



**Anchorage Christian Nursery**  
A Division of Anchorage Christian Schools  
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## **NURSERY DIVISION ENROLLMENT POLICY INFORMATION**

Anchorage Christian Nursery (ACN) is the nursery age childcare division of Anchorage Christian Schools (ACS), a ministry of the Anchorage Baptist Temple. The mission of ACN is to work hand in hand with the home and Church to provide the environment, instruction, and opportunities for service that will educate and train leaders for Christ who function successfully in today's Church and world. Our primary objective and purpose is to train students in the knowledge of God and the Christian way of life, along with providing a foundation for an excellent education. ACS believes that Christians must acknowledge that all truth, knowledge and wisdom ultimately come from God. God, as revealed in the Person of the Lord Jesus Christ and throughout the Bible is the center of all we do and believe at ACS.

**ENROLLMENT:** Enrollment at ACN is open to children ages 6 weeks through age 2 regardless of race, religion, sex, color, national origin, marital status of parents or physical handicap if the administration and parents agree that the child will benefit and be happy in our program and facility. Acceptance for all children, including children with special needs will be on the basis of ACN being able to meet the child's needs along with the parent's agreement with the Christian philosophy and objectives of Anchorage Christian Schools. Children with special needs will be considered individually to see if we can accommodate his or her needs.

ACN is open Monday through Friday from 7:30 a.m. to 4:30 p.m. We do not offer part time, night, or weekend care. We are closed for the following days and holidays: New Year's Day; Martin Luther King Day; President's Day; Thursday before Good Friday; Good Friday; Memorial Day; July 4; Labor Day; September 28 for staff training; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve; Christmas Day; and New Year's Eve. If the holiday falls on the weekend, we will close on the Friday or Monday as recognized by state and federal employees. If Christmas Eve and New Year's Eve fall on Saturday or Sunday, we will close on the Friday before. We do not close for inclement weather.

Parents must complete and sign all enrollment forms provided. Records and information pertaining to a child and the child's family is treated as confidential except as required by facility staff in working with the child and family, or by the licensing representative in licensing the facility, or in the case of having to report situations which may require child protective services. Each child's record is kept on file in the office and used only by authorized persons. All children must have a current physical that has been completed within the last twelve months or that is scheduled within five weeks of the first day of

attendance. A physical form is attached for your convenience. Immunizations must be current at all times, and a copy of each child's immunization record is required at the time of enrollment and is kept on file. If you have reason for your child not to receive an immunization, we must have a copy of a medical or religious exemption.

All children must be checked in and out by parents or by other persons age sixteen or older whom the parents authorize. If anyone other than a parent or those authorized on the enrollment form picks up your child, please notify us in advance and sign an authorization form.

**DISCIPLINE:** The children are given very special attention based on individual needs by holding, rocking, playing with or talking to them, comforting them and giving them lots of TLC. To help carry out your wishes for total character development, we believe it is necessary to follow Scriptural admonition in correcting children. We support the Biblical philosophy of corporal discipline, and we do accept spanking as an effective means of correction however our staff **does not** administer corporal discipline. In keeping with Scripture, one of the greatest things we can do for these little ones is to teach obedience. Therefore we tell them "No-No" and direct their attention to something else in a positive way. We give simple age appropriate commands, and we reward and brag on them for obeying. We also use "time out" which separates a child from the other children or activities for a short period of time when a child's behavior is not acceptable. For the Toddlers, we call parents if there is a discipline problem that needs attention, such as biting, kicking or hitting others. Sometimes we ask parents to come to the school and address a discipline problem with their child. If a parent chooses to use corporal discipline, the parent must sign their child out and leave the building or go to an area of the building where there is privacy. Other children must not be able to hear a parent administer corporal discipline to their child. Major discipline problems may result in your child losing the privilege of attending Anchorage Christian Nursery. ACN reserves the right to dismiss or suspend any child who exhibits violent or disruptive behavior with workers or other children and who will not respond in a positive way to correction or discipline. If suspension or dismissal occurs, your account will be pro-rated and charged only through the last day of attendance.

As your partner in caring for your child it is important that good communication exists between us. If your child is experiencing a major change in the home environment which may result in changes in behavior, it is important that you consider informing us so we may help through those difficult times. Our staff will keep you informed of any behavior problems that occur as well. If you have further questions about our discipline policy, please feel free to discuss it with the director.

**SUPERVISION AND RATIOS:** Children will be supervised and watched closely by responsible caregivers at all times. This includes while inside or outside of the facility, as well as while they are sleeping. Children are always under supervision of a caregiver who remains in close proximity able to see, hear, and quickly respond to them. Caregivers know the whereabouts of the children in their care at all times. In our infant room, we maintain one caregiver for every four infants, and the maximum group size is eight with two caregivers. Our toddler ratio is one caregiver for every five toddlers with the maximum group size of ten children. The younger two's also have a ratio of one

caregiver for every five children with a group size of ten children. The older two's have one caregiver for every six children with the maximum group size of twelve children.

**MEALS, SNACKS, AND BEVERAGES:** Parents of infants must provide enough bottles of milk or formula for the day's use. We require plastic bottles, and each bottle must be labeled with infant's name. A form is available for parents to specify the time and amount of each feeding. We offer whole milk at age 1 with parent's permission; otherwise an alternative to milk that meets the USDA Nutritional Requirements for milk substitutes must be provided by parents. We serve two nutritious snacks and a hot lunch with milk each day to the toddlers unless parents request otherwise and provide food for them. Water, milk, or juice is served with snacks. **PLEASE INFORM US OF ANY KNOWN FOOD ALLERGIES YOUR CHILD HAS.** If your child has food allergies, please review the menu each month and substitute food items as necessary. If children bring their own food, it must be in a container labeled with his or her name and dated.

**FEES:** See the rate information and agreement form in the enrollment packet for our current fees and payment schedule.

**INSURANCE:** Anchorage Christian Schools meets or surpasses the required amount of comprehensive general liability insurance coverage as determined by the Municipality of Anchorage.

**PERSONAL BELONGINGS AND CLOTHING:** Please have your children wear comfortable, durable, washable clothing. We often go for walks or play outside when the weather permits so hats, gloves, boots and snowsuits are necessary during the winter months. Jackets, sweaters, water boots, etc. are necessary during the spring, summer and fall as weather demands. **Please mark all items of clothing or personal belongings.** We also ask that you provide at least one extra complete set of clothing, including underclothes, shoes and socks for use in case of a necessary change. Children will be assigned an area to put their personal belongings in. Please do not allow your child to bring toys, games, candy, gum or money. **We cannot be responsible for lost or stolen items.** We provide blankets, but a special blanket or cuddle toy is permitted for use during naptime if you prefer to bring your own. Infants sleep in individual cribs, and toddlers sleep on mats. Diapers and wet wipes are to be provided by the parent. Diapers are changed as needed on a designated changing table which is sanitized after each use. Soiled diapers are disposed of in plastic garbage bags.

**VIDEO, T.V. AND COMPUTER USE:** Media viewing is not part of our infant program. We listen to soft music, read books, sing songs and interact with the children throughout the day. All material is very carefully selected, is age appropriate and is designed for the interest and benefit of nursery age children.

**TRANSPORTATION AND FIELD TRIPS:** ACN does not provide transportation to or from our center, and we do not schedule field trips away from our facility. In a medical emergency, children will be transported by paramedics to a hospital or physician's office.

**PROGRAM AND DAILY SCHEDULE:** The nursery ministry has grown from a sincere love for children and a desire to assist you in caring for and training your children. Our purpose is to provide an environment that is safe and conducive to good health where children can assemble, work and play together while being guided toward a happy, wholesome, spiritual development. Children's needs are attended to as needed on an individual basis with lots of TLC.

**INFANTS DAILY SCHEDULE:** Infant's individual schedules will be met. Following is an example of how we spend our day.

7:30 - 8:15	Playtime (swings, playpen, crawling, bouncing balls, etc.)
8:15 - 9:00	Snack time
9:00 - 10:30	Playtime (swings, playpen, crawling, bouncing balls, etc.)
10:30 - 11:00	Lunch
11:00 - 1:00	Naps
1:00 - 2:00	Playtime (swings, playpen, crawling, bouncing balls, etc.)
2:00 - 2:30	Snack time
2:30 - 3:00	Outside play or walks, weather permitting
3:00 - 3:15	Changing as needed, followed by playtime
3:15 - 4:30	Playtime (swings, playpen, crawling, bouncing balls, etc.)

**TODDLERS/Age 2 DAILY SCHEDULE:**

Following is an example of how we spend our day.

7:30 - 8:15	Free choice playtime
8:15 - 8:30	Potty breaks and prepare for snack
8:30 - 9:00	Snack time
9:00 - 9:30	Class time (ABC's, songs, colors, Bible stories)
9:30 - 10:15	Free choice playtime / Outside
10:15 - 10:30	Potty breaks and prepare for lunch
10:30 - 11:00	Lunch
11:00 - 11:45	Outside play or walks, weather permitting
11:45 - 12:00	Potty breaks and prepare for nap
12:00 - 2:00	Naptime
2:00 - 2:30	Potty break
2:30 - 3:00	Snack time
3:00 - 4:30	Playtime either indoors or outside weather permitting.

**PARENT VISITS:** ACN maintains an open door policy for parents. Parents are welcome to come in to visit, observe, participate, or eat lunch with their children. If a parent plans a visit in advance, we prefer they inform us, but this is not a requirement. We request parents check in with the office upon arrival for a visit. Nursing mothers are always welcome, and we provide a private area for them. In the case of parents who are separated or divorced, we do not require both parents be informed if only one parent visits their child if both parents have visitation rights. However, if we do not know one of the parents, and that parent's name is not identified on any of the enrollment

information we will not allow that person to visit. We will not allow visits from anyone who might have a restraining order stating that he or she is not allowed contact with the child, even if we know that person to be the parent of the child. We will not allow visitors who are not parents to tour the nursery unchaperoned.

**SMOKING:** Smoking is prohibited inside our facility and on the grounds and parking lot outside the facility.

**ANIMALS AND PETS:** ACN does not have any pet animals.

**OUTDOOR PLAY:** We enjoy outside recreation or walks as weather permits. For colder weather months, we try to go outside for short periods of time when the temperature is allowable. In most cases, children well enough to attend are well enough to play outside, so all children will be required to go out unless we have a written request to keep the child indoors. It is extremely important to remember to send your child with appropriate clothing for outdoor play. On colder days, or if the weather is too severe for outside play due to wind chill factors, heavy snow or rain or unsafe ice conditions, we enjoy organized play and exercise indoors. We have use of the ACS gymnasium for recreation and vigorous activity.

**CHILD ABUSE REPORTING:** Alaska State Statutes and Anchorage Child Care Center Regulations require all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children. This facility is obligated by law to report such incidents within 24 hours to the Office of Children's Services Child Protection Office and to the Child Care Center Licensing Unit.

**VOLUNTEER, SUBSTITUTE AND EMERGENCY CARE PROVISIONS:** Substitute or office staff are trained and available to work in the nursery in case of the absence of regularly scheduled staff. We do not use volunteer workers on a scheduled basis, however parents are encouraged to volunteer in the classrooms or for outside play when they have the opportunity and time. Please talk with the director regarding requirements for volunteers. In the event our entire building complex is unsafe to occupy, the children will be taken in a school bus to the Anchorage Christian Preschool facility at 6505 DeBarr Road to be cared for until their parents can be notified and come for them. In the event our end of the building is unsafe to occupy, but the east end of the building is still safe to occupy, the children will be taken to the Children's Ministry Center building and cared for until parents arrive.

**ILL CHILDREN:** Please call and inform us if your child is absent for illness or other reasons. We must reserve the right to refuse admittance to a child who shows signs of illness. Our center policy is that if a child becomes ill during the day, we ask our ACS nursing staff to help us determine if the parent needs to be notified and required to pick the child up. If this is required, the child will be isolated from the other children as much as possible and given adult supervision and comfort until a parent arrives. Please authorize other adults on the emergency card to be contacted and allowed to take your child from the center in case you cannot be reached. It is very important that these people are aware of their responsibility and that you keep all phone numbers on the emergency

card current. We will exclude children from the center if they have any of the following symptoms:

1. Severe pain or discomfort particularly in joints, ears or abdomen;
2. Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within 24 hours;
4. Severe coughing or sore throat;
5. Oral or axillary temperature of 101.5 degrees F or more;
6. Yellow skin or eyes;
7. Red eyes with discharge;
8. Infected, untreated skin patches or lesions;
9. Difficult or rapid breathing;
10. Severe itching of body or scalp;
11. Skin rashes, excluding diaper rash, lasting more than one day;
12. Swollen joints;
13. Visibly enlarged lymph nodes;
14. Stiff neck;
15. Blood or pus from ear, skin, urine or stool;
16. Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
17. Loss of appetite characterized by refusing all solids; or
18. Symptoms which indicate any of the following diseases: (a) chicken pox; (b) impetigo; (c) lice; (d) scabies; (e) strep throat.

**MEDICATION:** We will give medicine to a child if it is provided and authorized by a parent. We must have a parent's written permission for each individual dose of medicine, including over the counter medications. Authorization forms are available for parents to sign. Prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, name of prescribing physician, date of prescription, expiration date and instructions. Non-prescription medications must be in their original container with the original manufacturer's label intact, and if given for more than four consecutive days, require a physician's written order. Parents must sign a permission form every day non-prescription medicines are given. Topical products may be used beyond four days, but they require parent's written permission in advance and will be used according to manufacturer's directions. Each disbursement of medication is made and documented by our staff.

**EMERGENCY CONTACT:** If your child experiences a serious illness, accident, seizure, or other emergency while in our care, we will provide or obtain emergency care immediately and will attempt to notify the parent immediately thereafter. If a parent cannot be reached by phone, we will notify a contact person listed on the emergency card. Once again, please be reminded to keep the phone numbers of your emergency contact people current. It is also extremely important that we have **current and correct phone** numbers of parents, including home, work, and cell phone numbers. Please inform us of changes in residence, mailing and email addresses also.

**POTTY TRAINING:** We try to meet the needs of each child individually while potty training. We start potty training at two years old unless a child shows interest before age two, parents are training at home, and have asked for our assistance. When potty training starts, it is with the understanding that we have full cooperation of parents, and you will be training your child at home as well. If you feel your child is not ready to start training at age two, please inform us. We will start when you think the time is right, but it will be with the understanding that if your child is not completely potty trained by age three and ready to transfer into the three-year old class our facility may no longer be able to assist you with child care. If we have room in the class your child is enrolled in upon turning three yet is not fully potty trained but is very close, we will try to continue enrollment in the younger class. **If your child is three but still in the two-year old class, the age two rate will be charged until your child is completely potty trained and transferred into the potty trained class.**

**LICENSING:** The Municipality of Anchorage, Department of Health and Human Services Child/Adult Care Office is the agency responsible for licensing childcare centers. This agency supervises, monitors, and investigates complaints involving centers serving seven or more children unrelated to the provider. The Child/Adult Care Office is located at 825 “L” Street, 3<sup>rd</sup> floor. The phone number for that office is 343-4758.

**PROGRAM OR POLICY CHANGES:** We are honored you have asked us to assist you with the care and training of your child. Our program and policies are developed for what we believe is in the best interest of each child and family. Parents will be notified in writing of any policy changes. If you have any questions or concerns about our policies, please feel free to talk with us. We welcome suggestions that might help our program or your child’s involvement in it. When you return the enrollment papers, please keep this policy information for your personal file.

This ACN policy information was updated and revised in March 2018.