

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

CITY AND BOROUGH OF SITKA, ASSESSOR'S OFFICE
100 LINCOLN ST·SITKA, AK 99835
PH 747-1822

AS 29.45.030 and Sitka General Code 4.12.025 allow for property tax exemptions for Non-Profit organizations meeting certain requirements. The applicant has the burden of proof to show that both the property and the organization are eligible for exemption.

The Assessor of the City and Borough of Sitka may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE IS February 15, 2024.**

It is important that the form is completed fully and any other information the applicant can supply on attached pages. Please use additional pages to answer as needed.

Return applications to: **100 Lincoln St, Sitka, Alaska 99835.** Telephone assistance is available at 907-747-1822.

ASSESSMENT YEAR APPLIED FOR: 2024

Parcel Identification Number: 1-8562-009

ORGANIZATION NAME: Sheldon Jackson Child Care Center

Property Address: 111 John Brady Dr. Sitka AK

Property Description: (type of property, building size, lot size, etc)

1. What exemption are you applying for? (Exemption options listed below)

A.) Non-profit Religious _____ B.) Non-profit Educational _____

B.) Non-profit Charitable _____ D.) Non-profit Community Purpose

E.) Non-profit Hospital _____ F.) Non-profit Other _____

2. Is the organization organized as a not-for-profit entity? YES NO _____

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

3. Does the organization have a current IRS 501(c), or 501(c) (4) exemption ruling? YES NO
4. Is the property used exclusively (100%) for the purpose of the exemption sought? YES NO
5. Is any portion of the building or lot used for other purposes? YES NO
6. Is there a fee to use or enter the property? YES NO
7. If a fee is charged, how much does it cost? NA Membership Fees? NA
8. Was any of this property used for rental purposes last year? YES NO
9. Previous years? YES NO if yes, please explain the total amount received and all expenses associated with the rental costs. Attach a summary of rental income and expenses. Income should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: _____

10. Describe the nature and uses of this property as it is related to the exemption requested, (non-profit function). Attach additional information as required.

see attached information

11. Explain how the use of this property is eligible for the exemption sought. Answer in relationship to the exemption being sought. Attach additional information as required.

see attached information

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WILLFUL MISSTATEMENT IS PUNISHABLE BY A FINE OR IMPRISONMENT UNDER AS 11.56.210

Allison O. Hackett

Signature of Officer or Official Representative

2/12/2024

Date

Allison O. Hackett

Printed Name

Pho 

Treasurer

Title

10. Our mission is to provide the community of Sitka with affordable, child-centered, play-based care and education. Since our inception, we have demonstrated effectiveness at meeting the program's mission and providing high quality care for generations of Sitkans.

11. We are a registered 501c (3) non-profit organization that serves families in Sitka with diverse cultural, family, and economic backgrounds. Our center works directly with the Sitka School District, Occupational Therapists from Island Therapeutics, and Sitka's Early Learning Program. We have a long-established history of providing high quality care and education allowing parents to work with peace of mind that their children are well cared for.

SCALE: 1" = 50'
 FILE NO. 30014-208-00

LOT 13 OF THE SHELDON JACKSON
 CAMPUS SUBDIVISION (PLAT NO. 2009-08)

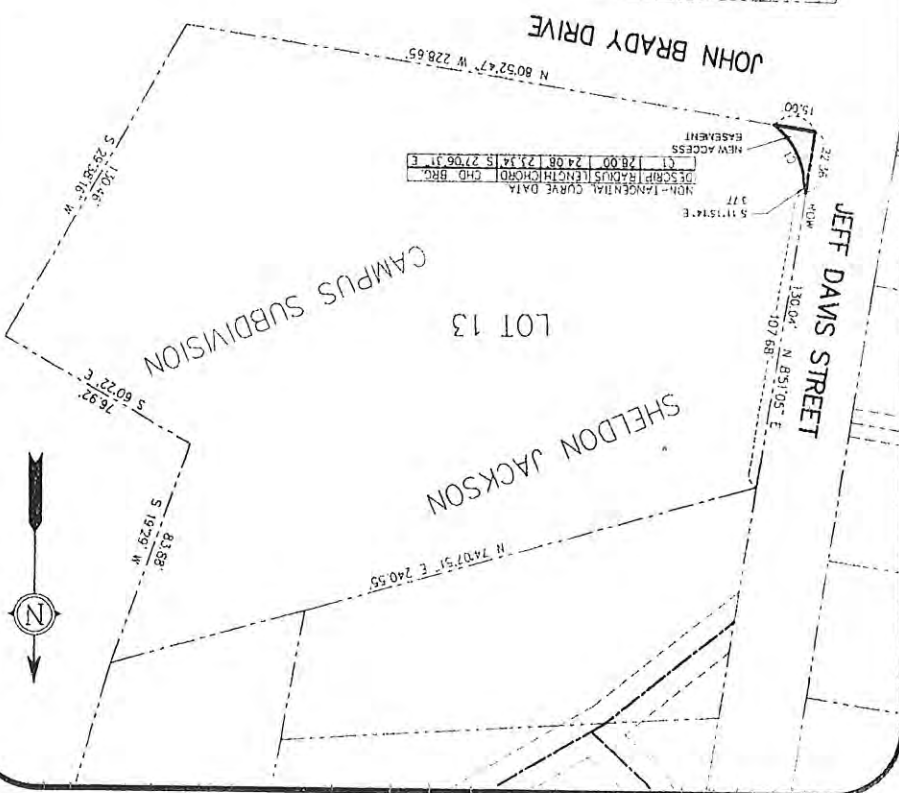
SUBJECT: EASEMENT EXHIBIT

SURVEYING AND ENGINEERING

P.O. BOX 1849 SITKA, ALASKA 99835
 (907) 747-6700
 FAX: (907) 747 7590
 EMAIL: onelleng@aknet

O'NEILL

EASEMENT DESCRIPTION:
 AN IRREGULARLY SHAPED ACCESS EASEMENT ENCOMPASSING A PORTION OF THE SOUTHWESTERLY CORNER OF LOT 13 OF THE SHELDON JACKSON CAMPUS SUBDIVISION (PLAT # 2009-08, SITKA RECORDING DISTRICT) MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A REBAR AND ALUMINUM CAP MONUMENT MARKING THE NORTHWESTERLY CORNER OF LOT 13 AND A POINT ALONG THE EASTERLY RIGHT OF WAY OF JEFF DAVIS STREET. THENCE S 8°10'51" W A DISTANCE OF 107.68 FT. TO A POINT ALONG THE BACK OF THE CURB AND THE TRUE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE ALONG THE BACK OF THE CURB APPROXIMATELY DESCRIBED AS S 11°15'14" E A DISTANCE OF 3.77 FT. TO AN ANGENTIAL CURVE; THENCE ALONG SAID CURVE, CONCAVE TO THE NORTHEAST WITH RADIUS 28.00 FT., CHORD DISTANCE 23.34 FT. BEARING S 27°08'31" E, AN ARC DISTANCE OF 24.08 FT. TO A POINT ALONG THE JOHN BRADY STREET ACCESS CORRIDOR, THENCE N 80°52'47" W A DISTANCE OF 15.00 FT. TO THE CORNER OF JOHN BRADY AND JEFF DAVIS STREETS; THENCE ALONG THE JEFF DAVIS STREET RIGHT OF WAY N 8°10'51" E A DISTANCE OF 22.36 FT. TO THE POINT OF BEGINNING ENCOMPASSING 116 SQUARE FEET MORE OR LESS.



SJCCC Board Members

Allison Hackett



Diana Fulton



Leslie Young



Matt Hunter



Michelle Snowden



BY-LAWS
For the
SHELDON JACKSON CHILD CARE CENTER
A NON-PROFIT CORPORATION
Founded September 21, 2007

I

STATEMENT OF PURPOSE

The Sheldon Jackson Child Care Center is a non-profit corporation incorporated under the laws of the State of Alaska and is created for the purpose of providing education, socialization and day care for preschool children ages 6 weeks through 11 years.

Section 1. The purposes of the corporation are set forth in it's Articles of Incorporation and shall be defined as educational and charitable according to Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 2. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, Board of Directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Section 1 hereof. Notwithstanding any other provision of these articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax and under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law(or by (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 3. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in

such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Superior Court for the State of Alaska., First Judicial District, exclusively for such purposes or to such organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Section 4. The corporation shall do and engage in any and all lawful activities that May be incidental or reasonably necessary to the foregoing purposes and shall have and exercise all other powers and authority now or here-after conferred upon non-profit corporations under the laws of the State of Alaska.

II

ANNUAL MEETINGS

There shall be an Annual Meeting of the Board of Directors of the Corporation (the "Board") not later than the third week in February of each year. Notice of the Annual Meeting shall be given by the Secretary of the Corporation. Notice to each of the Board Members shall be given at least thirty (30) days, and not more than sixty day, in advance of the meeting and shall state in general the nature of the business to be transacted at the meeting. The Board shall adopt Rules of Order for the meetings of the Corporation by a majority vote. The Rules of Order may be amended by a two-thirds vote of the Board at any regular or special meeting.

III

MEETINGS OF THE BOARD

The Board of the Corporation shall meet from time to time for the purpose of conducting the business of the corporation. The times for regular meetings shall be established by the Board. Special meetings may be called by the President, Vice-President, Secretary, or by any two members of the Board.

IV

THE BOARD

The affairs of the Corporation shall be managed by the Board which shall consist of not less than five (5), nor more than seven (7), members. The Board may appoint honorary members to the Board who shall be entitled to attend meetings but shall not be entitled to vote.

Regular meetings of the Board shall be held at times and places to be established by the Board. A majority of the board members shall constitute a quorum. However, a Director who is unable to personally attend a meeting may by proxy appoint any other Director to vote for him as if present. Proxies shall count in determining whether there is a quorum of the Board. Attendance at meetings by telephonic or other electronic means shall also be permitted.

The terms of the Directors shall be for three (3) years, or until their successors are elected or appointed, except as provided below. The terms for Directors shall normally commence upon their election. The foregoing notwithstanding, by affirmative vote of a majority of Directors then present, the Board of Directors may vary the date of commencement and expiration as may be deemed appropriate. Terms of Directors shall be staggered in order to maintain continuity among the Board.

Members of the Board shall be elected in the following manner:

- A. The initial Board of Directors may consist of as many as five (5) Directors who have terms of two (2) years. Directors shall be selected by affirmative vote of a majority of Directors then present.
- B. The Secretary shall mail to each current Board Member a Notice of Annual Meeting and such Notice shall advise of the election of Board to be held at the next Annual Meeting and shall state the number of vacancies to be filled.
- C. Nominations for the Board will be accepted from the floor at the time of the Annual Meeting but, as well, may be made in advance.

- D. Vacancies on the Board shall be filled, for the balance of any unexpired terms, by appointment made by the President, or by his or her designee from among the other offices, with the concurrence of a majority of the remaining members of the Board of Directors.

V

POWERS AND DUTIES OF THE BOARD

- A. The Board has the power to:
1. Approve all capital and equipment expenditures; and
 2. Select and dismiss the SJCCC Director, and to adopt and publish regulations relating to qualifications, duties, and selection of the SJCCC Director; and
 3. Exercise for the Corporation all power, duties, and authority vested and delegated to the Corporation, by the Articles or the Statutes of the State of Alaska.
- B. It is the duty of the Board to:
1. Cause to be kept a complete record of all of its acts and corporate affairs and to present a statement thereof at the Annual Meeting each year;
 2. Receive proposals and act as the advisory and policy making body for all programs, projects; and activities of the Corporation;
 3. Cause to be prepared a budget showing the planned income and expenditures of the Corporation for each fiscal year;
 4. Cause to be designated the officers of the Corporation and the power to sign checks and notes in the corporate name;
 5. Be governed in his or her conduct, actions and public expressions by the by-laws, resolutions and other formal policies for the Corporation and, therefore, any failure by a Director to fulfill these obligations may be cause for removal from the position of Director by a majority of the remaining Board members; and
 6. Exercise any and all other powers not prohibited by law for the benefit of the Corporation and the furtherance of its purposes.

VI

OFFICERS OF THE CORPORATION

The Board shall choose from its membership a President, a Secretary, a Treasurer, a Vice-President and a grant director. The same person may hold two or more offices but for the offices of President and Secretary. The persons chosen as Officers for the Board shall serve as the Officers of the Corporation. Officers shall be elected by the Board at the first meeting of the Board held after the Annual meeting in each calendar year or at such other meeting the Board may choose by affirmative vote of a majority of Directors then present.

VII

AMENDMENTS

The by-laws of the Corporation may be amended at a regular or special meeting of the Board. A two-thirds vote of the Board shall be required to amend the by-laws. However, notice of all amendments to the by-laws must be mailed to each member of the Board of Directors at least thirty (30) days prior to the meeting at which such amendment shall be considered.

VIII

ARTICLES OF INCORPORATION

If any provision of these by-laws is inconsistent with the Articles of Incorporation, the Articles of Incorporation shall govern. To the extent possible, these by-laws are to be construed in a manner consistent with the Articles of Incorporation.

[REDACTED]

State of Alaska
Department of Commerce, Community, and
Economic Development
Corporations, Business and Professional Licensing

CERTIFICATE
OF
INCORPORATION
Nonprofit Corporation

THE UNDERSIGNED, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that Articles of Incorporation duly signed and verified pursuant to the provisions of Alaska Statutes has been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

SHELDON JACKSON CHILD CARE CENTER

and attaches hereto the original copy of the Articles of Incorporation for such certificate.



IN TESTIMONY WHEREOF, I execute this certificate and affix the Great Seal of the State of Alaska on **September 21, 2007**.

Emil Notti

Emil Notti
Commissioner

Re: February 2024 E-Board Meeting

From: sjccc@alaska.net

Date: 02/09/2024 09:40

To: Allison Hackett [REDACTED]

Thank you all for meeting [today](#). I've attached our report with additional information about upcoming events and projects.

Thanks again!
Rachel and Lolly

On Fri, 9 Feb 2024 08:18:05 +0000, Allison Hackett [REDACTED] wrote:

Good evening and Thank you for meeting [today](#).

Here is our Eboard Meeting agenda:

Sheldon Jackson Child Care Center Agenda February 8, 2024.

1) Call to order – Board Members – Diana Twaddle, Allison Hackett, Leslie Young, Program Director Lolly Miller, Lead Preschool Teacher Rachel Harris

2) Director's Report - Lolly to email report.

3) Treasurer's Report:

a. Submitting Application to CBS for Non-Profit Property Tax Exemption February 15, 2024

Deadline

Lolly, Allison & Rachel working on application

b. 2nd Qtr STA ARPA Grant report was submitted January 30, 2024

c. Grant Application started for:

Focus on Child Care Grant: Building Resilience Post-Pandemic

4. New Business:

a. New Board members to be brought on board this spring. Michelle Snowden & Matt Hunter

5. Persons to be heard:

6. Adjournment

Thank you Everyone!

Sincerely,

Allison Hackett

Attachments (1 file, 5.7 MB)

- Board Update Feb 2024.docx (5.7 MB)

Board Update: Welcome Matt Hunter and Michelle Snowden to our Board of Directors! Thank you for joining our team.

***Congratulations to Alan Collman for his renewed CDA. For almost 4 years, Alan was running the Toddler Floor alone. He came in every weekend to set up, kept some of our most hazardous toddlers in one piece, kept up on training, and still found time to renew his CDA three times. We are so fortunate to have such dedicated and qualified early childhood educators like him.

New Teachers:

- Katie Belt – Relocated to Sitka from Pennsylvania with her family. She joined our program with prior experience running an at home daycare program and working in a Montessori school.
- Kate Mahé – Relocated to Sitka from Skagway. She is nearing completion of her CDA. Prior experience teaching children of all ages (and some adults).

Enrollment Updates: Our Toddler Floor is full for the first time since March 2020! We currently have 8 toddlers and 21 preschoolers enrolled in our program.

Grants:

- Infant Toddler Quality Initiative Grant, Reimagine Your Outdoor Environment: Initially awarded \$2k, changed to potentially \$10k (*See attachment*)
- Phase 3 COVID-19 Child Care Stabilization Grant: Amount dependent on number of applicants. See attachment.

Upcoming Events:

- Valentine cookie decorating get together: February 14th at 3:00. Board members welcome.
- BMS Discovery Week: On February 20, six students from Blatchley Middle School will visit and experience what it's like working with young children.
- AEYC-SEA Conference: March 14-15 in Juneau. Conference gives teachers an opportunity to complete a significant portion of annual training hours while connecting them with resources and other professionals in the field.
- Infant And Toddler Symposium: Free Infant/Toddler training in Sitka on Saturday, March 23rd

Special Thanks: Big thanks to STA for paying for \$9k worth of hazardous trees to be removed from the Toddler playground. STA's continued support for our center has had an enormous positive impact on our teachers and families. We truly can't thank them enough.

Leprechaun: Keep your fingers crossed for his capture. I will be needing his gold for my retirement fund!



CCPO Broadcast: NEW Grant Opportunity- FOCUS on Child Care Grant

January 18, 2024

The Child Care Program Office (CCPO) is pleased to announce that the application period is OPEN for a new non-competitive child care grant titled: *Focus on Child Care Grant: Building Resilience Post Pandemic*. The funding for this grant is possible through the American Rescue Plan Act (ARPA) Supplemental Fund.

Additional funding is also available to eligible programs located in the Municipality of Anchorage with a grant from the Municipality of Anchorage's Assembly and Mayor's Office. The CCPO is partnering with **thread**, Alaska's Child Care Resource & Referral Network, to administer this grant application.

Please note: The application period is January 18th, 2024- February 19, 2024

The following program types are eligible to apply:

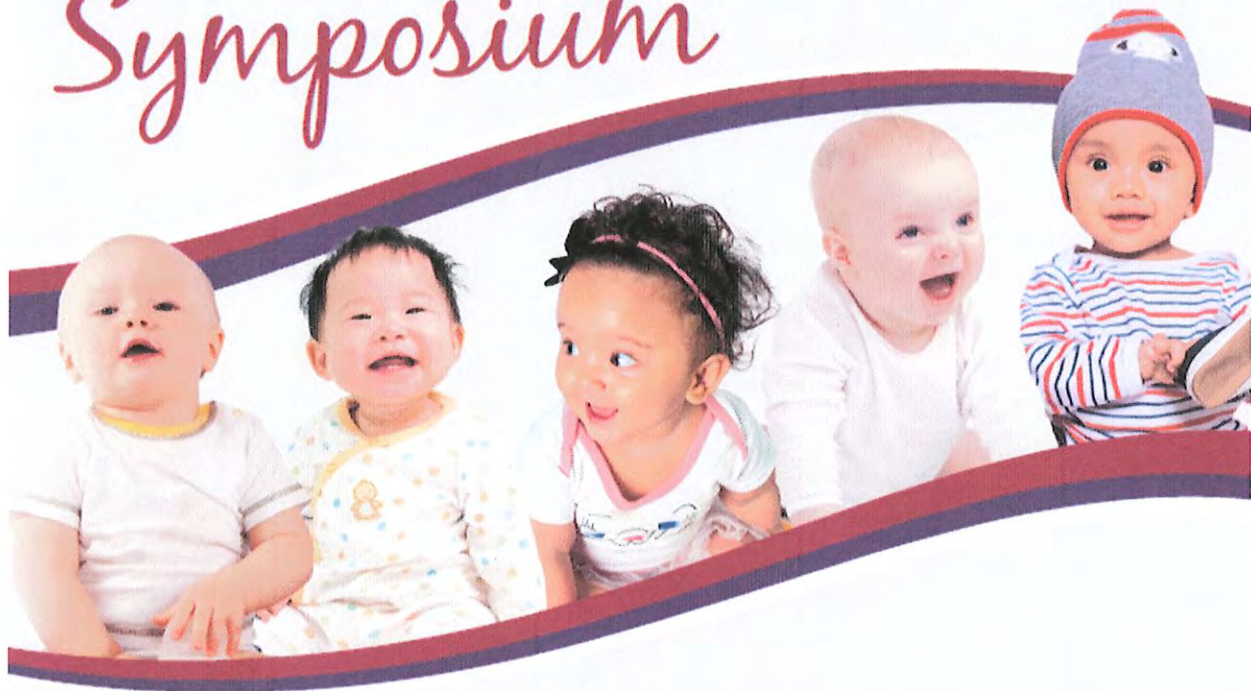
- Licensed Child Care Center
- Licensed Group Home
- Licensed Family Child Care
- Licensed Afterschool/School-age Program
- Approved Relative or In-Home Care
- Programs must be open on the date of application and certify they will remain open for three months following receipt of funds.

Deadline is Feb. 19 for the Focus On Child Care Grant

Licensed programs statewide are eligible to apply for the Focus on Child Care Grant: Building Resilience Post-Pandemic. This grant will be the final non-competitive grant available through COVID-19 relief funds. Grant amounts will be based on licensed capacity. Once the application period ends, the formula will be finalized, and this information will be available on the **thread** website.

THE INFANT & TODDLER *Symposium*

Questions? Contact
Vanessa Plourde-Smith:
vsmith@hreadalaska.org



**KINDLE THE FLAME
IN YOUR HEART & THEIRS!**

**REGISTER
HERE!**



All-day Session (6hrs)

DATES

Sitka: March 23, 2024

Fairbanks: April 6, 2024

Seward: April/May, 2024

All events will have giveaways
and community connections.

Pre-Travel
Reimbursement



thread

We receive monthly grant reimbursement from the State of Alaska Child Care Grant Program. Information on the grant program is attached.

In 2023 we received a total of \$7458.96.



ATTENTION:
We are updating our webpages to better serve Alaska. There may be some reduced services as we transition our systems.
Thank you for your patience.



Information for Providers: Child Care Grant Program

The purpose of the Child Care Grant Program is to enhance the quality of child care in Alaska by supporting licensed child care providers with monthly cash grants to supplement their program.

Grant funds are available to child care providers who possess a license to operate a child care facility in the State of Alaska issued by the Department of Health & Social Services or the Municipality of Anchorage. Providers must also participate as an eligible provider in the Child Care Assistance Program.

Grant funds may only be spent on items or in areas that are intended to increase the quality of child care. These include:

- > Staff salaries, wages, and benefits
- > Costs for substitute care providers
- > Health and safety-related items
- > Supplies, equipment, and activities for the children in care
- > Education and training related to child development

If you are a licensed child care provider or facility and are interested in participating in the Child Care Grant Program, please contact the [Child Care Program Office](#).

- >  [CC30 - Child Care Grant Application](#)
- >  [Child Care Grant Policies and Procedures Manual](#)
- >  [Child Care Grant Brochure](#)
- > [Child Care Regulations](#)
- > [Child Care Grant Forms](#)

Public Notices	Finance & Management Services	Public Health
Links for Staff	Health Care Services	Seniors & Disabilities Services
Behavioral Health	Public Assistance	Boards, Councils & Commissions
Commissioner's Office		
Contacts	Accessibility	Language Access
	Webmaster	

2000

CHILD CARE GRANT PROGRAM GENERAL INFORMATION

This chapter provides a general overview of the Child Care Grant (CCG) Program. It also sets forth certain procedural requirements that staff must follow when they determine eligibility for the CCG Program. The CCG Program is authorized under Alaska Statute (AS) 47.25.071 and the Alaska Administrative Code (AAC) 7 AAC 39.

2000-1

HISTORY AND PURPOSE

2000-1 A.

PROGRAM HISTORY

On July 1, 1981, Alaskan Governor Jay Hammond signed into effect the Child Care Grant House Bill. The oversight and administration of the Child Care Grant Program (CCG) at that time was within the Department of Community and Regional Affairs. This state funded program provided grants to assist licensed child care providers in Alaska with operational costs associated with their facilities.

In State Fiscal Year (FY) 2000, the Child Care Program Office (CCPO) moved to the Department of Education and Early Development and began to oversee the CCG. The CCPO is the State of Alaska lead agency for the Child Care and Development Fund (CCDF) under the Federal Administration for Children and Families, Office of Child Care. The CCDF provides funding for child care subsidies and funds intended to improve child care quality.

In FY 2004, the CCPO moved to the Department of Health and Social Services, Division of Public Assistance where it resides today. In addition to the CCG, the CCPO oversees and manages the following for the State of Alaska: Child Care Assistance Program (CCAP), which provides assistance with child care expenses on a sliding fee scale basis to eligible families; Child Care Licensing, which monitors, regulates and licenses child care facilities statewide; Alaska Inclusive Child Care Program (Alaska IN!), a collaborative effort focused on increasing the quality and availability of inclusive child care programs for children with special needs who are participating in the CCAP; and Alaska's Statewide Child Care Resource and Referral Network (CCR&R) through a grant which provides consumer education and training to families and providers regarding quality early care and education.

2000-1 B. PROGRAM PURPOSE

The purpose of the CCG is to promote quality child care by assisting licensed child care providers who care for children of families participating in the State of Alaska CCAP, with operational costs associated with their facilities. The CCG promotes quality child care by supporting and encouraging professional development, the retention of early childhood care and education professionals, and safe and healthy environments for children in care.

Monthly reimbursement amounts are based on children's attendance and the *Child Care Grant Rate Schedule*, see Addendum 1. The categories of allowable CCG expenditures for reimbursement related to costs associated with maintaining the operation of their facility are: staff salaries and benefits; providing for substitute care; health and safety; equipment, supplies and activities for children in care; and child development education and training.

The CCG is not an entitlement program. Reimbursements are issued monthly to eligible child care facilities, as long as funding is available.

2000-2 ELIGIBILITY CRITERIA FOR PARTICIPATION

This section references Alaska Statute (AS) 47.25.071(b) and (g) and Alaska Administrative Code (AAC) 7 AAC 39.025. To be eligible to participate in the Child Care Grant Program (CCG) a child care facility must be currently:

1. Licensed as a child care facility by the State of Alaska, Department of Health and Social Services (DHSS) as a Child Care Home, Group Home or Center; or
2. Licensed as a child care facility by the Municipality of Anchorage, Department of Health and Human Services (DHHS) as a Child Care Home or Center; and
3. Approved for participation in the Child Care Assistance Program (CCAP).

To maintain participation in the CCG a child care facility must maintain at least the minimum participation requirement for children in care, of five percent (5%) or one child whichever is greater, who have been issued a *Child Care Authorization* document through the State of Alaska CCAP, within any six (6) month period. Authorizations

Date of this notice: 09-25-2007

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

SHELDON JACKSON CHILD CARE CENTER
% LOVINA L MILLER
111 JOHN BRADY DRIVE
SITKA, AK 99535

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you [REDACTED]. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, please use the label we provided. If this isn't possible, it is very important that you use your EIN and complete name and address exactly as shown above on all federal tax forms, payments, and related correspondence. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If this information isn't correct as shown above, please correct it using the tear off stub from this notice and return it to us so we can correct your account.

Based on the information from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	01/31/2008
Form 940	01/31/2008

If you have questions about the form(s) or the due date(s) shown, you can call or write to us at the phone number or address at the top of this notice. If you need help in determining what your tax year is, see Publication 538, Accounting Periods and Methods, available at your local IRS office or you can download this publication from our website at www.irs.gov.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination on your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue.)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 16 2008

SHELDON JACKSON CHILD CARE CENTER
111 JOHN BRADY DR
SIKKA, AK 99835

[REDACTED]
DLN:
[REDACTED]
Contact Person: BENJAMIN L DAVIS
Contact Telephone Number: [REDACTED]
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
September 21, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2011
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sheldon Jackson Child Care Center
111 John Brady Street
Sitka, AK 99835
907-747-5437
sjccc@alaska.net

BACKGROUND INFORMATION

Sheldon Jackson Child Care Center was established in 1988 by the Sheldon Jackson College to provide quality on-site childcare for students, staff, and faculty. When the college abruptly closed in 2007, we established a non-profit to continue to serve the needs of Sitka. We are license for 50 children aged 2 months through 5 years and operate Monday-Friday year-round.

MISSION STATEMENT

Our mission is to provide the community of Sitka with affordable, child-centered, play-based care and education.

PHILOSOPHY

It is our philosophy that children, their families, and society benefit from high-quality early childhood programs. We believe that there is a critical link between a child's early experiences and later success in life. We believe that you cannot separate childcare and education; children learn best through their play, interactions, and experiences.

CORE VALUES

The National Association for the Education of Young Children (NAEYC) recognizes that many daily decisions required of those who work with young children are of a moral and ethical nature. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education.

Standards of ethical behavior in early childhood care and education are based on a commitment to core values that are deeply rooted in the history of our field.

We are committed to these CORE VALUES:

- ❖ Appreciating childhood as a unique and valuable stage of the human life cycle.
- ❖ Basing our work with children on knowledge of child development.
- ❖ Appreciating and supporting the close ties between the child and family.
- ❖ Respecting the dignity, worth, and uniqueness of everyone (child, family member, and colleague).
- ❖ Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive relationships.
- ❖ Recognizing that children are best understood and supported in context of family, culture, community, and society.

STATEMENT OF COMMITMENT

Staff members are committed to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct.

We will:

- ❖ Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- ❖ Respect and support families in the task of nurturing children.
- ❖ Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- ❖ Serve as an advocate for children, their families, and their teachers in community and society.
- ❖ Maintain high standards of professional conduct.
- ❖ Recognize how personal values, opinions, and biases can affect professional judgment.
- ❖ Be open to new ideas and willing to learn from the suggestions of others.
- ❖ Continue to learn, grow, and contribute as a professional.
- ❖ Honor the ideals and principles of the NAEYC Code of Ethical Conduct.



STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Bill Walker, Governor
Chris Hladick, Commissioner
Janey Hovenden, Director

Division of Corporations, Business and Professional Licensing

Office Use Only

COR

Nonprofit Corporation

2015 Biennial Report

For the period ending June 30, 2015

Web-4/5/2015 5:12:00 PM

- This report is due on July 02, 2015
- \$25.00 if postmarked before August 02, 2015
- \$30.00 if postmarked on or after August 02, 2015

Entity Name: SHELDON JACKSON CHILD CARE CENTER
Entity Number: 111251
Home Country: UNITED STATES
Home State/Province: ALASKA

Registered Agent

Name: Lovina L Miller
Physical Address: 111 John Brady Dr, Sitka, AK 99835
Mailing Address: 111 John Brady Dr, Sitka, AK 99835

Entity Physical Address: 111 JOHN BRADY DR, SITKA, AK 99835

Entity Mailing Address: 111 JOHN BRADY DR, SITKA, AK 99835

Please include all officials. Check all titles that apply. Must use titles provided. All domestic non-profit corporations must have a president, vice president, secretary, treasurer, and at least three directors. The secretary and the president cannot be the same person.

Name	Address	% Owned	Titles
DIANA TWADDLE	[REDACTED]	N/A	Director, Vice President
ALLISON O HACKETT	[REDACTED]	N/A	Director, Treasurer
LESLIE YOUNG	[REDACTED]	N/A	Director, President
FRAN SCHWUCHOW	[REDACTED]	N/A	Director, Secretary

Purpose: To provide quality child care for the community of Sitka

NAICS Code: 624410 - CHILD DAY CARE SERVICES

New NAICS Code (optional):

Estimated value of all real or personal property of the corporation:

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

Name: ALLISON HACKETT



Department of Commerce, Community, and Economic Development
 Corporations, Business and Professional Licensing
CORPORATIONS SECTION
 PO Box 110808
 Juneau AK 99811-0808

NOTICE OF CHANGE OF OFFICERS OR DIRECTORS Non Profit Corporations

Name of Corporation Sheldon Jackson Child Care Center Alaska File # 111251

Prior Information

Name	Title
Romee McAdams	President
Laura Kronsperger	Vice President
Leslie A. Young	Secretary
Allison O. Fredrickson	Treasurer
Ruth Stough	Director

Non profit entities must have at least 3 directors, a president, vice president, secretary and treasurer.

New Information

Title	Name	Mailing Address	City, State Zip	If Director
President	Laura Kronsperger	[REDACTED]	[REDACTED]	✓
Vice President	Leslie A. Young	[REDACTED]	[REDACTED]	✓
Secretary	Leslie A. Young	[REDACTED]	[REDACTED]	✓
Treasurer	Allison O. Fredrickson	[REDACTED]	[REDACTED]	✓
Director	Ruth Stough	[REDACTED]	[REDACTED]	✓
Director				
Director				

If necessary, attach a list of additional directors on a separate 8½" x11" sheet of paper.

To list additional officers or directors, provide the above information on a 8½" x11" sheet of paper and attach it to this form.

The notice must be signed by an officer of the corporation.

Signature of Authorized Person	Title	Date
	Vice President	December 16, 2008

There are no fees associated with this filing. If there is a change in the registered agent of this corporation, a Registered Agent Registered Address Statement of Change form is required. The form is available on our web site at www.corporations.alaska.gov or you can call 907-465-2530 to request the form to be mailed or faxed to you.

Return this form to: State of Alaska
 Corporations Section
 PO Box 110808, Juneau, AK 99811-0808





GOVERNING BODY DESIGNATION

Facility Name: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Dr. **Phone Number:** 747 5437
Sitka AK 99835 **Fax Number:** 747 5395
City State Zip

Type of Facility: Home Group Home Center

Name of Governing Body: Sheldon Jackson Child Care Center Board of Directors

Mailing Address: 111 John Brady Dr. **Phone Number:** 747 5437
Sitka AK 99835 **Fax Number:** 747 5395
City State Zip

① **Name of Designee of Governing Body:** Leslie Young "President"

Home Address: [REDACTED] **Phone Number:** [REDACTED]
City State Zip **Fax:** [REDACTED]
Email: [REDACTED]

I DO DO NOT want the above designee to receive on-going routine compliance information.

Signature of Chief Executive Officer of Governing Body _____ Date _____

Additional Governing Body Members:

	Name	Mailing Address	Phone Number	Fax Number	E-Mail
②	1. Diana Twaddle	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	2. "Vice President"	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	3.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
③	4. Fran Schwuchow	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	5. "Secretary"	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	6.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
④	7. Allison Hackett	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	8. "Treasurer"	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	9.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
⑤	10. Tony Bonforti	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	11 members at large	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



GOVERNING BODY DESIGNATION

Facility Name: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Dr. **Phone Number:** 747 5437
Sitka AK 99835 **Fax Number:** 747 5395
City State Zip

Type of Facility: Home Group Home Center

Name of Governing Body: Sheldon Jackson Child Care Center Board of Directors

Mailing Address: 111 John Brady Dr. **Phone Number:** 747 5437
Sitka AK 99835 **Fax Number:** 747 5395
City State Zip

(1) **Name of Designee of Governing Body:** Leslie Young "President"

Home Address: [REDACTED] **Phone Number:** [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]

I DO DO NOT want the above designee to receive on-going routine compliance information.

Leslie A Young 3/25/14
 Signature of Chief Executive Officer of Governing Body Date

Additional Governing Body Members:

Name	Mailing Address	Phone Number	Fax Number	E-Mail
(2) 1. Diana Twaddle	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2. "Vice President"	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
(3) 4. Fran Schwuchow	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. "Secretary"	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
(4) 7. Allison Hackett	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8. "Treasurer"	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
(5) 10. Tony Bonforti	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

11 members at large

GOVERNING BODY DESIGNATION

OCT 29 2007

CCPO - SE

Facility Name: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Drive Phone Number: 747 2527
Sitka AK 99835 Fax Number: _____
 City State Zip

Type of Facility: Home Group Home Center

Name of Governing Body: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Drive Phone Number: 747 2527
Sitka AK 99835 Fax Number: _____
 City State Zip

Name of Designee of Governing Body: Romee McAdams

Home Address: 602 Montastery Phone Number: 747 2527
Sitka AK 99835 Fax: _____
 City State Zip Email: Romee.mcadams@seache.org

I DO NOT want the above designee to receive on-going routine compliance information.

Signature of Chief Executive Officer of Governing Body: *Romee McAdams* Date: 10/28/07

Additional Governing Body Members:

Name	Mailing Address	Phone Number	Fax Number	E-Mail
1. <u>Romee McAdams</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3. <u>Laura Kronsperger</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. <u>Leslie Young</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7. <u>Allison Fredrickson</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9. <u>Ruth Stough</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PURPOSE OF THIS FORM:

- To identify the person appointed by the governing body of a child care facility that is not a sole proprietorship or partnership to act for the governing body in a specified capacity.
- To identify those individuals who participate in the governing body.
- To create clear communication lines between Child Care Licensing and those responsible for oversight of



Sheldon Jackson Child Care Center Parent Handbook

Updated February 2023

Sheldon Jackson Child Care Center Parent Handbook

Table of Contents

Welcome		Parent Responsibilities & Communication	
Background Information	2	Parent Communication, Participation, & Involvement	9
Mission Statement	2	Parent's Bulletin	9
Philosophy	2	Activity Plans	9
Core Values	2	What to Wear	9
Statement of Commitment	3	Newsletter	10
Equal Opportunity Employer	3	Arriving and Leaving/Sign-in/out	10
Non-Discrimination Policy	3	Personal Items/Labeling	10
Staff Qualifications	3	Lost and Found	10
Volunteer/Substitute/Emergency Caregivers	3	Driving/Parking	10
Amazon Smile	3	Parent/Teacher Visits	10
Parent's Guide to Child Care	4	Phone & Written Communication	10
Licensing Regulatory Procedures	6	Health/Safety/Nutrition	
Insurance Coverage	6	Medication (Prescription & Non-Prescription)	11
Board of Directors	6	Minor Mishaps	11
Fundraising	6	Contagious Illness/Infection/Disease	11
Enrollment Requirements	6	Reportable Communicable Diseases	11
Wait List	6	Illnesses Requiring Temporary Exclusion	12
Confidentiality	6	Illness or Accident	13
Policies and Procedures		Immunization Compliance Requirements	13
Child Abuse and Neglect Reporting	7	Hand Washing	14
Suspected Child Abuse by Staff	7	Rest Time	14
Custody Orders	7	Nutrition/Meals/Snacks	14
Days and Hours of Operation	7	Allergies	15
Closures	26	Birthday Treats	15
Withdrawal from Center/Vacations	7	Programs	
Schedule Changes	7	Mixed Age Groupings	15
Emergencies	7	Adjusting to Child Care	15
Tsunami	7	Program Transitions	16
Earthquake	8	Infant	16
Emergency Evacuation Drills	8	Toddler	16
Heating	8	Preschool Curriculum/Daily Schedule	17
Water Shortage	8	Supervision of Children	18
Inclement Weather	8	Therapy	18
Outdoor Play/Extreme Weather	8	Children with Special Needs	19
Excursions and Field Trips	8	Behavior Guidance and Discipline	20
Television/Video/Computer Use	8	Suspension and Expulsion Policy	20
What not to Bring	8	Biting Policy	21
Changes in Program or Policy	8	Financial Policies	23
Animals	8	Financial Agreement	24
Data Privacy	9	Parent Check List	25
Poisonous Plants	9	Center Closure Calendar	26
Possession of a Weapon	9		

STATEMENT OF COMMITMENT

Staff members are committed to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct.

We will:

- ❖ Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- ❖ Respect and support families in the task of nurturing children.
- ❖ Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- ❖ Serve as an advocate for children, their families, and their teachers in community and society.
- ❖ Maintain high standards of professional conduct.
- ❖ Recognize how personal values, opinions, and biases can affect professional judgment.
- ❖ Be open to new ideas and willing to learn from the suggestions of others.
- ❖ Continue to learn, grow, and contribute as a professional.
- ❖ Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

EQUAL OPPORTUNITY EMPLOYER

Sheldon Jackson Child Care Center is a non-profit childcare facility that does not discriminate in any way due to sex, race, religion, or national origin.

NON-DISCRIMINATION POLICY

The Center accepts children ages 2 month, through 132 months and their families regardless of race, color, religion, national origin, sex, age, marital status, pregnancy, parenthood, or disabilities.

STAFF QUALIFICATIONS

Our center strives to hire staff that have working experience with children and/or education in early childhood development. We strive to hire people not only based on their professional background, but with particular attention given to their philosophy of working with children. Caregivers are reviewed carefully, and their references are checked. After satisfactory performance during a six-month probation period, a caregiver becomes a permanent member of our staff, receiving on-going training and evaluations.

As the state regulations require, a criminal background check is filed with the Alaska Department of Health & Social Services for each new employee. Staff members must be certified in First Aid and CPR within the first 3 months of employment.

In addition, every staff member participates in a continuing educational program with at least 24 hours minimum training per year. This training ranges from community sponsored workshops/conferences to degree programs and/or the Child Development Associate Certificate.

VOLUNTEER, SUBSTITUTE, AND EMERGENCY CAREGIVERS

Any adult having contact with children in a childcare facility shall be a responsible individual of reputable character who exercises sound judgment. These persons are subject to filling out an application, receiving program orientation, having three (3) positive references on file and background check.

AMAZON SMILE PROGRAM

SJCCC participates in the Amazon Smile non-profit donation program and we like to invite all families to investigate this if you have not already. Every time anyone places an order with Amazon through smile.amazon.com, Amazon will donate a small amount to the non-profit of your choosing at no added cost to you. Please consider SJCCC as your non-profit.

- 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 a 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 number 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

POLICIES AND PROCEDURES

CHILD ABUSE AND NEGLECT REPORTING

Alaska State Statutes and Child Care Regulations require that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. This center is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services.

SUSPECTED CHILD ABUSE BY EMPLOYEE

An individual having contact with children in our center shall not use harmful treatment, abuse, or neglect a child; engage in any exploitive or sexual act with a child; or use illegal drugs, abuse legal drugs, or consume alcoholic beverages while caring for children.

Management shall remove any employee from contact with children and shall not allow any such employee to return to the center to work or volunteer, if there is a probable cause to believe the employee has used harmful treatment or has abused or neglected a child.

Centers must notify the Office of Children's Services and the Department of Health and Social Services Licensing Specialist of any incident, which alleges a child, was abused, or neglected while the center was responsible.

Child Abuse Reporting Hotline: 1-800-478-4444

CUSTODY ORDERS

Until custody has been set up by a court action, one parent may not limit the other from picking up a child in our care. The Center must be notified at once of any changes in custody orders. Certified custody orders must be given to the center director.

DAYS AND HOURS OF OPERATION

The Center runs Monday through Friday from 7:30 am until 5:30 pm **except for the Infant room. Infant floor parents will need to arrive no later than 4:15.** The infant floor teacher arrives at 7:30 am and leaves at 4:30 pm. Please call the Center if an emergency prevents you from picking up your child before 5:30 pm. **Our center is currently closing at 5:00**

CLOSURES..... Refer to page 26.

WITHDRAWAL FROM THE CENTER / VACATIONS

Please supply the Director two weeks written notice if you no longer plan to attend the Center or are planning a vacation.

SCHEDULE CHANGES

Please let us know immediately upon any change in your daily schedule. If it becomes necessary for your child (children) to be absent on a scheduled day, it is the parent's responsibility to notify the Center.

EMERGENCIES

If an earthquake, tsunami or other natural or man-made disaster, the policy of the Center is to continue to stay open and provide care for the children until parents arrive. We will have ample supplies of food and drinks. Our staff will continue to care for the children until the emergency passes. To ensure the safety of all children, transportation may be provided to a haven where children will be cared for until an alert is called off or they are picked up by a parent. In an event of this kind, please listen to the radio for community disaster updates.

TSUNAMI POLICY

In case of a tsunami alert, Island Bus will dispatch one bus that holds up to seventy-two passengers to our Center for transport to Sitka High School. If a bus does not arrive at once, we will walk up Jeff Davis Street to Sawmill Creek Road. We will cross Sawmill Creek Road and go to the top of the hill at Sitka National Cemetery. When available, a bus will transport the center to Sitka High School.

DATA PRIVACY

Records concerning your child's enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child are confidential. This information will only be accessible to you, our center director, your child's teacher, and a person designated by the State Licensing Department to review our records for licensing purposes.

POISONOUS PLANTS

All plants housed in the center will be non-toxic according to State Licensing Regulations

POSSESSION OF A WEAPON

Under no circumstances will firearms, hunting knives, or other items considered to be weapons be allowed on the premises.

PARENT RESPONSIBILITIES/COMMUNICATION:

PARENT COMMUNICATION

Our Center is a family relationship-based program. We try to maintain personal contact with you daily and consider you, the parent, to be the ultimate authority on your child. We strive to work together and be responsive to you and your child's needs. Through regular conversations, notes, parent-teacher visits, and our newsletter, on-going communication is established between staff and parents. Please approach staff at any time with questions or concerns. Information regarding family issues and personal lives will be managed confidentially. By sharing information concerning your child's activities and welfare, we can work together to provide comprehensive and well-rounded care for your child.

PARENT PARTICIPATION AND INVOLVEMENT

We welcome and encourage parent participation. Feel free to drop in any time and observe or join in the activities with your child. The Center welcomes any parent who would like to share an individual talent, skill, or family tradition with the children.

PARENT'S BULLETIN

Parents and staff may post general information, neighborhood and community events, classes or workshops on the reception desk or front entrance windows. Examples of the students' work, and current activities will be displayed around the school for parents, family members, and other students to see.

ACTIVITY PLANS

Activity plans, lessons, and weekly topics will be posted on the white board across from the sign in desk. Weekly classroom activities will be reflected in play areas and student-made projects. Parents may ask the teacher about the unit and can walk around the school to see examples of student work.

WHAT TO WEAR TO SCHOOL

For the child's sense of independence and comfort, we ask that parents dress their children in simple clothing that the child can manage on their own. We are often getting messy, playing outside, running, and climbing in all kinds of weather. Send your child with a sweater/jacket (even on sunny days) and pants under their dresses to protect their knees when they fall.

Footwear: Children are running, jumping, and developing their walking skills and it is important that they have proper support and protection. Our center has many outdoor surfaces sand, pea gravel, woodchips, cement, and safety mats. Children are encouraged to wear tennis shoes or other similar closed-toed, Velcro/slip-on rubber-soled shoes. Crocs, clogs, flip flops, sandals, and jellies make it difficult for a child to play safely and will not be able to do certain activities with their peers.

Outdoor Play: It is important that you bring your child in weather appropriate clothing each day. Please refer to Appendix A for suggested outdoor clothing items.

The delights of the outdoors are among the greatest experiences of children.

HEALTH/SAFETY/NUTRITION:

Please note that the Child Care Center runs a participatory program for children of all ages. There are no accommodations available for those children feeling "under the weather." Therefore, please ensure that your child will be capable of participating in the entire program. If you have any questions regarding exclusion or inclusion on a particular day, please call in before you bring your child to the Center.

MEDICATION

Medications will not be administered "as needed". You must indicate a time to administer the medicine.

The Center does not stock nor supply any medication. Medical authorization forms are required for all medications, including non-prescription medications, and are available at the front desk. The Center staff will not administer any medications without specific written directions from the parents including specific times and doses.

NON-PRESCRIPTION MEDICATIONS

Over the counter medications including but not limited to non-aspirin fever reducers, naturopathic remedies, and vitamin and mineral supplements, must be in the original container with the original manufacturer's label intact; must be labeled with the child's name and may only be administered with a signed daily medication authorization form up to four consecutive days unless prescribed by a physician.

All medications are stored out of the reach of children. Medications requiring refrigeration are stored in the kitchen refrigerator. Because of accessibility to other children, please do not store any medications in diaper bags or children's cubbies.

Some over-the-counter medications do not require daily authorization. Parents must complete a preventative products authorization form for preventative medications. The following items are interpreted as preventatives:

Sunscreens	Insect repellents	Neosporin
Calamine lotion	Diaper creams	

PRESCRIPTION MEDICATIONS

All prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, and name of physician and date the prescription was filled. Sibling's prescriptions will not be administered to another sibling.

Parents must fill out a medication form authorizing staff to administer the medication to their child. Medication forms are available at the front desk.

MINOR MISHAPS

Minor scrapes and bruises managed at school, and which need no further attention, will be recorded. Staff will pass this information to you verbally or in writing at pick-up time.

CONTAGIOUS ILLNESS, INFECTION OR DISEASE

If there has been exposure to any contagious illness, infection or disease at the Center, a written notice will be posted at the reception desk and sent home with your child.

REPORTABLE COMMUNICABLE DISEASES

The following diseases must be reported to the Alaska Department of Health & Social Services:

<u>Respiratory</u>			<u>Gastrointestinal</u>	
Diphtheria	Mumps	Measles (Rubeola)	Giardiasis	Shigellosis
German Measles (Rubella)	Pertussis (whooping cough)	Bacterial Meningitis	Hepatitis A	
Haemophilus Influenzae	Tuberculosis	Meningitis Infection	Salmonellas	

ILLNESS OR ACCIDENT:

In case of an accident or an illness that warrants sending your child home (i.e., vomiting, excessive diarrhea, fever, rash, lice), the following procedure will be followed:

1. The parent/guardian will be called at work or at home.
2. Every effort will be made to locate the parent/guardian.
3. The emergency numbers listed on your child's emergency card will be called.
4. If a parent/guardian or emergency contact persons cannot be contacted, Center staff will use their discretion in contacting the child's doctor, clinic, or hospital as listed in the enrollment information.

If the child has a compound fracture, deep laceration, severe trauma of any kind, or convulsion, the parent/guardian will be notified immediately. An emergency requiring transportation of a child will be conducted according to the following procedure:

1. A call will be placed to 911.
2. Upon arrival of Emergency Medical Services, the child will be released to their care.
3. A member of the Center staff will accompany the child.
4. Emergency contact card will be taken with the child.
5. Parent/guardian will be notified of emergency procedure.

It is the responsibility of the parent/guardian to reimburse the Center for any expenses incurred because of an emergency health/medical procedure undertaken on behalf of the child. Parents are responsible for any medical bills resulting from an injury at the Center.

IMMUNIZATION COMPLIANCE REQUIREMENTS

According to State regulations all children attending Alaska childcare centers and schools must meet immunization requirements, unless an appropriate exemption is obtained for medical¹ or via well documented and approved religious² exemption filing with the State of Alaska. Each child must have an immunization record on file with us verifying that immunization and boosters are up to date.

¹ – Medical exemption from immunization is determined by the State of Alaska. Medical exemption from immunization is given to children who experience conditions or allergies that would be negatively affected by specific ingredients in some vaccines. This exemption form must be documented and signed by an Alaska-licensed MD, DO, ANP, or PA

² – Religious exemption from immunization is determined by the State of Alaska and is required documentation for any parents claiming religious exemption status. This form must be renewed annually, notarized, and free from modifications or phrasing that would imply dishonesty.

State laws supporting these requirements include:

- 7 AAC 57.550 – Title 7 Health and Social Services, Part 4 Children's Services and Juvenile Justice, Chapter 57 Child Care Facilities Licensing, Article 5 Care and Services, Section 550 Health
- 4 AAC 06.055 – Title 4 Education and Early Development, Chapter 6 Government of Schools, Article 1 General Administration, Section 55 Immunizations Required
- AS 18.15.355 – Title 18 Health, Safety, Housing, Human Rights, and Public Defender, Chapter 15 Disease Control and Threats to Public Health, Section 355 Prevention and Control of Conditions of Public Health Importance

More information and forms available at:

<https://health.alaska.gov/dph/Epi/iz/Documents/factsheet/AlaskaSchoolandChildCareImmunizationsRequirementsPacket.pdf>

NUTRITION... CONTINUED

Please send only **ONE** treat/dessert in their lunch. Food items that are considered treats/desserts are chips, pudding, fruit snacks, fruit roll-ups, cookies, and jello. Not sure? Check with a staff person. Breakfast and Snack menus are posted in the kitchen on the refrigerator and in each classroom.

Breakfast is served for those children arriving between 7:30 and 8:30 a.m. If your child arrives after that time, please be sure they have had breakfast.

Morning Snack (Toddlers)	9:30 a.m.
Lunch	11:15 to 11:50 a.m.
Afternoon Snack	2:45 p.m.

ALLERGIES

The center supports children's allergies and adjusts to special needs or requirements when possible. The program asks families for consent to post information about the child's allergy. We post that information in the areas of the facility the child uses so it becomes a visual reminder to all those who interact with the child during the program day.

Children with special diets are asked to bring their own food items from home. Please label all foods brought into the center for your child.

BIRTHDAY TREATS

Parents may provide special treats for their child's birthday. **Please do not send cakes or full-size cupcakes.** We have children who eat only the frosting, children who eat only the bottoms, and children who eat everyone else's crumbs. We prefer that you send fruit plates, cookies, miniature cupcakes, or ice cream cups. These are easier to manage and are greeted by children as a special treat. We also celebrate with a birthday crown, special book, and photos to make this a special time for your child.

PROGRAMS

MIXED AGE GROUPINGS

All classrooms at Sheldon Jackson Child Care Center are based on our belief in multi-age groupings. This practice, also called "family-age grouping," provides many benefits to children. It builds positive social development and a community atmosphere, allows for child paced cognitive development, and encourages cooperative learning and peer mentoring.

With such diversity, all children regardless of age will be contributing to the group. Pro-social behaviors such as giving, sharing, helping, and turn taking can be exhibited at any age and can be a positive model for all. The group then becomes a nurturing community where children can assist or be assisted by another child with age not necessarily being a factor.

ADJUSTING TO CHILD CARE

Starting at a new center can be a stressful experience for both parents and children. Your child may have an adjustment period during which separation is difficult. New faces, routines, expectations, and new foods are just a few adjustments that present themselves; we want to work closely with each family to make the transition to the center a smooth and happy one.

You can help your child become familiar with the center by talking with them about the teachers and activities in a positive way. If they sense that you have confidence in the staff, it will help them feel more comfortable with this new environment. Sometimes, even when the best preparations have been made, young children will cry when they experience separation from their parents.

We encourage you to view this as typical behavior that often accompanies transitions. To help children transition efficiently, we have observed that most children do best when the "goodbye" is short and sweet.

Our staff always comfort a child until they are ready to join in. remember, you are welcome to call at any time during the day to check on your child. Before your child's start date, we ask that you schedule a visit to the center. This visit allows your child a chance to explore the classrooms and get a sense of the daily routine. It also allows you an opportunity to talk with teachers, ask questions, and give teachers important information about your child.

PRESCHOOL PROGRAM/CURRICULUM

All areas on the preschool floor are based on our belief that children learn through their play. It is the center's responsibility to create an environment that challenges, entertains, educates, and stimulates young children. We accomplish this through our learning centers in the classroom. Play is filled with opportunities for children to develop and learn new skills.

Our classrooms are set up in learning centers. Each week, activities will be centered around unit-based themes. Our lessons are play-based and geared towards the interests of our students while building kindergarten readiness skills. The activities will focus on language, literacy development, and pre-reading skills, beginning number awareness, math, gross and fine motor development, and social/emotional growth. Learning takes place during teacher led activities as well as during group and individual play exploration.

The following are four ways in which the preschool will participate in activities:

1. Free play – activities chosen by the children in either inside or outside play areas, including blocks, writing area, reading, math, science, gross motor, house and dramatic play, music, sand, water play, etc.
2. Structured experiences – activities designed by the teaching staff to meet specific needs of individual children or groups of children.
3. Large group experiences – physical activities, music, finger plays, flannel board stories, circle time
4. Small group experiences – encouraged with one-to-one encounters, including fine motor skill-building such as drawing, cutting with scissors, and reading books.

Time	Toddler Program Daily Schedule	Preschool Program Daily Schedule
7:30	Arrival/Free Play	Arrival/Self Directed Play
7:30-8:30	Breakfast Offered	
9:00	Art Activity	Morning meeting Planned Play Time Self-directed Activities Teacher Directed Activities Outside Time
9:30	Snack	
9:45	Bathroom/Diapers	
10:00	Self-Directed Play: Outside Time	
10:50	Clean up: Singing/dancing/story time	
11:15	Lunch	
11:50	Clean up: Bathroom/Diapers	
12:00	Rest Time	
2:30	Bathroom/Diapers	
2:45-3:00	Snack	
3:00	Self-Directed Play Outside Time	Planned Playtime, Teacher Directed Activities, Outdoor Time, Planned Large Muscle Play, Self-directed Activities
4:15	Clean up/Diaper Check/Quiet Story Time	Clean up, Books, Table Activities
4:30	Parent Pick-Up	
5:00	Center Closed	

CHILDREN WITH SPECIAL NEEDS

We collaborate with the Sitka School District's Developmental Learning Program and Center for Community Early Learning Program, as well as Southeast Alaska Association for the Education of Young Children.

We are committed to supporting children's development, respecting individual differences, helping children learn to live and work cooperatively, and promoting health, self-awareness, competence, self-worth, and resiliency.

At or before admission to the center, if a child is identified as having special needs, our center shall collaborate with the child's parents in developing and implementing a "Plan of Care for a Child with Special Needs" for the child. The plan of care shall be approved by the parent(s) and teacher(s) responsible for the care of the child and will be signed and dated by the parent and director.

The individual care plan shall be based on the following information to the extent the parent consents in writing:

- Results of medical and developmental examinations
- Assessments of cognitive functioning or current overall functioning
- Evaluations of the family's needs, concerns, and priorities
- The current individualized family service plan (IFSP) or individualized education plan (IEP) developed under state law, if any.
- Other evaluations as needed.
- Shall address any specific services the center provides in functional outcome objectives, along with the designated responsibility for provision and financing.
- Shall list any additional services, including educational or therapeutic services the child is receiving from other service providers and shall identify the providers of those services.
- May contain permission from the parent for the center to contact providers of additional services and the child's IFSP/IEP coordinator, if any.
- ***If your child has an existing IEP, we strongly encourage providing the center with a copy and/or including our teachers in their IEP meetings.*** Including your child's teacher(s) in their IEP meetings can help providers develop a more in depth and comprehensive plan of care for your child's unique needs as well as providing valuable insight about your child's strengths and needs during the school day.

If a teacher suspects that a child has a special development or health need, our center will provide information to substantiate the concern to the parent and provide information regarding the location of appropriate diagnostic evaluation and intervention sources.

BITING POLICY

The health and safety of all students is our highest priority. Therefore, parents of children who are expressing the need to bite on a regular basis will be contacted and the established procedure for biting will be followed.

INFANT/TODDLER

Our center feels that biting at these stages is developmentally based behavior often related to teething. They also often have oral sensor needs that they may struggle to communicate and lack impulse control. These developmentally appropriate reasons are why infants/toddlers are given more leniency than a preschool age child.

CHANGING BEHAVIOR

Our center takes a proactive approach to reduce incidents of biting by closely monitoring children, redirecting, and modeling appropriate behavior and communication. Infants/toddlers are encouraged to ask for a teething toy when these behaviors arise or when they feel the need to bite/chew. Parents are always included in the process of redirecting and changing these behaviors.

Procedure for the child who has been bitten:

- A child who receives a bite will be comforted. The bite will be observed for breakage of the skin and washed with soap and water.
- Staff will complete an incident report.

For a child who has been bitten often, the Director will take the following action:

- Schedule a visit with parents of the bitten child
- Review the staffing pattern in the classroom.
- Review the classroom environment for factors affecting biting frequency.

Procedures for the child who bites:

- The parents of the child who did the biting will be sensitively notified that their child has bitten another child
- Names of children who have been bitten will remain confidential.
- For the child who has bitten another child or children frequently, the following procedures will be followed:

The parents will be asked to take part in a private visit with the teachers and Director. Various concerns and options will be discussed for possible procedures that may decrease the biting. Each child's situation must be addressed in an individual manner.

Financial Policies

FEES /METHOD OF PAYMENT

- **Registration Fee:** Upon enrollment at Sheldon Jackson Child Care Center, you will be required to pay a \$25.00 registration fee for each child.
- **Tuition** is payable one month in advance due the 10th day of each month. A **\$25.00** late fee will be charged for any fees not paid by the 20th business day of the month. A **\$35.00 fee** is assessed for **NSF** checks.
- **Payment is needed** for any time a space is being held whether the child is present. There will be **NO** credit for absences except in cases of vacation time: Families may receive up to 2 weeks tuition credit per calendar year. **Two weeks written notice is necessary.**
- **Refunds** will not be given in case of school closures due to holidays, teacher related training/travel, severe weather, or when a child is ill or does not attend.
- **Lateness Fee:** There will be a charge of **\$1.00** per minute per child left at the Center after 5:00 PM. Consistent lateness after 5:00 PM is cause for termination from the program.

PAST DUE ACCOUNTS:

- The center maintains the right to terminate enrollment upon 5 days notification if payment is delinquent beyond the last business day of the month.
- Any account 60 days past due, with no prior arrangements or consultations with the Program Director or Board Treasurer, may be referred to a collection agency.

FINANCIAL ASSISTANCE:

The Child Care Assistance Program offers financial aid based on family income and the number of dependents living at home. We encourage all interested families to inquire at <http://dpaweb.hss.state.ak.us>. We also accept other financial aid including Sitka Tribe of Alaska, Tlingit & Haida, Office of Child Services, and U.S. Coast Guard. If you are unsure about whether you qualify, please talk with the Director.

Parents receiving financial aid are responsible for all tuition charges but will be allowed to pay only their portion of this charge for up to 30 days to allow processing of payments.

FAMILY DISCOUNT:

- A qualifying family has two or more children enrolled at the Center full time, 5 days a week. The youngest child will be charged the full time, 5 days a week monthly enrollment rate; the older siblings will receive 10% off their total monthly enrollment rate.

PARENT'S CHECK LIST

- Y Enrollment Application Completed
- Y Copy of Current Immunization Record
- Y Financial Agreement Signed
- Y Completed Emergency Card Information
- Y Safe Sleep Policy Signed (if applicable)
- Y Toilet training policy (if applicable)

Clothing

One complete change of clothing, or two if toilet training

- Y Pants
- Y Shirt
- Y Socks
- Y Underwear
- Y Slip-on or Velcro shoes (boots are not permitted for indoor use)

Outdoor clothing (related to the weather)

- Y Boots (rain/snow)
- Y Jacket (even on sunny days)
- Y Rain pants/snow pants (seasonal)
- Y Hat (seasonal)
- Y Waterproof mittens (seasonal)

Nap bedding (Please put these items in a pillowcase/bag labeled with child's name. Do not send "toys" to nap with)

- Y Blanket
- Y Pillow (if needed)

Diaper Children (staff will let you know when supplies are low)

- Y Package of diapers/pull-ups
- Y Package of diaper wipes

Lunch

- Y Lunch box or another container labeled with child's name.

Water Bottle

- Y

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

Tuition Rates (Effective June 1, 2023)

	Infant (1-18 months)		Toddler (19-36 months)		Child (37 months- 11 years)	
	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time
2 days/week	377.00	623.00	325.00	586.00	289.00	488.00
3 days/week	531.00	877.00	458.00	826.00	425.00	718.00
4 days/week	673.00	1,111.00	587.00	1,059.00	545.00	921.00
5 days/week	810.00	1,339.00	707.00	1,276.00	657.00	1,087.00
Day Rate:	45.00	70.00	45.00	70.00	45.00	70.00

Part Days are from 7:30am through 12:15pm or 12:15pm to closing. **These spaces are (currently unavailable).** If children attend a portion of both the morning and afternoon, they take up a full day position and SJCCC must charge the full cost.

Family Discount: There is a family discount when a family has two or more children enrolled at the Center **full time, five days a week.** The youngest child will be charged the full time, five days a week monthly enrollment rate; the older siblings will receive 10% off the total monthly enrollment rate.

Increases are announced one month in advance