable registration fee.

Upon receipt of the enrollment application and payment of registration fees, the parent receives the enrollment agreement, family handbook, permission forms (photo, sunscreen, walking trips, etc.), nutrition forms (if applicable), and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Enrollment Application, including Schedule & Tuition Agreement;
- A signed Enrollment Agreement;
- A completed set of enrollment paperwork;
- Completed medical action plan (if applicable);
- A record of immunization or a completed exemption form.

PLEASE NOTE: GCCDC is required to have each of these forms in our files to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

Withdrawing

If you need to withdraw your child from GCCDC, you must give 30-day advance notice in writing. The 30-day notice begins the day it is received in the school office. You will be charged tuition during this 30-day notice period, whether your child is in attendance or not.

Classrooms & Educational Programming

Classrooms

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another.

GCCDC is licensed by the State of Alaska to provide care for up to 62 children. Individual classroom compositions are listed below:

- The Pre-K Room may have up to 20 children, ages 3.5 to 5 years old. The caregiver-to-child ratio for this classroom does not exceed 1:10.
- The Preschool Room accommodates up to 20 children, ages 3 years to 4.5 years old. The caregiver-to-child ratio does not exceed 1:10.
- The Toddler Room may have up to 12 children, ages 19 to 35 months old. The caregiver-to-toddler ratio does not exceed 1:6.
- The Infant Room accommodates up to eight infants, ages 6 weeks to 18 months old. We plan for a maximum caregiver-to-infant ratio of 3:8, which is less than NAEYC's 1:4 maximum ratio and the 1:4 maximum ratio that the State of Alaska law permits for ages birth to 11 months and the 1:5 ratio it permits for ages 12 months through 18 months.

Curriculum

At GCCDC, we focus on child-centered teaching, developmentally appropriate practices, and the belief that “play is a child's work.” Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. To support this goal, we use Frog Street, a learning curriculum that includes Conscious Discipline practices and developmentally appropriate activities as well as assessment processes.

Frog Street is based on objectives for development and learning that focus on all the most critical areas for success: Literacy, Math, Moving and Learning, STEM, and more. These objectives are built into every classroom activity, which means that the teacher helps each child develop skills and knowledge in these critical areas each day. For more information about Frog Street: <https://www.frogstreet.com/>.

Transitioning to a New Classroom

GCCDC strives to make each student's transition from one classroom to another as smooth as possible. When the time comes to transition to a new classroom, we look at your child's developmental and maturation levels, as well as space availability, in other classrooms. A letter will go home to make you aware of when your child will transition to the new classroom. Your child's current teacher will share information about your child's strengths, areas for growth, and supportive strategies with the new teacher. If you are interested in setting up a conference centered around a classroom transition, reach out to your child's teacher.

Toilet Training

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

Assessment

Child assessment is a vital component of GCCDC and is essential to understand and support early child development. GCCDC uses resources in the Frog Street Curriculum to measure child outcomes. Frog Street assessment resources are user-friendly and work with GCCDC's curriculum, making it easier for staff to complete assessments and share those promptly with families. All staff members are trained in the use of Frog Street, which includes the purpose and value of assessment and appropriate assessment tools. GCCDC assessment policy also adheres to the NAEYC Position Statement: Early Childhood Curriculum, Assessment, and Program Evaluation, which is available at <https://www.naeyc.org>.

Assessment Plan

- Frog Street assessment tools are used alongside informal classroom assessments, such as written observations, work samples, and checklists, and are built into GCCDC classroom activities.
- Frog Street assessment tools are structured around broad curriculum areas, including Literacy, Math, Moving and Learning.
- Initial enrollment and annual forms allow parents to provide information about their child that may assist teachers when they complete assessments.

- Children are assessed 4 times a year .
- Children will be assessed in familiar spaces and will be conducted by adults with whom the child is familiar.
- Assessments will be conducted via observation of the child during the natural course of their day. This may include during one-on-one, small group, or large group opportunities.

Assessment results

- Teachers use the information gathered during the assessment process to:
 - Identify children's interests and needs.
 - Be intentional in their teaching.
 - Develop goals for each child and plan for individual student needs.
 - Guide instructional/environmental planning that best meets the needs of all children.
 - Share progress with families by pinpointing where children are along a continuum of development and education.
- Assessment results and developmental progress are shared with parents at their child's parent-teacher conferences twice a year.
- Should an assessment indicate that a child needs further evaluation, the child's teacher will discuss this with the family and use the information gathered by GCCDC staff for referral to an outside agency for additional diagnostic screening(s) and/or assessment(s).

Behavior Guideline Philosophy

Our foundational goal at GCCDC is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person at GCCDC. We strive to help young children understand they can learn from their mistakes. Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially and emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, GCCDC takes a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are developmentally appropriate. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.

- **Our Teachers:** We work to develop a strong rapport with each child by speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance, and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

Hyson, M. 2004. *The Emotional Development of Young Children: Building an Emotion-Centered Curriculum*, 2nd ed. New York: Teachers College Press

Kostelnik, M.J., A.K. Soderman, A.P. Whiren, M.L. Rupiper, & K.M. Gregory. 2015. *Guiding Children's Social Development and Learning: Theory and Skills*, 8th ed. Stamford, CT: Cengage.

Guidance Procedures

When any student at GCCDC presents with challenging behavior, teaching staff shall follow NAEYC standards and Conscious Discipline:

- Observe the child to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, ABC charts (Antecedent-Behavior-Consequence), or Behavior Plans.
- Teacher-parent/guardian discussions regarding a child's behavior shall be private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall be taken to ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
- All discipline decisions will be individualized, consistent, and appropriate to each child's level of understanding.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Child Care Resource & Referral and refer

- to the agency responsible for early childhood special education services. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation on file of the incident's outcomes, subsequent parent/guardian conferences, and the plan developed that includes appropriate intervention strategies. The parent/guardian conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (e.g., recurring violence, behavior, or aggression).
 - If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, GCCDC may recommend and/or require alternative placement.

GCCDC does not condone or tolerate the use of physical punishment of any kind on GCCDC property. This policy prohibits staff, as well as parents/guardians, from using physical punishment while on GCCDC property. Also, GCCDC will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food.

Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for children, typically toddlers, to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of three is less common. For repeated biting instances with preschoolers, GCCDC may hold a parent/teacher conference. The purpose of such a parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid that is leading them to bite. Additionally, in that scenario, GCCDC will develop a joint plan of action following GCCDC's behavior guidance procedures listed in this handbook. If a child bites or is bitten, the child's family and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

The School Day

Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! GCCDC will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call to see how your child's adjusting or download the Brightwheel app for updates throughout the day.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's first and last name.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt at the center, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- Diapers and wipes (if applicable). These items will stay at school.
- A small blanket and cot sheet for nap, a small pillow, or a comfort item is optional. We'll keep these items in your child's cubby and ask that you take them home every Friday to wash them.
- A child-sized tote or backpack to send soiled clothes and art projects home in.

Hours of Operation

GCCDC is open from 8:00 AM to 5:00 PM, Monday-Friday. For GCCDC staff meetings, hours of operation will be reduced to 8:00 AM to 4:00 PM every 3rd Friday of the month.

Building Security & Access

In order to access the Juneau federal building, parents/guardians who do not work in the building will have to go through security at the building entrance. The security screening is similar to airport security in that people will have to take off their belts, shoes, and jewelry. The guards may ask to see a government-issued photo identification.

The Center is also keycard protected. Upon enrollment, parents/guardians will need to complete a keycard request form. The keycard will give parents/guardians access to GCCDC during business hours, but they will still be subject to building security inspection as noted above. Keycards must be protected by families. If a keycard is lost or stolen, the Executive Director must be alerted immediately. A \$15 fee will be assessed to obtain a new/replacement card.

If a parent/guardian holds a Controlled Access Card (CAC) through their employer, GCCDC's administrators will have access to the Center added to the parent's/guardian's CAC.

When entering GCCDC, please DO NOT hold the door open for others. The person behind you may not be a parent/guardian or staff member.

Arrival

Mornings can be busy times and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Parents must accompany their child to and from the classroom each day.
- Sign your child in using the Brightwheel App and your check-in code. There is a scannable code at the entrance.
- You must connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.
- Help your child wash their hands before playing.

Please plan to bring your child to school by 9:00 AM. We want each of our students to gain the most they can from their experiences at GCCDC. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned. Late arrivals can also be disruptive.

Separation Anxiety

The first few weeks of school are always a time of adjustment and many students (and parents/guardians) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special "I Love You" ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can set your child back. This is perfectly normal. Stick to the above strategies, and you should notice a significant difference in your child's separation anxiety in a couple of days.

Absences, Sick Days & Vacations

For children to learn from our program, they need to attend GCCDC on a regular basis. As participants in GCCDC we must record attendance.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Brightwheel app.
- If your child has been absent two days in a row for unknown reasons, a staff member will check in with you to ensure the child is well and to determine when to expect their return.

Classroom Schedule

Each classroom follows a slightly different schedule that is customized for its students. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child not miss the primary educational time of 8:00am-11:30am. During this time, we heavily focus on working in large and small groups, completing centers, and circle time.

Staff are sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming children. Each classroom has a posted schedule that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Play Yard and Outdoors

Generally, we play outside twice a day. We ask that parents/guardians provide weather appropriate gear for their child as we do follow the Child Care Weather Watch for guidance on when it is, or isn't safe for our children to be outdoors. Information on Child Care Weather Watch can be found online at <https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, coordination, throwing, kicking, running, jumping, and pedaling.

Mealtimes

Healthy, balanced meals are just what growing bodies need! A morning snack and an afternoon snack are provided to all students daily. Milk is also served at lunchtime. Weekly snack menus and mealtimes are sent via Brightwheel and are posted on our main board.

As a licensed childcare facility, food served at the Center must meet nutritional requirements set by the Child and Adult Care Food Program/USDA Snacks, including one grain and either one fruit or one vegetable. GCCDC acknowledges the importance of a nutritious and balanced diet

in all young children. Eating behaviors and patterns developed in early childhood set a precedent for future food choices and habits. Presenting children with healthy foods, consistently and on a daily basis, begins the process of independent nutrition management. For those reasons, it is important to pack student lunches that include a variety of different foods to increase exposure and exploration. The MyPlate website (<https://www.myplate.gov/>) is a fantastic resource in this regard.

It has been the experience at GCCDC that children will eventually try foods at school that they may not consume at home simply because the other children are eating them. Staff use positive reinforcement to encourage children to try new foods during snack time. During all mealtimes, students and staff sit together and engage in conversations.

GCCDC's recommended guidelines for student lunches: Each lunch should include a grain, protein, fruit, and vegetable, such as:

Grains	Proteins	Fruits	Vegetables
Oats	Eggs	Bananas	Carrots
Bread	Beans	Berries	Green Beans
Pasta	Peanut butter	Apples	Mixed Vegetables
Tortillas	Cheese	Melon	Cucumbers
Rice	Hummus	Grapes	Salad
Crackers	Meat	Strawberries	Celery
Muffins	Fish	Watermelon	Potatoes
Bagels	Poultry	Pears	Broccoli

**This list contains a few examples only and is not exhaustive.*

Daily Food Procedures

Please Note - GCCDC is a NUT FREE center

- 1) Children should eat breakfast at home before arriving at GCCDC.
- 1) Any containers, including lunch boxes, bottles, sippy cups, and water bottles, must be labeled with the student's first and last name. It is required that breastmilk be labeled with the student's first and last name along with the date when the milk was expressed.
- 3) GCCDC will serve two healthy snacks per day. A morning snack will be served around 9:00 - 9:30 A.M. An afternoon snack will be served around 3:00 - 3:30 P.M. GCCDC will also follow these policies when selecting snacks for students.
- 4) GCCDC will provide milk with lunch.
- 5) Refrigerators are unavailable for storing student lunches.
- 6) Microwaves are available for student lunches as follows. Each student's lunch

may include only one container requiring reheating per day. The container must be microwave safe and identified as requiring reheating.

7) Leftover food packed in a container will be sealed and returned to the lunchbox. Food from packages will be discarded.

8) If a child's lunch is forgotten, GCCDC will alert parents/guardians immediately. Parents/guardians will then be required to bring lunch to GCCDC. If parents/guardians are unable to do so, GCCDC will provide a lunch and a \$20 charge will be added to the student account. Repeated incidents could result in termination of care.

Special Dietary Needs

When a classroom has a student with a life-threatening allergy, that classroom's families will be alerted and items containing those allergens may be prohibited. Teachers are trained and have experience working with students with severe food allergies. We can provide allergy-friendly snack alternatives with documentation from a doctor for students with food allergies or intolerances. We encourage all students to eat the snacks provided at school; however, we understand that may not be the best option for all students.

Do not send junk food, candy, or gum with your child to school.

For children with disabilities who have special feeding needs and for all infants, staff will keep a daily record documenting the type and quantity of food a child consumes and will provide families with that information.

Formula/Bottles/Breast Milk/Sippy Cups

Bottle feedings prepared by the GCCDC staff must be consistent with bottle feedings given at home, staff cannot add cereal to bottles. If a child is drinking formula, only formula that comes to the facility in factory sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) are prepared according to the manufacturer's instructions. If breastmilk or formula remain unfinished or unrefrigerated after two hours, it must be discarded. Please do not leave bottles at the Center overnight, but if bottles are left overnight their contents will be discarded.

For safety reasons: children will not be laid down to rest with a bottle/sippy cup; bottles/sippy cups will not be propped up next to children; children are not permitted to walk around the classroom with their bottles/sippy cups.

We will work with families to ensure students are offered fluids from an open cup as soon as the child's family and teachers decide together that the child is developmentally ready to use a cup.

Staff Member Permits and Training : All staff are required to have a State of Alaska FoodHandlers Certificate. Additional training on food handling will be provided on an on-going on a basis.

Rest Time

All children will participate in quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities to do within the nap room, such as puzzles, drawing supplies, or books. These items are washed and disinfected daily.

There is always one teacher within each classroom during naptime, who is observing the children by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them, which also provides storage space for your child's personal belongings. Please check your child's hook and cubby daily for items that need to be taken home for washing, drying, etc.

Clothing & Shoes

A full day at Gold Creek includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

Here is additional guidance regarding clothing and footwear:

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- In warmer months, please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! GCCDC isn't responsible for lost, stained, soiled, or torn clothing.

Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional extra clothing. If your child is wearing pull-ups, it is helpful to use pull-ups with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered.

For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer shell of the cloth diapers must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Belongings from Home

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or broken.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at GCCDC.

All personal electronic devices (except augmentative communication devices) brought to school must be stored in the "off" position in the child's cubby. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. GCCDC staff will only release your child to parents/guardians or other adults you authorize on the student's Enrollment Application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request to the Executive Director. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

Departure

It is important to sign your child in and out of school each day using the Brightwheel App. At drop off, it is critical that you check in with your child's teachers before leaving. Gold Creek closes at 5:00pm sharp. A late pick-up fee of \$5 per minute will be assessed. Note that the late pick-up fee does not constitute an agreement to provide after-hours care for your child. If you believe you will arrive after 5:00pm, please alert your child's teacher via the Brightwheel App as soon as possible. If you have not picked up your child or contacted GCCDC within one hour of

closing time, and another authorized emergency contact cannot be reached during that time, Gold Creek staff will contact the local police and the State of Alaska Office of Children's Services (OCS).

Custodial Orders & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to GCCDC for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Executive Director when custody orders change or expire. Please note that GCCDC cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted at the Center.

For enrolled children in the foster care system, GCCDC will need a copy of the foster care paperwork. GCCDC will only release the child to the foster parents or the child's caseworker, who in turn must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes to the child's foster care paperwork in writing (by email or letter).

The School Year

School Calendar

You will be provided with a calendar upon enrollment. GCCDC is closed on all federal holidays. We also dedicate time each year for professional development, up to 10 days per year. GCCDC maintains the right to change the calendar at any time. Tuition and fees are not prorated for absences, illness, holidays, inclement weather, or emergency closures.

Inclement Weather Days

In case of inclement weather, GCCDC will track the Juneau School District as follows:

- If JSD schools are CLOSED, GCCDC WILL BE CLOSED.
- If JSD schools are opening on a 2-hour delay, GCCDC WILL OPEN AT 10:00am.
- If JSD schools are opening on a 3-hour delay, GCCDC WILL OPEN AT 11:00am.

Additionally, if the Juneau Federal Building is closed to the public due to inclement weather, GCCDC will close.

Celebrations & Birthdays

Celebrations and birthdays are special days for kids and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements, so staff can be sure GCCDC is accommodating any allergies or dietary restrictions. Please do not send in any treats or candy that may be a choking hazard to

students. Healthy snack options – such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt – are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Communication & Family Involvement

Brightwheel App

Upon enrollment, you will receive an invitation via email or text to set up a Brightwheel account. Through the Brightwheel App, you will receive communications from GCCDC, you can communicate with your child's teacher and GCCDC administration, pay tuition, and receive your child's daily report.

Here are some tips for setting up the Brightwheel App:

- Create a free Brightwheel account. When you receive an invitation via email or text after enrollment, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account. You can confirm information, such as birthdays, allergies, and add additional contacts. If you do not see your child's profile, please contact GCCDC administration with the email address or phone number you used to sign up for the Brightwheel App.
- Set your account preferences. Adjust your notification preferences within your profile settings on the Brightwheel App.
- Add your payment information. The Brightwheel App offers secure, recurring online payments that save you and GCCDC time and also provide you with advanced tools and reporting, such as invoices and year to date statements.

Family vs. Approved Pick-Ups vs. Emergency Contacts

In your child's profile on the Brightwheel App, we ask that you add and keep current Family Members, Approved Pickups, and Emergency Contacts. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the below chart. We do not recommend listing anyone as an Emergency Contact as emergency contacts do not have pick-up privileges. Only Parents, Family Members, and Approved Pickups may check a child out. For more information on how to add contacts to your child's profile, go to:

<https://help.mybrightwheel.com/en/articles/1551943-contact-types-parents-family-approved-pickups-and-emergency-contacts>.

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

Check-In Codes

You must use your check-in code to ensure proper record-keeping! To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the Brightwheel App.

1. Tap the Edit icon next to your check-in code.
2. You will see a red-orange screen with your current code displayed.
3. Enter a new 4-digit code.
4. If your code matches that of another staff member or parent, a warning message will be shown, you can still save and use that code, but it is not recommended.*
5. Once you enter a unique code, tap the Save button.

*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

Family Participation & Conferences

Family participation is encouraged and welcomed at GCCDC. If you are interested in volunteering, please contact GCCDC administration to see what volunteer opportunities are available.

GCCDC uses Family Conferences to offer family support and foster communication between families and teachers. Family Conferences are designed:

- To provide opportunities for the family and teachers to share valuable information about the child.

- To individualize the lesson plans for each child in the context of their family, culture, and community.
- To explore ways to use a family's strengths to promote growth and development in the child at GCCDC.
- To create an ongoing process for recording the growth and development of the child.
- To collaborate regarding any issues or challenges the child is navigating.

We schedule two formal conferences each school year. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

Additionally, we encourage families to reach out to their child's teacher at any time during the school year with questions, concerns, or to request an update on the child's progress. If at any point developmental concerns regarding the child arise, we also encourage families to contact the child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

Family Involvement

GCCDC believes that children thrive when the relationship between the family and the Center is strong. GCCDC has an open-door policy; parents and guardians are always welcome at the Center and we strongly believe in proactive two-way communication. Families are encouraged to communicate with teachers and administration, whether by phone, Brightwheel messages, email, or in person. GCCDC shares information with families through the Brightwheel app, newsletters, flyers, bulletin boards, notes, phone calls, posters, conferences, and email.

All GCCDC employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. Inappropriate language directed toward staff or used in the presence and/or in front of children will not be tolerated. GCCDC reserves the right to terminate care if the Executive Director determines, and the Board concurs, that a parent or guardian has violated this policy. If difficulties arise with staff treatment of children or families, we encourage families to share their concerns with the Executive Director verbally or in writing. If you are not satisfied with the solution, we encourage you to contact the Board of Directors at goldcreekcdcboard@gmail.com.

Please do not confront children or other parents in our program. When any member of the GCCDC community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, GCCDC will ask the family to leave GCCDC immediately. GCCDC reserves the right to terminate care if the Executive Director determines, and the Board concurs, that a parent or guardian has violated this policy.

Family Support

While GCCDC specializes in providing high-quality early childhood education, we recognize that our students and families may have needs outside of early childhood education. We have a variety of ways that we can support families. These include:

- Assisting families with locating community resources.
- Helping families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling.
- Assisting families with a successful transition to school.
- Accessing a Family Resource Lending Library.

Please reach out to the Executive Director if you are interested in discussing these resources.

Home Language

It is important to GCCDC that all families are given the opportunity to fully understand, interpret, and become involved in their child's education. GCCDC will work with the family to provide information in the language they are most comfortable with upon request.

Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with the State of Alaska Child Care Program Office (CCPO), OCS, or other government agencies that regulate GCCDC will not have access to your child's records without prior written authorization or court order. All GCCDC staff members, educational consultants, and outside specialists who work with children at GCCDC must sign a Statement of Assurance of Confidentiality.

As a parent or guardian, you can request access to your child's records; to do so, please email the Executive Director at goldcreekcdc@gmail.com. If you withdraw your child from the Center, we will maintain your child's records for at least three years per CCPO regulations. Lastly, out of respect for other children and families, GCCDC does not permit parents/guardians to take photos or videos at GCCDC that depict children other than their own. Likewise, GCCDC asks that parents/guardians not post any such photos or videos online.

Tuition & Fees

Tuition

All tuition is due in advance of services provided and in accordance with the tuition agreement each family must sign upon enrollment. Paying tuition on time helps ensure that GCCDC can retain our highly trained teachers and provide quality early childhood education. Information about current tuition rates is available on our website [here](#). Tuition increases typically occur each fall and typically are at least 1%.

The best way to pay tuition and fees is online through Brightwheel. Tuition balances will be posted before the first of the month. Through Brightwheel, you can make recurring or one-time payments using a checking or savings account for a small fee. Information about financial security measures that Brightwheel takes is available at <https://mybrightwheel.com/security/>. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, please talk to the Executive Director about alternate payment methods.

All tuition is due by the first of the month. Late payments are charged, with a fee of \$2 per day assessed. Non-payment of tuition can result in your child being unenrolled from GCCDC. Upon enrollment at GCCDC, all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement. Any request for a tuition payment extension must be made with the Executive Director.

Tuition payment receipts for employer reimbursement or tax purposes are available via the Brightwheel payment portal.

Returned Checks

There will be a service charge for any returned checks. In the event of a returned check, a money order will be due immediately, late fees will apply, and immediate termination of services may apply. Payments from customers with prior unpaid returned checks must be, from there on out, in the form of a money order or cashier's check.

Tuition Assistance

The Board of Directors has established a Tuition Assistance Program with the goal of making childcare at GCCDC more affordable for families needing both emergency and long-term assistance.

The Emergency Tuition Assistance Program has no income qualifications or limitations. To be eligible, the family must have at least one child enrolled in GCCDC and be experiencing a financial emergency due to unforeseen and unavoidable circumstances. The Long-Term Tuition Assistance Program provides ongoing monthly tuition assistance to qualifying families. Eligibility and selection criteria for both programs are detailed in GCCDC's Tuition Assistance Program Operating Policies, which is available upon request from the Executive Director and/or the Board of Directors (goldcreekcdcboard@gmail.com). Tuition Assistance Program applications are also available from the Executive Director.

Completed applications and supporting documentation should be submitted to the Executive Director. To safeguard applicants' anonymity as much as possible, the Executive Director will remove, where feasible, all identification from applications before forwarding the documentation to the Board of Directors. Per GCCDC's Tuition Assistance Program Operating Policies, the

Board will authorize or decline the tuition assistance request and notify the applicant in writing, through the Executive Director, of its determination.

Daily Health Checks

Each morning, GCCDC will conduct a daily health check of each child as they arrive. This is a quick physical observation where GCCDC staff check and observe each child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, GCCDC asks that parents/guardians please alert staff of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

Illness Policy

GCCDC recognizes that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of all GCCDC students and staff. Children should be kept home from school if they have a fever, have diarrhea, and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). Children with a fever of 100.4 are not allowed to be at GCCDC, and may not return until fever free for 24 hours without medication.

See exclusion criteria on the following pages for more specifics. If a child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

GCCDC has established guidelines in accordance with state law and other best practices concerning sick children. In case a GCCDC student or staff member contracts a communicable disease or condition, the Executive Director may notify other families to watch for symptoms in their children without identifying the ill student or staff member.

If a child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent/guardian will immediately be called to come and pick them up. GCCDC is not able to provide arrangements to care for sick children. Parents/guardians are required to respond as soon as possible concerning the sick child when contacted by GCCDC. If a parent/guardian cannot be reached within 30 minutes, GCCDC will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

Children may attend with minor illness if it is not contagious and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, and ear infections.
- Cold symptoms without a fever

If the child's health deteriorates at some point in the day, the parent will be contacted to pick them up.

* Please refer to the Appendices for guidelines as to when children can return to care.*

It is always helpful if you can provide GCCDC with a doctor's note stating your child is no longer contagious/healthy enough to return to school, when applicable.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be found in the main office. The medical action plan shall be signed by both the parent and the child's healthcare professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions.

Medications

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your healthcare provider for prescriptions with 12-hour dosages. At the Center, medications will be administered in accordance with CCPO regulations, and the policies described below.

General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:
 - a. without written authorization from the child's parent
 - b. without written instructions from the child's parent, physician, or another health professional.
 - c. in any manner not authorized by the child's parent, physician, or another health professional.
 - d. after its expiration date
 - e. or non-medical reasons, such as to induce sleep.
 - f. with a known allergy to the medication.
- All medications will be given following the doctor's written instructions.
- Medication will be stored separately for each child.

- Medications will be stored in a locked cabinet in the classroom or a locked box in the Center refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by regular classroom staff who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing the time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.
- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left GCCDC.
- Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness and lack safety information cannot be administered at GCCDC.
- GCCDC reserves the right to refuse the administration of medications.

Prescription Medication

- For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which it was dispensed with the pharmacy labels. The pharmacy label must specify:
 - a. The child's name
 - b. The name of the medication
 - c. The amount and frequency of dosage
 - d. The date the prescription was filled and the expiration date
- If the medication is provided via pharmaceutical samples; they must be stored in the manufacturer's original packaging, shall be labeled with the child's name, and shall be accompanied by written instructions specifying:
 - a. The child's name
 - b. The name of the medication
 - c. The amount and frequency of dosage
 - d. The signature of the prescribing physician or other health professional and the date the instructions were signed by the physician or other health professional

- e. Medication expiration date
- The medication shall be administered only to the child for whom it was prescribed. It shall be administered according to the prescription, using the amount and frequency of dosage specified on the label.
- A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

Emergency Medication

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be found in the main office, and these plans MUST have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members have trained on emergency medication administration annually.

Over-the-Counter Medication

In general, GCCDC staff will not administer over-the-counter medication except when a health professional prescribes over-the-counter medicines and a medical administration permission form is complete. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). GCCDC will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomachs in cases of acute illness or pain without a medical authorization form. Children that have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Administration Permission Form that specifies:

- a. The child's name
- b. The medical conditions or allergic reactions
- c. The names of the authorized over-the-counter medication
- d. The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
- e. In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
- f. The route in which the medication shall be administered
- g. Possible reactions or side effects
- h. The signature of the parent AND physician, or another health professional
- i. The date the instructions were signed by the parent and physician or other health professional.

Topical Creams and Sunscreen

Parents and guardians may give a GCCDC standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen, diapering creams, baby lotion, and baby powder, to their child when needed.

The over-the-counter topical medications form must be completed before we can administer these medications. You can find the necessary form in the main office. GCCDC provides sunscreen to all students. Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. GCCDC staff can reapply sunscreen in the afternoon before going outside if we have an up-to-date Sunscreen Permission Form on file. If you prefer your child to use a different sunscreen in the afternoon, please complete the over-the-counter topical medications form.

Medical Report & Immunization Record

GCCDC provides care for infants as young as six weeks who are not old enough to receive immunizations. The Center also provides care for children who cannot receive immunizations for medical reasons. As a precaution to protect GCCDC's most vulnerable children, GCCDC will not allow underimmunized children to attend GCCDC unless they have a medical exemption completed by a medical practitioner. In accordance with Alaska State Licensing Requirements, children without a medical exemption must be current on immunizations (according to Alaska Immunization Guidelines) to attend GCCDC.

If a child who is underimmunized displays symptoms of a disease that is vaccine-preventable, he/she will be excluded from care until GCCDC receives a note from a medical provider stating the child is not a risk to other children in the program. The term underimmunized is defined to mean a person who has not received the recommended number or types of vaccines for his/her age in accordance with the Alaska Division of Public Health. See <https://dhss.alaska.gov/dph/Epi/iz/Pages/school.aspx>.

A record of immunizations must be on file at school by your child's first day of attendance. Your child will not be able to attend without it. Records should also include other pertinent health information, including screening results, prescribed medications, descriptions of any allergies, and current or chronic health conditions. Provide updated immunization records to the Center as immunizations are received.

Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at GCCDC. All surfaces and toys are sanitized and air-dried daily. For more specifics about the frequency and type of cleaning that occurs for each surface at GCCDC, please reference the [NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table](#).

Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness.

At GCCDC, hand washing requirements for staff are as follows:

- Upon arrival
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids “such as blood, drool, urine, stool, or discharge from nose or eyes”.
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

At GCCDC, hand-washing requirements for students are as follows:

- Upon arrival
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

GCCDC's required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off the water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Universal Precautions

GCCDC follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all healthcare workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. GCCDC staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact with blood or body fluids. Hands should be washed immediately after gloves are removed.

3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

Safety

Supervision

GCCDC staff assume responsibility for enrolled children when they enter the classroom or are escorted by a staff member on the property. Teaching staff always supervise infants and toddlers by sight and sound, when awake and sleeping. Children 3-5 years of age are supervised primarily by sight, but supervision for short intervals by sound is permissible, as long as teachers frequently check on children who are out of sight.

All classrooms monitor attendance by updating their attendance records throughout the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur throughout the day, particularly during transitions.

Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child's exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must renew their certification every two years.

If an incident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the incident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called.

Emergency Procedures

We make every effort to be prepared for potential emergencies. GCCDC has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. This plan is updated annually and submitted to the state's Child Care Program Office, "CCPO". Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- GCCDC keeps an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections by the fire inspector.

- If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area. The off-campus meet-up location is Alaska Club Juneau Downtown location.

Mandated reporting requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center but at all times. Alaska State law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact GCCDC administration and follow up with an immediate phone call to OCS Human Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- GCCDC will not hire a person who has been convicted of abuse of any type, and all staff undergo a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at GCCDC or away from GCCDC.
- All GCCDC staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- GCCDC strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the Executive Director and/or Board of Directors will determine eligibility for reinstatement.

Additional School Policies

Smoke-Free and Weapon-Free Environment

GCCDC and playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including GCCDC, unless carried by a law enforcement officer.

Transportation

GCCDC does not transport children to and from school or for any off-premises activities. Parents are expected to provide transportation for their children.

Babysitting

GCCDC strongly discourages families from entering employment arrangements with staff. However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a GCCDC employee for employment or services outside the program and services of GCCDC is an individual endeavor and private matter, not connected to or sanctioned by GCCDC.

Program Oversight

Our program's quality and compliance with State of Alaska law are carefully regulated, as is our compliance with NAEYC standards. In addition, we also ask parents/guardians to complete and return an evaluation of the program intermittently. Summaries of evaluations are presented to our Board of Directors to enable them to monitor the quality of our services.

Grievance Procedure

When a service as important and personal as child care is concerned, it is reasonable that parent(s)/guardian(s) will occasionally have concerns about how that service is provided. The Board of Directors recognizes this reality as a normal part of running a child care center and has developed the following complaint procedures. We encourage parent(s)/guardian(s) to share positive feedback, as well as concerns, with GCCDC's Executive Director, staff, and, if need be, the Board of Directors, on any issue related to the Center.

The first step parent(s)/guardian(s) should take is talking to their child's teacher(s) about their concern. There may be times when this is not practical or advisable, but usually that's the best place to start. Many issues can be resolved by open communication between parent(s)/guardian(s) and teachers about the needs and desires of the parent(s)/guardian(s) and the extent to which the Center can accommodate them.

At the same time, there are some issues that relate to Center policies that teachers cannot resolve. In other cases, communication with teachers may not completely resolve the parent(s)/guardian(s)'s concern. In such cases, the issue should be discussed with GCCDC's Director.

If parent(s)/guardian(s) are uncomfortable raising the issue directly with GCCDC's Director or staff, an alternative avenue to voice your concern is through the comment box, located near the Center's entryway. The comment box is provided for parent(s)/guardian(s) to share general concerns about the Center. Comments submitted to the comment box may be anonymous or signed. The comment box is not, however, an appropriate avenue for making complaints about specific staff members. Those should be addressed with the Director. The Director will discuss the comments with staff, as appropriate, and consider whether changes to GCCDC operations should be adopted. Actions taken or considered as a result of the comment box suggestions will be reported to the Board and included in the Center newsletter.

In some cases, parent(s)/guardian(s) may wish to bring a concern to the Board of Directors for resolution. Such concerns should be raised with the Board in writing and, typically, after discussion with the involved staff member(s) and the Director. A grievance form is included in the Appendices. Parent(s)/guardian(s) may also submit concerns to the Board via goldcreekcdcboard@gmail.com.

The Board of Directors will review all concerns brought to its attention. Parent/guardian concerns that cannot be resolved by the President and/or Vice President will be addressed by the full Board of Directors at its next scheduled meeting and, in any case, within 30 days. If necessary, the Board may hear/discuss parent(s)/guardian(s) concerns in executive session in order to maintain confidentiality of the individuals involved.

External Protocol

If the problem concerns non-compliance with Child Care Licensing requirements, parent(s)/guardians(s) may report their concern(s) directly to the Department of Health and Social Services, Division of Child Care Licensing:

Department of Health and Social Services
Division of Child Care Licensing
PO Box 110640
Juneau, AK 99811
(907) 465-4756
Fax (907) 465-6982

Legal Information

Nondiscrimination

GCCDC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, volunteers, subcontractors, vendors, and clients. GCCDC is an equal-opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Parents, guardians, and caregivers of children attending GCCDC are expected to adhere to this policy and to treat everyone at GCCDC with respect, regardless of gender, race, color, religion, disability, national origin, sexual orientation, sex, age, or marital status. Harassment includes

verbal conduct (including but not limited to: threats, derogatory remarks, comments or slurs, etc.) and physical conduct (including but not limited to: drawings, gestures, photographs, etc., as well as assault, unwanted touching, blocking normal movement, etc.). GCCDC reserves the right to terminate care if the Executive Director determines, and the Board concurs, that a parent, guardian, or caregiver has violated this policy.

Commitment to Diversity

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. GCCDC emphasizes providing an environment for students that welcomes diversity and challenges prejudice, bias, and discrimination.

Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.

Appendices

- Common Childhood Illness
- Grievance Form
- State of AK - Parent's Guide to Licensed Child Care
- Classroom Schedules
- Fiscal Year Calendar

Common Illnesses & GCCDC Covid Policy

Illness/Condition	When to allow your child to return
Colds	No cloudy discharge/No persistent coughs or sneezes
Flu	The absence of fever, chills, cold symptoms, sore throat, vomiting, diarrhea, aches for 24 hours.
Fevers	If fever has subsided for 24 hours without medication, and the child is capable of participating in an active program
Strep	24 hours after antibiotics are started when the child is fever-free for at least 24 hours without fever-reducing medication and has the energy to participate in center activities.
Pink Eye	24 hours after the first dose of medication and symptoms are mild
Chicken Pox/Shingles	In all cases, the pox are completely scabbed over and are not weeping. Child must be checked by GCCDC staff prior to returning to their classroom.
Hand, Foot, and Mouth	In all cases, the blisters are completely dry and are not weeping. There must be no fever, and all blisters must be dry and not weeping. Child must be checked by GCCDC staff prior to returning to their classroom.
Impetigo	24 hours after medication is initiated.
Head Lice	24 hours after treatment and no signs of nits or lice, child must be checked by GCCDC staff prior to returning to their classroom. In addition to a second treatments 10 days after the initial treatment took place.
Scabies	24 hours after medication, in addition to a second shampoo 10 days after the initial shampoo took place.
Ringworm	24 hours after medication is initiated.
Giardia	Doctor's written release w/ absence of vomiting.
Hepatitis	Doctor's written release.
Meningitis	Doctor's written release.
Vomiting	When the child is vomit-free for at least 24 hours without the aid of medication.
Covid	Reach out to administration for guidance on GCCDC Covid Mitigation Plan

Grievance Form

Grievance #: _____

Name of parent(s) report grievance: _____

Date Written Grievance was presented to the "Executive Director/Board of Directors":

Grievant's Initials: _____

Executive Director/Board Members Initials: _____

1) Explain the Problem:

2) Explain what you want to happen as a result of this grievance:

Signature of the Grievant

Date



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 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 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 to 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 a 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 which 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 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
 - must be updated by parent when changes occur or
 - at least semi-annually
- Permission for:
 - medication administration
 - transportation
 - 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

Infant Room Schedule

8:00-8:30	Welcome/Guided Play
8:30-9:15	Morning Snack/Diapers
9:15-10:45	1st Nap (Children under 1 Year)
10:45-11:00	Circle Time/Reading
11:00-11:15	Outdoor Play/ Art
11:15-12:45	Lunch/Diapers
12:45-2:30	2nd Nap (All Children)
2:30-3:15	Afternoon Snack
3:15-3:45	Diapers
3:45-4:15	Outdoor Play/Free Play
4:15-4:30	Curriculum/Reading Circle
4:30-4:45	Diapers
4:45-5:00	Goodbyes/Free Play

Toddler Room Schedule

8:00-8:45	Welcome/Guided Play
8:45-9:00	Potty/Diapers & Hand Washing
9:00-9:15	Circle Time/Reading
9:15-9:45	Morning Snack & Quiet Time
9:45-10:00	Potty/Diapers & Hand Washing
10:00-11:00	Outside Play/Guided Play
11:15-11:30	Potty/Diapers & Hand Washing
11:30-12:00	Lunch
12:00-12:15	Potty/Diapers & Brush Teeth
12:15-2:30	Nap & Quiet Time
2:30-3:00	Potty/Diapers & Story Time
3:00-3:15	Afternoon Snack
3:15-4:15	Gear Up & Outside Play
4:15-4:30	Potty/Diapers & Hand Washing
4:30-5:00	Goodbyes/Free Play

Preschool Daily Schedule

8:00–8:45	Guided Play & Learning Centers
8:45–9:00	Potty & Hand Washing
9:00–9:30	Snack & Quiet Time
9:30–10:00	Circle
10:00–10:15	Potty & Gear Up
10:15–11:00	Outside Play
11:00–11:15	Potty
11:15–12:00	Learning Centers & Small Groups
12:00–12:30	Lunch
12:30–12:45	Potty & Brush Teeth
12:45–1:00	Read Aloud & Settle In
1:00–2:30	Nap & Quiet Time
2:30–2:45	Potty & Mats Away
2:45–3:00	Closing Circle
3:00–3:15	Snack
3:15–3:30	Potty & Gear Up
3:30–4:30	Outside Play
4:30–5:00	Quiet Time

PreK Daily Schedule

8:00-8:45	Guided Play & Learning Centers
8:45-9:00	Potty & Hand Washing
9:00-9:30	Snack & Quiet Time
9:30-10:00	Circle
10:00-10:15	Potty & Gear Up
10:15-11:00	Outside Play
11:00-11:15	Potty
11:15-12:00	Learning Centers & Small Groups
12:00-12:30	Lunch
12:30-12:45	Potty & Brush Teeth
12:45-1:00	Read Aloud & Settle In
1:00-2:30	Nap & Quiet Time
2:30-2:45	Potty & Mats Away
2:45-3:00	Closing Circle
3:00-3:15	Snack
3:15-3:30	Potty & Gear Up
3:30-4:30	Outside Play
4:30-5:00	Quiet Time

GCCDC 2023-2024 Calendar

AUGUST '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Important dates:

Federal Holidays:

09/04/2023 - Labor Day

10/09/2023 - Indigenous People Day

11/10/2023 - Veteran's Day

11/23-24/2023 - Thanksgiving Holiday

12/25/2023 - Christmas

01/01/2024 - New Years

01/15/2024 - Martin Luther King Jr. Day

02/19/2024 - President's Day

05/27/2024 - Memorial Day

07/04/2024 - Independence Day

Teacher In-Service Days (GCCDC Closed)

09/01/2023 | 10/18/2023 | 12/26-29/2023 |

03/14-15/2024 | 05/24/2024 | 07/05/2024

Early Closures (GCCDC Staff Meetings)

• 3rd Friday of every Month (4:00PM)

GCCDC Board Meetings

• 4th Thursday of every Month via GoogleMeet

Federal Holiday

In-Service

Early Closure (4:00PM)

Board Meeting