

PARENT HANDBOOK

“Our House is your House”

Eneput Children’s Center

1112 Hess Avenue

Fairbanks AK 99708

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Hours of Operation: Monday – Friday 7AM – 6PM

About Eneput

Eneput Children’s Center is a private, non-profit organization operated by an Administrative Director in conjunction with a Board of Directors. The Board of Directors typically consists of parents whose children attend Eneput. All parents are members of the corporation and are expected to participate in Center activities that benefit Eneput and their child’s care. We are licensed for 45 children ages 2 months to 12 years.

Our program’s philosophy is designed to cater to the individual development of the children. Groups are separated by age first and then broken down by development, creating the opportunity for children to interact with other age groups and siblings when ratios permit. Our developmentally appropriate curriculums often gives children the ability to choose their own activities. The staff help serve as positive role models to encourage development of the child’s individuality, positive self-image/self-esteem, emotional and social growth, creativity, gross and fine motor skills, self-help skills, as well as expanding their knowledge base in math & science skills, language, and music.

As parents are the most important providers in the care and nurturing of their children, our program strives to support them in their wishes and expectations for their children. There are ample opportunities for parent involvement in Center activities. For example, parents are asked to be involved in seasonal work parties to make physical improvements to the Center, parents give informal presentations on their professions or hobbies during ‘Circle Time,’ and parents are encouraged to attend and participate in Board of Directors meetings, which provide direction, guidance, and evaluation for the program. Our open-door policy invites parents to share ideas and spend time with their children any time during business hours in the homey, family atmosphere we associate with ‘Our House.’

We regularly utilize email, our website <<http://www.eneput.com>>, and Facebook <<https://www.facebook.com/eneput>> to provide families with up-to-date program information. Occasionally, notices will be taped to the door or attached to cubbies. Eneput is also present on Google+, and Pinterest.

Program Summary

We provide flexible programming for an integrated age range of children. Children of various ages are able to be together and participate in activities at their own level throughout the day. Individual age-group programs include appropriate pre-academic skills, self-help skills, language development, motor development, social and emotional development, music, art, and story skills. See the “Daily Schedule And Program” section for more information.

All ages spend as much time as possible outside, weather permitting. We have three separate play yards, which allow all children to be outside at the same time. In the summer most structured activities and free-time play are moved outside. Lunch and snack may also be eaten outside for a change of pace, nap time may also be done outside for the preschoolers.

Enrollment Procedures

Prior to enrolling your child at Enep'ut, you must completely fill out, sign & date (as needed), and return all pages of your Enrollment Packet. Prior to the first day of attendance, Alaska State Law also requires a copy of your child's immunization record, which must be up to date before attendance may begin or continue. We encourage new parents to fax or drop off a child's shot records as early as possible so that any missing immunizations can be identified and taken care of prior to enrollment. Enep'ut charges an enrollment registration fee of \$100 per child. We do not discriminate on the basis of age, race, genetics, religious creed, color, social or economic level, national origin, limited English proficiency, political beliefs, physical or mental disability; sex, sexual orientation, marital status, change in marital status, pregnancy, or parenthood; or because all or part of the individual's income is derived from a public assistance program.

Upon turning in your enrollment packet, your child's teacher will be given your contact number and will be calling you to set up a date for a parent interview. In this interview the teacher will get to know you and your child, as well as you get to know the teacher.

Fee Payment and Attendance Policy

Our enrollment form includes a "Contract for Care" outlining your choice of care (full-time, part-time, or daily) and payment arrangements, which must be signed. Enep'ut has an initial two-week trial period during which Enep'ut, or the parent, may terminate care for any reason without notice. Whether the program or the parent terminates care during this time, the parent is financially responsible for only the actual time in attendance. These days will be billed at the appropriate daily rate, regardless of the original enrollment type. Enep'ut requires two-week written notice to withdraw your child after the initial two-week trial period, and these fees will be due and payable whether or not your child attends during these final two weeks.

Please be sure you understand our childcare fee schedule and make arrangements for timely payment each and every month. Payment is due in full by the 15th calendar day of the month for that month. If your account is current AND you have paid your current bill prior to the 5th day, you will receive a small discount on your following month's bill. **Payments made after the 15th will be charged a \$50 late fee.** If the account is not paid in full by the 15th, you may be given a two week notice on the 15th that the child will not be allowed to attend any further days if current fees are not paid by the last business day of that month. Please remember that a 14-day written notice is required for withdrawal of your child, even if attendance is refused to you due to lack of payment. Parents are financially responsible for these two weeks whether or not the child is attending, and regardless of who gave the notice to end the care. If accounts in arrears are not paid in full by the 10th day of the following month, there will be an additional \$50 late fee added to your account. This late fee is reposted monthly until the account is in good standing.

If you are enrolled in a daily rate, prior to attendance beginning (and by the 25th of the following month) you must submit (email is best) a written schedule showing the days and times your child will be in our care, and we will estimate your bill according to that schedule.

Parents may request drop-in care, which is charged at the daily rate for the child’s age group. Drop-in care must be requested 48 hours in advance of the day the care is needed. Fulfillment of the request is entirely dependent on availability. Children must have current enrollment paperwork on file to be eligible for drop-in care.

Regardless of type of enrollment, reserved childcare days will be charged to you whether or not used because of the need to pre-arrange for adequate staff and have resources on-hand for scheduled children. Any additional days or hours in attendance above those reserved will be added to the following bill. If there are substantial schedule changes, written notice delivered at least two weeks prior to the change is required (an acknowledged email is adequate).

Coverage under subsidy programs is for pre-authorized care only. Subsidy programs we will bill for at this time are the State of Alaska Child Care Assistance (CCA) and Work Services Programs, Alaska Village Council Presidents, Manilaaq, as well as other various tribal affiliation childcare billing.

For daily enrollments, scheduled/reserved attendance days will be charged to you whether used or not. This includes days on any subsidy assistance program contracts. Additionally, differences in charges not covered by subsidy assistance program contracts will be owed directly by the parent.

Attendance is recorded on a daily basis by a designated teacher. It is the responsibility of the parent to ensure the child is signed in and out daily. If there is any doubt whether a child attended part time or full time due to lack of sign in/out information, you will be charged and expected to pay for a full day.

NOTE: Full time is greater than 5 hours. Part time is 0 to 5 hours a day.

Infants (2–18 months)	Full-time Monthly \$1180 <u>Part-time Monthly \$710</u>	Full-time Daily \$80 <u>Part-time Daily \$65</u>
Toddlers (19–36 months)	Full-time Monthly \$1088 <u>Part-time Monthly \$690</u>	Full-time Daily \$80 <u>Part-time Daily \$65</u>
Child (37 mos–6 yrs)	Full-time Monthly \$800 <u>Part-time Monthly \$590</u>	Full-time Daily \$75 <u>Part-time Daily \$60</u>
School-age child (7–12 yrs)		
<u>During school year</u>	Full-time Monthly \$600	Full-time Daily \$60
During summer	Full-time Monthly \$690 Part-time Monthly \$525	Full-time Daily \$70 Part-time Daily \$65

- ❖ Current, full payments received by the 5th of the month will receive a discount of \$20 or 3% of the monthly tuition rate, whichever is lesser.
- ❖ A program fee of 25.00 a month will be billed per family. This fee is to cover the costs of consumable supplies, learning material/supplies, and accounting/billing activities.
- ❖ Late pick-up fees are charged at \$5 for the first 1–5 minutes late, then \$1 for each additional minute late. This is a per-child charge. Late fees apply to ALL pickups after 6 pm.
- ❖ Individual field trip fees are posted to offset the cost of admission, entrance, transportation, and special field trip activities.
- ❖ Special program fees may be posted to support event-specific activities.

- ❖ One-on-One fees will be billed for children who require individualized care. The initiation of the fee begins following a phone call to the current emergency contact to advise them of the circumstances. After the emergency contact is contacted, This fee will be applied to the billing cycle, this is a \$50 fee charged per day of individual care.
- ❖ Drop-in or occasional care accounts will have a records maintenance fee applied to cover the upkeep of enrollment files. This is to ensure your child's records are current. This fee is \$60 and will be charged Quarterly unless your child attends a minimum of 3 days per quarter.

Collection Procedures

Accounts that have not been paid in full within 30 days of termination, and that have not been granted alternate payment arrangements in writing and approved by the Board of Directors, will be referred to Cornerstone Credit, LLC, 1835 S. Bragaw, No. 500, Anchorage, AK 99508, (907) 770-8100 as early as the 31st calendar day after the termination of care. Once the account has been turned over to collections, Enep'ut will accept no further payments and all communications regarding debt must be conducted through our collections company listed above. In addition to any past-due amounts, the parent is responsible for any collection fees that may be assessed by the collection agency.

Hours

Enep'ut is open Monday through Friday, 7:00 am to 6:00 pm. Part-time care is scheduled for either 7:00 am–12:00 noon or 12:00 noon–6:00 pm.

Your cooperation is necessary to ensure that our teachers and caregivers are able to adhere to their scheduled work hours. Parents will be assessed a fee for late pick-ups of \$5.00 for the first 1-5 minutes and \$1.00 per minute after that.

Holidays

We are closed the following days:**

- **New Year's Day**
- **Memorial Day**
- **Independence Day**
 - **Labor Day**
 - **Thanksgiving**
 - **Christmas Eve**
 - **Christmas Day**

**Additionally, when the major holiday falls on a Tuesday or Thursday, we may be closed one additional day such that a 4-day weekend (facility closure) is created.

School Closures

Enep'ut Children's Center (ECC) will be closing early (3pm) one Friday a month, usually the second to last or last Friday. These days are listed on the annual "ECC School Year Calendar." Training hours are required by State licensing and Teacher Work days are devoted to such topics as early childhood education, first aid/CPR courses, safety trainings sessions, or other relevant topics. In addition, Enep'ut

Children's Center employees always try to participate in the Fairbanks Association for the Education of Young Children (FAEYC) Conference. We may be closed the Friday of the conference to provide the opportunity for all staff members to take advantage of this training. We will notify parents ahead of time if we plan to attend and this will impact operating hours. We will also be closed for parent teacher conferences. Parent teacher conferences will be last Thursday and Friday of October and February.

Weather Closures

Like the Fairbanks North Star Borough School District (FNSB), Eneput will not close simply for cold weather. However, the Center follows FNSB's closures for safety reasons, usually due to combinations of inclement weather and road conditions. FNSB closures are broadcast over the news media and the FNSB School District website. Eneput also posts closures on our website, <http://www.eneput.com>. We reserve the right to use directors discretion in the event of inclement weather conditions that make it unsafe for staff or families to travel. In the event that the school is without power and/or heat we will be closed, if this happens during normal operation hours, we will notify the families of immediate pickup pending building safety.

Arrival and Departure

A staff member will sign your child in and out each day. For your child's safety, please escort your child to his or her classroom. When you pick your child up, be sure your child says goodbye to his or her teacher and is signed out for the day.

Please Note:

- Close and latch the fence gate each time you enter or exit the school grounds. The fence is intended to prevent children from entering the parking lot without adult supervision.

Infectious Diseases Policy And Confidentiality

Children, family members, or staff are not excluded based only on their being affected by an infectious diseases or virus (such as hepatitis B, giardia, meningitis, immune deficiency syndrome, herpes [cold sores, fever blisters] or other such illnesses). Should we have this information, we will attempt to protect the privacy of the individual. Childcare providers may need to know that a child is more likely to catch a communicable disease because of a weak immune system. We follow the Universal Precautions to reduce the risk of becoming infected or infecting others with a serious disease or virus.

Communicable Diseases

Precautions are in place to prevent disease. However, these precautions do not always prevent the outbreak of chickenpox, pink eye, or other common and communicable childhood diseases. Parents will be notified of communicable diseases within the Center by a notice posted on the door, or verbally as necessary.

Health Policy

To help prevent the spread of germs and contagious illnesses, we cannot accept sick children. If your child shows any signs of a fever, eye infection, stomach trouble, sore throat, etc., or if the child has

vomited during the night, previous afternoon, or evening, you are required to keep the child home until the symptoms are no longer present for at least 24 hours.

Children with a cold are allowed to attend the Center if they are able to participate comfortably in the program and the needs of the other children are not compromised. These children will be allowed to rest or play quietly apart from the group but still under adult supervision. Sometimes a parent may request their child not go outside to play. Depending on the availability of extra staff, this may or may not be possible. We will try to accommodate this request, but if we cannot, your child will go outside. If you feel it is not in the child's best interest to go outside, you will need to keep the child home until you feel your child can participate in outside play.

If a child develops any of the following symptoms, the child will be removed from the group and made as comfortable as possible. The Director or supervisory staff will notify parents to come and pick up their child immediately.

- ❖ Temperature at or over 100.5
- ❖ Diarrhea or vomiting
- ❖ Complaints of a sore throat or ear pain
- ❖ Symptoms of pink eye or other eye infection

Medication

Parents must provide written permission for the staff to give over-the-counter or prescription medication, including lotions and lip balms. The permission log must be completely filled out. Please write instructions carefully. Medication, etc., will not be given if there are any doubts as to the instructions. The medication log is kept on a clipboard near the sign-in log. Prescription medication must be in the original container with the correct name, dosage, and times listed. The medicine cannot be expired. Only the Director and supervisory staff are allowed to administer medication to children. Parents must provide the medications for their children.

If a child becomes sick while at school, and the staff feels he or she needs one of the few over-the-counter medicines such as Children's Tylenol or Benadryl we have on site, staff must contact and get verbal permission from the parent for a one-time dosage before administering any medication.

Head Lice Statement

Head lice are more common in younger children because they work and play closely together. Outbreaks in children after grade six tend to be rare. Parents will be called to come and pick up their child/children if head lice is suspected or discovered. Children must be treated with an appropriate pesticide shampoo, or alternative product such as Nix or Rid. After being treated, the child can return to the program the next day. Children must be treated again 10 days later with an appropriate pesticide shampoo to prevent possible re-infestation from eggs. Children who have head lice after the second treatment will be excluded from childcare until they are satisfactorily treated and have a clearance from a health care provider.

Daily Schedule and Programs

We at Eneput strive to give our children something to help them learn and grow in a developmentally appropriate way. We have many enthusiastic, creative, and adventurous kids at Eneput; a curriculum that keeps them focused and helps them learn is crucial. We feel that there isn't just one curriculum on how children learn best, but good pieces from a lot of them. Below is a list of the curriculum where we

sample different approaches, making the Eneput Curriculum truly one of a kind. More information on our curriculum is available at <http://www.eneput.com>.

Preschool: Our preschool program for children ages three to five years emphasizes building confidence, positive self-image, and social skills needed for working within a group of peers. Throughout the preschool program, opportunities for physical, emotional, social, and intellectual development are presented through self-chosen exploration and discovery. The classroom is arranged in work areas available for exploration by the preschoolers. In this safe, orderly, and stimulating environment, preschoolers will be able to work together to develop positive attitudes about learning, personal capabilities, and self-esteem.

Parents will provide all pull-ups, and diaper cream, as needed.

Toddler: Wobblers and toddlers are changing from a dependent baby to an independent child and many physical, social-emotional, and cognitive skills are mastered during this time. The toddler program offers self-directed play and teacher-directed activities such as finger or pudding painting, coloring and gluing, and water play. Toddlers are not expected to engage in any particular learning activity; they have the choice of what they want to do. (Exceptions are diapering and bathroom times, meals, and rest or nap time.) Toddlers learn through exploring their environment, and teachers ensure the area is safe while providing quality time for each child. Some examples of quality time are reading stories, comforting a child when he or she has fallen or just been dropped off, and building a tall stack of blocks together only to be knocked down (again). Interactions and relationships among the children and children-to-teachers provide fertile ground for modeling positive behaviors, learning self-control, and developing independence.

Parents will provide all diapers/pull-ups, and diaper cream.

Infant: Our infant program is designed to offer parents a familiar, safe, and nurturing environment for their baby. The infant and toddler programs are sometimes mixed; however, the small room in back is set up to be the quiet room for babies, and the toddlers respect this with occasional reminders. The small room is used for napping and feeding infants, to soothe one who is over-stimulated, or when the toddlers are very active. In this latter case, the small room as well as a portion of the main wobbler/toddler room may be made off limits to the toddlers so that infants can have their own space. Very small infants are not allowed on the floor without direct adult supervision.

We ask for a general schedule of your infant's typical day upon enrollment. Your infant's eliminations and feedings throughout the day will be recorded on the iPad in the classroom. These will help us learn the usual routine of your infant and his or her personality, and give you an idea of how the day went.

Please provide at least two changes of clothing, blankets, and bibs. Parents must provide all diapers, and diaper cream for their child. Parents are responsible for all personal items except crib mattress covers, which Eneput will provide and maintain.

School Age: Eneput offers before- and after-school care for older children. We are on a bus route for Anne Wien Elementary School, which picks up in the morning and drops off after school in front of the building. During the school year, this program generally consists of self-serve, age-appropriate activities such as reading, cooking, art, or a science experiment. This time will not be very structured since the children have just had a full day of school. Rather, it will be a chance for your child to relax and choose what they would like to work on. Children will be allowed to interact with siblings and other age groups when ratios permit and depending on the activity level of the group. School-age children may be given an activity to do when it appears they cannot become involved in an appropriate activity by themselves.

Summer Program: Enep'ut provides school-aged and preschool children with a fun, interesting, hands-on learning experience outdoors on the playground as well as on occasional organized field trips. Our lessons concentrate around a student-maintained vegetable and flower garden as the summer progresses. We provide an active learning environment where the children are able to connect what we discuss with what they are experiencing. Lessons will both challenge the students as well as focus them on skills they have been learning during the regular school year.

Classroom Schedules

Toddler Schedule*

7:00am-9:00am Arrival and Free Play
9:00am Diapers/clean up/transition tunes
9:15am-11:00AM Small group times**
11:00am diapers/transition tunes.
11:00am-11:30am lunch/clean up
11:30-12:30am Gross Motors
12:30pm Transition for nap
1:00pm-3:00pm nap time
3:00pm-6:00pm Free play/toddler lead activities/Diapers/snacks**

*Times may vary due to children's interest level.

**Activities can be outside if weather permits.

Preschool Schedule

7:00am- Prep, Arrival, Choice of Activities
8:00am- Hand washing, Breakfast (if brought)
8:45am- Journal
9:00am- Group Time/Snack*
9:30am- Groups Rotate/Snack*
10:00am- Groups Rotate/Snack*
10:30am- Groups Rotate/Snack*
11:00am- Choice Activities*
11:45am- Lunch
12:15pm- Transition for nap
1:00pm- Nap
2:45pm Early risers/non nappers
3:00pm- Snack starts/Choice Activities*
5:00- Clean up, departure, limited activities
6:00pm- Clean up and go home
*Outside when weather permits.

Snacks and Lunch

Families need to supply all infant foods needed including breastmilk, formula, purees, and finger foods. A fridge is available for these items. Infants are fed on demand and offered only foods you have provided for them. All bottles (formula or breastmilk) need to be premixed/prepared and labeled with

the infant's name and date daily. Unused bottles as well as empty bottles will be taken home at the end of each day. Cereal and non-perishable solid foods can be stored at Enep'ut but must be labeled with name and date. Enep'ut fully supports breastfeeding and mothers are encouraged to visit throughout the day to feed their infant.

For all children in all other programs, the consumption of meals and snacks is typically limited to meal and snack times. Parents are welcome to come in and eat meals with their children. Please label all lunch sacks or individual food containers brought to the Center for your child with their name and date. This includes infant foods, lunches, snacks, and drinks.

Children will need to bring lunch and two snacks depending on their schedules of care. Drinking water is freely available to children all day, including meal times. Beverages other than water may also be supplied. Lunch sacks will be kept on the lunch rack. If food needs to remain cold, lunch sacks should contain a cold pack. A microwave is available, but please avoid sending foods that require heating as it takes our teachers away from the family-style meal setting. Please send hot foods in a thermos. We will try to have your children eat their dessert or treats last; however, we generally encourage nutritious choices for lunch and snacks. In an effort to promote a healthy lifestyle, soda, caffeinated beverages, and full-sized candy bars will not be offered to children while under our care. Children are also not allowed to chew gum while attending the Center.

Food from home will not be shared among children due to potential allergies, except for special events like birthdays. Special birthday snacks are welcome if the parent wishes to provide enough for all children. Please provide 48 hours notice so that we may have a birthday treat on hand for children with allergies/intolerances. Please provide an ingredient list for homemade treats and snacks for sharing. We may need to restrict peanuts/peanut butter from lunches and snacks due to health reasons of a child or caregiver; advance notice will be given if such an occasion arises.

For the preschoolers, there is a show and tell/snack calendar that will be provided to you at the start of a new month with your child's name now in rotation. This means you are highly encouraged to provide one shared snack(i.e a box of goldfish) for the preschool classroom on your child's day.

Naps

Nap time for all programs is from 1:00 to 3:00pm. Nappers should bring a small pillow, blanket, and a favorite stuffed animal, if they wish, to school every Monday. These will be sent home with the children on Friday evenings for laundering.

Television, Movies, And Computer Use

The school owns a class laptop, television, and DVD player. Teachers may occasionally use these to show educational videos or websites during class time. Otherwise, preschool and older children are allowed approximately one hour of movie viewing per week, usually on Friday afternoons. The movies shown at this time are generally acceptable cartoons, usually a Disney production or something similar. Parents who would rather not have their child watching television (or a particular movie) should make this known to the Director, and we will provide your child with an alternative activity in another room. Any child not interested in viewing the film may choose to do another activity.

Regulations allow older children up to one and a half hours of viewing per 24 hours of care. During particularly foul or cold weather, it is possible that this will happen.

Behavior Guidance Practices

Enep'ut supports the natural freedom and spontaneity of children, while also recognizing that "the liberty of the child should have as its limit the collective interest; as its form, what we universally consider good [behavior]" (Maria Montessori, The Montessori Method). Enep'ut staff will intervene when a child's behavior is harmful to self and/or others, or is violating basic norms of social behavior. Interventions will be clear, calm, respectful, and firm. Interventions will not include external rewards or punishments, and will not include anger, threats, intimidation, coercion, or physical harm.

We believe that children have the capacity of higher level thinking and problem solving skills, when two children are in disagreement we do encourage them to identify the problem, list possible solutions, identify the pros and cons of each solution, then choose a solution and test it out. When children have disagreements we do encourage them to try and work it out with one another, if they are not able to do so they have the option to separate and maintain space from each other but we do not keep children apart from one another if they chose to interact in a positive manner after the disagreement. We believe that peer resolution is important because children who lack problem-solving skills may avoid taking action when faced with a problem. Rather than put their energy into solving the problem, they may invest their time in avoiding the issue. That's why many children fall behind in school or struggle to maintain friendships.

All discipline is consistent, and based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules are used so that expectations and limits are clear. Discipline is constructive and positive in nature, including such methods as diversion, separation of child from situations, praise for appropriate behavior, and gentle physical redirection such as holding or time away.

Parents will be asked to participate in or may themselves request a conference with staff if there is a behavioral concern. Consistency from authority figures is essential to setting limits and discipline follow-through for children; parents are encouraged to communicate with teachers about their strategies for managing behavior at home so that a robust strategy can be developed for the child with buy-in from all parties. In the event that a disruptive or dangerous behavior cannot be managed after multiple unsuccessful attempts to engage with parents and establish a plan to ameliorate the behavior, Enep'ut will provide notice for termination of care of the child.

Cold Weather and Outdoor Play Policy

Outdoor recess is an integral part of our program and all children are expected to participate. Fresh air, less-structured social time, and opportunities for large muscle development are vital to growing, healthy kids. Outside recess will be suspended at the teacher's discretion, when the temperature is below -20 degrees (adjusted for wind chill), or if the Fairbanks North Star Borough air quality is described as "unhealthy", "very unhealthy", or "hazardous." Children may go out for a limited time under air quality conditions described as "unhealthy to sensitive groups," with the exception of children with asthma or other pre-existing breathing issues. We are generally not able to accommodate exceptions to the outdoor policy. If your child is too ill to go outside, he or she is too ill to be at school.

Clothes

Please provide spare clothing to be kept at school at all times, including pants, socks, shirt, and

underwear. All clothing, blankets, pillows, and stuffed toys should be labeled with your child's name. Labels should be replaced when no longer legible.

We request that each child have a pair of classroom shoes that remain at school. These should be hard soled (no slippers, moccasins, etc.). Boots or shoes worn outside should not be worn in the classroom. Please provide close-toed shoes for the playground and summertime water play, since playground gravel will find a way into sandals and crocs.

It is extremely important that you provide your child with appropriate outdoor gear each day. In the winter time it is important to provide proper winter gear. **If your child does not have proper winter gear by the first sticking snowfall you will be turned away at the door.** Winter boots, mittens/gloves, coat, hat, facemask/balaclava or scarf, and snowpants are required for winter play. Waterproof boots and rain gear are required for summer and the shoulder seasons. Eneput's supply of extra clothing and gear for children is limited. Children must have proper clothing to take part in outdoor activities, and your child and Eneput's program are negatively impacted when students must be kept indoors.

In the summer, activities are frequently moved outside. Each child will need multiple changes of clothing for water play and messy-fun activities, including bathing suits and towels. Please be prepared for your child to get messy, muddy, and wet! Parents are responsible for exchanging dirty, damp items for clean ones on a daily basis, as needed.

Field Trips and Transportation

Field trips are a vital part of the curriculum. They are important to expanding the horizons of children in a concrete way.

1. All field trips require pre-approval by the program Director.
2. There will be a designated field trip supervisor for every field trip, responsible for monitoring all staff and children and ensuring policies and procedures are followed.
3. There will always be a minimum of two primary teachers on a field trip.
4. The minimum teacher-to-child ratio on field trips will be:

Infant/Toddler	1:4
Preschool	1:10
Kindergarten	1:10
School Age	1:12
5. The maximum number of children that may be transported per field trip per program will be:

Infant/Toddler	12
Preschool	25
Kindergarten	30
School Age	36
6. When groups are combined the ratio of the youngest child in the group applies.

7. A primary teacher will be identified and indicated on the Field Trip form for each group size designated above. The primary teacher is responsible for the safe transport and care of the group to/from the field trip site.
8. A cell phone, child emergency cards, and a first aid pack must accompany all field trips. Each primary teacher must carry child emergency cards for her children and first aid pack for their group.
9. At least three days advance notice must be given to parents via lesson plans and a sign on the classroom bulletin board.
10. Enep'ut Children's Center will be using public transportation to get places that are out of their walking distance.
11. Employees are not authorized to drive children in their own vehicles unless there is an emergency and it is approved by the designated Field Trip Supervisor.
12. A Field Trip form must be completed and approved the day of the trip. Each primary caregiver is required to carry a copy. One copy should be given to the program Director and one posted on the classroom door for parents.
13. The Field Trip form will be used to take attendance before, during, prior to leaving the field trip site and upon return to the program. Taking attendance DOES NOT MEAN COUNTING CHILDREN. It means checking off each child by name and visually locating each child to ensure they are in attendance.
14. Upon return to the program, the director will verify that all field trip participants are accounted for and will sign off on the bottom of the Field Trip form. All primary teachers are required to turn in their field trip attendance records. Field trip forms and pre-approval forms will be kept on file and will be forwarded to the Director each month for review.
15. Bike helmets provided by parents must be worn by all children and staff when riding bicycles.
16. Enep'ut Children's Center does not allow any boating on field trips.
17. No field trips may be taken to rivers or parks where there is running water.
18. Refer to "Field Trip Procedures" for further guidance.

Parental Access and Visiting Policy

Enep'ut invites and encourages parents to participate or observe at any time. Guest speakers and visitors are always welcome, but please make prior arrangements.

Child Release Form

On the emergency and enrollment forms, please indicate who will bring your child/children and who is allowed to pick them up. In order to protect your child, it is our policy that no child will be released to a person other than those listed on these forms. If at any time another person is to pick up a child, the parent must notify the staff of these arrangements ahead of time, and in writing. No child will be released to someone unknown without a picture ID for positive identification.

Emergency Information Form

This form includes information concerning where the parents can be reached in the event of an emergency, the child's physician, and the name of a relative or friend who should be called if the parents cannot be reached in time sensitive situations. It also authorizes the staff to call paramedics to provide medical help to an injured child if parents cannot be reached.

It is essential that this emergency information be kept up to date. Please notify us in writing immediately of any changes in telephone numbers, physical or mailing addresses, or authorized persons allowed to pick up your child.

Use of Substitute, Volunteer, and Emergency Caregivers

All our regular staff is subject to a thorough background check before hiring. We try to have a few substitute teachers available to cover for staff absences. Substitutes also receive a background check. Substitute teachers will work with the children in the presence of and guided by a regular staff member whenever possible.

Animals Policy

At this time the only animals permanently kept at Enep'ut are fish and two Holland Lops. On occasion other animals do visit as a part of our program. All visits will be posted 48-hours prior; any concerns at that time should be directed towards your child's teacher and appropriate accommodations will be made.

Firearms, Drugs, and Alcohol Policy

Under no circumstances may explosives, firearms, or other weapons ever be brought onto school grounds. Drugs, alcohol, and other illegal substances are strictly prohibited. If an Enep'ut staff member suspects a person picking a child up to be under the influence of alcohol or any illegal drug, they may refuse to release that child. In these circumstances, another person on the child's pick-up list will be called.

Please note that for the health and safety of our children and staff, smoking is prohibited anywhere on our property.

Poisonous Plants

There are no poisonous plants inside the building.

Notification of Changes

Parents will be given written notification of any changes to this handbook within 30 days of those changes being instituted.

Licensing/Regulatory Authority and Complaints

We are licensed through the State of Alaska, Child Care Program Office, Division of Public Assistance and are required to follow all applicable regulations. Please report all complaints and concerns to Eneput's Director as a first step in resolving a problem or concern. If further action is desired, contact the Child Care Program Office at 542 4th Avenue, Suite 212, Fairbanks, AK 99701, (907)451-3198, or the Department of Health and Social Services, Office of Children's Services, 751 Old Richardson Hwy, Suite 300, Fairbanks, AK 99701, (907)451-2650. All complaints are confidential.

Confidentiality

When there is a concern for a child's welfare, the Director will disclose confidential information to agencies that may be able to act in the child's best interests. Otherwise, confidentiality is maintained within this program. Parents may review and request copies of their child's file. Regulations require that Eneput maintain a child's file for three years after the child leaves the program.

Reporting Child Abuse And Neglect

Eneput Children's Center employees are required by Alaska law to report suspected or known child abuse or neglect. The Center cooperates with any law enforcement agency official that provides written documentation of an allegation to interview staff members and/or children. Interviews are used during an investigation of a complaint of child abuse or neglect whether the complaint originated from this program or an outside source. Interviews may be done with or without prior parent knowledge or permission when it is deemed necessary by the appropriate authorities to protect a child. It is our understanding that Alaska Statutes Section 47.17.027 gives a law enforcement agency the authority to investigate complaints. Information concerning this requirement is posted.

Thank you for your interest in Eneput Children's Center. We are happy to answer any questions you may have after reviewing this document. Contact the Director at (907)479-6844 or eneput@gmail.com. More information is available online at <http://www.eneput.com>.

