Child Care Services

Approved Provider Application

ONC’s approval process for Child Care Providers:

* Applicant will submit a completed application with all required documents along with fingerprinting and background check results from the State of Alaska Department of Public Safety
* All individuals (16 years and older) living in the location where child care services are provided must submit a copy of results from a recent background check with fingerprinting
* Applicants who are caring for 5 or more children must be licensed by the State of Alaska
* Applicant’s immunizations must be up to date
* Initial home visit by case worker to assess the home in which child care services are provided
* Provider Orientation: service overview. Providers are required to attend training pertinent to providing quality child care

**Location of Child Care**

Child Care Services may be provided at the child’s home or at the home of the Provider. ONC will provide a subsidized amount to the Provider, according to the current Sliding Fee Scale. Parents will pay their Provider with their obligated copayment.

**Pay Schedule**

Providers are paid biweekly on Tuesdays or Thursdays.

**Required Document Checklist**

[ ] Copy of government issued ID

[ ] Copy of background check results. Reimbursement for the cost of background checks is available. Applicant must submit a copy of their receipts with the application for payment.

**Health & Safety Requirements**

* Provider must be 18 years or older. The provider to child ratio will be 1 to 4.
* Household members 16 years of age and older at the location of the child care will submit to fingerprinting background checks and be free of barrier crimes.
* Providers will be current with all immunization requirements.
* Provider will directly supervise all children in their care at all times.
* Provider will create an environment that nurtures and respects the feelings and rights of others including gender, culture, ethnicity, family composition, and the special emotional, cognitive and developmental needs of each child.
* Provider is required to follow all tribal, state, and local guidelines regarding the installation and appropriate use of smoke and carbon monoxide detectors, properly maintained multi-purpose fire extinguishers.
* The building interior and exterior will be properly maintained. Guidelines are developed to assure child care settings are safe, and meet tribal, state, or local fire and safety regulations. Emergency evacuation procedures are in place and posted prominently within the child care setting to evacuate children in the event of a fire or other emergency. The child care area will have two separate exits large enough for one adult.
* Children receiving care will be current with all immunizations, according to Indian Health Services (IHS) or the State Public Health recommendations. Tribes may exempt children whose parents or guardians object to immunization on religious grounds, and/or children whose medical condition requires that immunizations not be given.
* Paint on both interior and exterior premises shall be free from hazardous quantities of lead. All hazards, such as around the stove, permanent standing water heaters, shall be enclosed with a fence, or otherwise safeguarded to ensure that they cannot be accessed.
* A plan is in place to ensure routine maintenance and sanitation procedures are conducted to keep the structure clean, sound and in good repair. Indoor and outdoor play areas are checked daily, prior to their use by children. The layout and maintenance of all indoor and outdoor equipment and surfaces are carefully selected to minimize the possibility of injury to children.
* Cribs, cradle boards and/or infant sleep equipment keep the infant safe from dangers of suffocation, and will not allow a child to either fall, become entrapped, or have clothing tangled on protrusions. No child sleeps on a bare uncovered surface. Seasonally appropriate covering, such as sheets or blankets that are sufficient to maintain adequate warmth, are available and used by each child. Children do not share bedding, unless related and have parental approval.
* Provider asks parents for information regarding the child’s development, health, and behavioral status. Especially information about the child’s health since the last attendance. Bonds, ties, or straps shall not physically restrain children for disciplinary purposes. If a child must be restrained for medical reasons, that restraint should occur in accordance with the instruction of the child’s physician and permission of the parent. Provider implements a discipline policy that outlines positive methods of guidance appropriate to the ages of the child. All equipment in the setting is designed to support the abilities and developmental levels of the children served, with adaptations made as necessary to support children with disabilities.
* Provider training is documented. Written policies are established, implemented, maintained, and available. They address, and are not limited to the following content areas: Child Development, Health & Safety, Infectious Diseases, Child Abuse, First Responder, and Choking Prevention. ONC’s Policies related to Child Care Services will be shared with parents of children in care.
* An appropriately stocked first aid kit is present and easily accessible to provider at all times, including during field trips and while transporting children. Kit includes a) emergency plan; b) disposable gloves; c) Band-Aids, tape, sterile gauze pads, roll gauze, scissors; d) emergency numbers; e) first aid resource guide.
* Smoking and/or alcohol consumption is prohibited on the premises when children are present. Persons under the influence of alcohol or illegal drugs are not allowed in the child care setting.
* Any surface contaminated by bodily fluids (saliva, mucus, vomit, urine, stools, or blood) is properly cleaned and disinfected immediately. Provider uses precautions when cleaning contaminated areas. Garbage is removed from rooms where children and adults are present, and is contained in a closed container, preventing access by children.
* Food is properly wrapped and handled. Foods from home are labeled with the child’s name and the date. They will not be shared with other children unless intended for that purpose. Warm food is maintained and served at a temperature not less than 140 degrees. Cold food is maintained refrigerated at a temperature of 40 degrees. Food that has been served to the child and not eaten is properly disposed of. Precautions against choking are taken when feeding infants or toddlers. Caregivers do not feed children under 4 years of age foods that are implicated in choking incidents: round, hard, small, thick and sticky, smooth, or slippery. Examples of these foods are hot dogs, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than can be swallowed whole. Children are provided with safe drinking water and proper sewage/garbage disposal.
* No combustible waste materials accumulate in or around the premises and all flammable liquids are stored in metal containers and out of reach of children.
* Providers and children wash their hands frequently
	+ Before and after eating, giving medication, and participation in play
	+ Before and after changing diapers, using the toilet, cleaning and handling of bodily fluids, even though gloves are used
	+ After handling animals, animal waste, or animal cages
* A written policy for determining inclusion, exclusion, and dismissal of ill children is implemented. A child will be excluded from child care if:
	+ the child does not feel well enough to participate comfortably in the usual activities of child care
	+ Provider cannot care for the sick child without interfering with the care of the other children
	+ keeping the child in care poses an increased risk to other children or adults in the child care setting, as determined by the caregiver or, if necessary, a local health official. A written plan is in place addressing medication administration
* Medicines, cleaners, and dangerous materials are kept out of reach of children.
* All guns are unloaded and stored out of children’s reach. All ammunition is stored separately.
* Toys are cleaned at least weekly or when soiled. Small toys that children can place in their mouths after each use. Potty chairs and changing tables are cleaned and disinfected after each use.
* Breast milk (if not frozen) and prepared bottles of formula are kept refrigerated until. Frozen breast milk is thawed under cold running water or in the refrigerator. Breast milk or formula is warmed in a pan or hot, not boiling water for 5 minutes. Microwaves are never used to heat bottles of formula or breast milk. Any contents remaining in a bottle after feeding are discarded.
* Risk activities are discussed with parents for permission. Safety equipment is required for bike riding, snow machine, 4-wheeling, skateboarding, and boating or swimming.
* Providers demonstrate a positive attitude toward bottle weaning, diapering, toilet training, and the special needs of children.
* Home visits for safety are done every six months.
* Providers are required to attend any training that ONC provides, pertinent to Child Care.
* ONC exempts the following relative providers from health and safety requirements: grandparents, great-grandparents, aunts, uncles, and siblings who live in a separate residence from the child in care. However, relative providers must ensure that the children in their care have all required immunizations, and that their home is free of hazards that may cause injury or disease.

**Infection Control – Immunizations**

**Principle**: Immunizations prevent the spread of diseases.

**Why this is important**: Diseases may spread quickly in all childcare settings. Young children may be more vulnerable to certain vaccine-preventable diseases. Childcare can provide services by identifying children who need immunizations and referring them to available health care resources. As public school attendance requires health examinations and other health services in the early years of life. Contact your Public Health Nursing for more information.

**Provider Qualifications**

**Principle**: Children must be cared for and directly supervised by responsible, caring individuals.

**Why this is important**: Children deserve the highest quality of care available. Children thrive emotionally, physically, and developmentally in a high quality, nurturing child care environment.

**Standards**: ONC has a policy for conducting background checks consistent with the Indian Child Protection and Family Violence Prevention Act. Employment and character references are completed for all caregivers.

**Emergency Preparedness and Emergency Evacuation Plan**

An Approved Child Care Provider must have a Disaster Preparedness and Emergency Evacuation Plan to ensure the complete evacuation of children in care, including children with limited mobility, within 150 seconds (2 ½ minutes). Documentation of monthly evacuation drills conducted must be maintained for three years and provided to ONC’s 477 Department upon request. For further information, refer to 7 AAC 41.220 (Approved Providers). For additional emergency preparedness, resources please see <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

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| **Your Emergency Plan requires both a floor plan mapping your evacuation routes and a written plan describing the procedures you will follow when evacuating your child care location.****Your floor plan must include identification of:*** Smoke detectors, fire extinguishers, and carbon monoxide detectors;
* Escape routes from every room with doors and windows clearly marked **for each level of the child care location**; and
* Specified meeting place outside your child care location.

**Your written plan must describe the procedures you will follow which include:*** For the complete evacuation of the child care location and explain your plan to evacuate everyone within 150 seconds, **including children under 30 months of age, children with limited mobility, and children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired**;
* For emergency situations or natural disasters that may affect the child care location, including, as appropriate, fire, tsunami/flooding, and earthquake emergencies;
* The relocation site and plan to reunify children with their parents in the event of the need to relocate due to an evacuation;
* Conducting and recording monthly emergency evacuations drills; and
* Location of the required first aid kit(s).
 |  | Fire Safety Tips:1. Sleep with bedroom doors closed. They will hold back deadly smoke.
2. Teach everyone to recognize the sound of your smoke alarms and carbon monoxide detectors.
3. Touch doors before opening them. If hot, use your alternate escape route. If cool, brace your shoulder against the door and open it cautiously. Be ready to slam it if smoke or heat rush in.
4. Crawl low under smoke.
5. If your clothes catch on fire: stop, drop, and roll.
6. Get out fast.
7. Don’t go back inside once you’re out.
8. Choose a specific meeting place so you can see that everyone is out of the house.
9. Call 911.
10. Practice evacuating your home every month at different times of the day so everyone knows how to get out quickly from all areas of the home.
11. Post your evacuation plan and discuss with children and parents.
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The location in which child care services will be provided is a story structure. There are kitchen(s), living room(s), bedroom(s), bathroom(s), and additional areas. In case of an emergency requiring the evacuation, the designated meeting site away from the child care location is . In case of evacuation, care will be provided and children reunified with their parents, at the designated reunification site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your child care location Floor Plan must identify each item listed. Each floor of the child care location must be drawn separately:

1. Primary Exit (Door)
2. Secondary Exit (Door/Window)
3. Exterior Door(s)
4. Windows
5. Smoke detector(s)
6. Carbon monoxide detector(s)
7. Fire Extinguisher(s)
8. First Aid kit(s)
9. Kitchen(s)
10. Living Rooms(s)
11. Bedroom(s)
12. Safe meeting location outside of the child care facility (draw this outside of the home)

Sample Floor Plan Evacuation routes:

 

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| **Draw your child care floor plan in this box or on a separate sheet of paper**. |

Written Plan: Describe the procedures for the complete evacuation of the child care location and explain your plan to evacuate everyone within 150 seconds, **including children under 30 months of age, children with limited mobility, and children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired**. The plan must also include procedures for emergency situations or natural disasters that may affect the child care location including fire; tsunami/flooding and earthquake emergencies; a relocation site to be used during the evacuation; and a plan to reunify children with their parents in the event the child care needs to be evacuated and relocated.

My facility has exterior door(s). My primary exit is the door. If exiting through this door is not possible my secondary exit of will be used. A first aid kit and emergency contact information is taken with us in case of evacuation. To ensure that all children are quickly and safely evacuated from the child care location, the following plans will be used.

**Fire or Carbon Monoxide:**

1. I will quickly determine the quickest and safest exit route at the sight of fire, smell of smoke, or the sound of the smoke or carbon monoxide detector by:

2. I will assist children who can walk to the exit by:

3. I will assist children with limited mobility or who need extra assistance to the exit by:

4. I will continue to keep the children safe and provide care at our designated meeting location, until able to return to the child care location by:

5. I will continue to keep the children safe and provide care at our designated reunification site, if unable to return to the child care location, and reunite children with their parents by:

**Tsunami/Flooding:**

I will determine if/when evacuating the child care location is necessary by monitoring weather conditions and updates by accessing the West Coast/Alaska Tsunami Warning Center website: <http://wcatwc.arh.noaa.gov/> and/or listening/tuning in to television or radio station(s) \_\_\_\_\_\_.

1. If we are unable to leave the child care location, I will take the children to the highest place within the child care location which is:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If necessary, and we are able to leave the child care location I will take the children to higher ground located at:

3. I will assist children who can walk to exit or higher ground by:

4. I will assist children with limited mobility or who need extra assistance to the exit or to higher ground by:

5. Once at our designated higher ground location or the highest place within the child care location, I will continue to keep the children safe and provide care by:

6. I will continue to keep the children safe and provide care at our designated reunification site, if unable to return to the child care location, and reunite children with their parents by:

**Earthquake:**

1. I will quickly determine the safest place for children to take cover by:

2. Children will calmly but firmly be told to stop, cover and hold on by:

3. I will assist children with limited mobility or who need extra assistance by:

4. Once the earthquake has stopped, I will assess the children for any injury by:

5. I will assess the child care location for damages by:

6. If dangerous/damaged to the child care location require evacuation, I will relocate children to the designated reunification site by:

7. I will continue to keep the children safe and provide care at our designated reunification site, if unable to return to the facility, and reunite children with their parents by:

Additional Comments:

 \_\_\_\_\_\_

**Rates and Responsibilities**

Child Care Service Providers agree to adhere to the following:

* Childcare services provided to parents outside the authorized agreement are the responsibility of the parent
* Space is available for the child/ren during the authorized hours of care
* I will charge parents participating in the subsidize payments the same rate that I charge to non-subsidized parents for the same service
* I will submit all rate changes to the parent and to the ONC 30 days before the effective change date
* I will submit invoices to ONC. ONC only accepts the original copy. Parents are required to review the attendance record and sign in agreement before submission to ONC. All absences will be indicated on the form.
* I will notify ONC of any discrepancies in payment for services
* I will ensure that ONC and parents are provided with a minimum of 14 days written notice prior to any discontinuation of services
* I will arrange for alternative childcare for a parent during an unscheduled closure. I will ensure that provider has completed all Health and Safety Requirements including a criminal background check
* Independent contractors will comply with all applicable statutes, regulations, policies, and procedures
* Group Home child care facilities have current state or municipal licenses
* I own a State of Alaska business license, unless my facility is legally exempt A copy of this license is on file with ONC
* Any authorization agreement becomes null and void if licenses expire and/or revoked. I will not receive payment for care provided before the effective date of my license or after the effective date of expiration or revocation
* I agree not to discriminate against any family receiving child care subsidy on the basis of race, color, creed, national origin, age, or sex, and to comply with all applicable federal, state, and local laws and regulations
* I agree that parents will have open access to the home/facility whenever their child is in my care
* I will not leave the child/ren in my care with another caretaker without authorization of the ONC. All adults in the home over 16 years of age have cleared the required background check
* I will notify ONC immediately if anyone over 16 years of age moves into my child care facility
* I will notify ONC within 14 days that I have relocated and need to have a Health & Safety Check done at my new home/facility

**Declaration of Legal Exemption from Child Care Licensing**

Provider is exempt from childcare licensing or pre-elementary school certification for the following reason. (check one)

EXEMPT CARE:

[ ] Care is provided in the child’s own home.

[ ] Care provided only to children who are related by blood or marriage as per 7 AAC 50.275 “…(21) “related” means any of the following relationships by marriage, blood, or adoption; parents, grandparent, brother, sister, step-parent, step-sister, step-brother, uncle, aunt, step-grandparent, niece, nephew, or first cousin.”

[ ] A residence in which care is provided to four or fewer children unrelated to the resident caregiver except when there are a total of seven or more children under 12 (related and unrelated) then, state fire codes apply.

[ ] A center operated by a municipality or a school district.

[ ] A program whose purpose is primarily educational and is either (1) certified by the State Department of Education or (2) serves children aged three years or older and receives no direct or federal money.

[ ] A place in which childcare is regularly provided, and where each child’s parent is on the premises in reasonable proximity of access to the child. (Example: small business with employer-provided on premise childcare.)

**Penalty Warnings**

**Overpayment of Benefits**: When ONC determines there is reasonable evidence supporting payments were made to you incorrectly, steps will be taken to reduce or withhold future payments, establish a repayment schedule, or take other corrective action including (but not limited to) suspension or termination from participation in child care services. An incorrectly obtained payment means child care subsidy payments received by a provider that he or she was not entitled to or that were received while in noncompliance with any requirements.

**Sanctions for Non-Compliance**

The following is a list of examples which may lead to corrective actions including but not limited to suspension or termination from child care services:

1. Refusing to maintain status as an eligible provider
2. Providing false or misleading information or withholding necessary information that results in an incorrect determination of eligibility or an incorrect payment of benefits
3. Refusing to provide child care services that conform to the applicable requirements of 7 AAC 57 or 7 AAC 41; if the nonperformance places the health, safety, or welfare of the children in care at significant risk
4. Refusing to maintain records required by ONC and/or refusing to provide or allow access those records
5. Refusing to comply with the requirements related to rates charged in accordance with 7 AAC 41.245
6. Falsifying attendance records
7. Refusing to comply with any repayment plan or to cooperate with the development of the plan
8. Failing to comply with any compliance action, plan of correction, corrective action plan, or to cooperate with the establishment of the plan
9. Failing to cooperate with a representative of ONC for purposes of inspections or investigations to determine compliance with requirements

**Fraud**

Giving false, incorrect, or incomplete information to ONC to determine eligibility for benefits or helping others obtain benefits for which they are not eligible is fraud. If you are found to have defrauded ONC, you will be disqualified from our services and obligated to repay any amounts attributable to fraudulent act(s), in addition to any applicable criminal penalties.

**Acknowledgements and Release of Information and Media Release**

Under penalty of perjury or unsworn falsification, I certify that I am the only individual providing child care at the physical address listed.

The statements made on this application regarding myself and individuals living in the location where child care is provided are true and correct

I have read and understand the information provided on this application

I understand the information I provide will be verified to ensure my participation and eligibility

I understand that I am responsible for compliance with applicable rules and requirements

I understand that I will not receive any payment for child care services I provide prior to determination of my eligibility and issuance of approval regarding my child care provider application

I authorize the release of information requested by the Orutsararmiut Native Council (ONC) 477 Department to be used for determining eligibility for Child Care Services.

This release will be in effect while I am an applicant or recipient of benefits and for any later investigations pertaining to my eligibility and benefits.

I grant permission to ONC the use of my photographs and other media, as well as biographical information in publications for promotion and informational purposes.

Applicant’s Printed Name and Birthdate Signature Date

**A Copy of this Release is as valid as the Original.**

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| --- | --- |
| Applicant Name (First, MI, Last) | Social Security Number |
| Phone Number | Email Address |
| Facility Name on State of Alaska business license, if different. | License Number (If applicable) |
| Mailing Address | City, State, Zip |
| Physical Address of Facility |  |

Have you been known by any other name? [ ]  No [ ]  Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you lived in any other state besides Alaska? [ ]  No [ ] Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years: \_\_\_\_\_\_\_\_

Household information: all members living in the home where child care is provided

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| --- | --- | --- | --- | --- |
| Family Members (First, MI, Last) | Relationship to you | Social Security # | Date of Birth | Age |
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Fill this portion out if you are related to the children you are caring for.

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| --- | --- | --- | --- |
| Child’s First, MI, Last Name | Child’s Date of Birth | Age | Relationship to you |
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**Employment history**: please attach resume.

**Character references**:

Contact name: Relationship to you:

Contact number: Contact email address:

Years known:

Contact name: Relationship to you:

Contact number: Contact email address:

Years known: