


Rosemary Williams, Director  
Discovery Preschool  
206 4th Street  
Juneau, AK 99801  
(907) 463-3030  
AK Business License # 2108220  
Sole Proprietor

A handwritten signature in black ink, appearing to be 'RW', is written above a horizontal dashed line.

Rosemary Williams, Director

## Table of Contents

<b>A. Qualifications and Background of Administrator</b>	<b>3</b>
<b>B. Program, Curriculum and Schedule</b>	<b>4</b>
<b>C. Center Staffing and Management</b>	<b>8</b>
<b>D. Quality Assurance, Risk Management, and Insurance</b>	<b>10</b>
<b>E. Parent Involvement, Communication and Enrollment</b>	<b>11</b>
<b>F. Tuition</b>	<b>12</b>
<b>G. Financial Information</b>	<b>13</b>
<b>H. Augmentations to the Scope of Service</b>	<b>13</b>
<b>I. Additional Information</b>	<b>13</b>

## A. Qualifications and Background of Administrator

### 1. Address & Corporate Status

Rosemary Williams, Sole Proprietor  
Discovery Preschool  
206 4th Street  
Juneau, AK 99801

### 2. Organization History/Background

Discovery Preschool (DP), est. 2006, is an early learning center designed to provide childcare for up to 41 children ages 4 weeks to 8 years. The center has programs for infants, toddlers, and preschool aged children. The center can also provide a holiday and after-care program for Legislative families during sessions for children ages 4 weeks to 8 years. Our mission is to provide high quality care and school preparedness for our students; with special emphasis on meeting the specific needs of Legislative families. I also worked at the Rookery Childcare is Gustavus for 2 years (2018-2020)

### 3. Organization Chart

Table 1. Organization Chart

Director					
Lead Teacher, Infant Room		Lead Teacher, Toddler Room		Lead Teacher, Preschool Room	
Teacher's Assistant	Teacher's Assistant	Teacher's Assistant	Teacher's Assistant	Teacher's Assistant	Teacher's Assistant

### 4. Educational Background of Director

Child Development Associate, Renewed 2020; Alaska Early Childhood Administrator Credential, 2020

### 5. NAEYC Accreditation

I am personally a proud member of NAEYC. I have not worked at or managed a center that held NAEYC accreditation. It is my understanding that we only have a few NAEYC accredited centers in the state and we now have a statewide quality assurance program that many centers participate in instead of a national accreditation.

### 6. Other Contractual Arrangements

I do not have any current contractual arrangements with other entities.

### 7. Professional Letters of Reference Included; see attached

- Blue Shabler
- Erin Ohlson
- Isabel Felstead

### 8. Parent References

- Deb Percy, Cell (907) 957-2646
- Josephine Stern, Cell (907) 419-0885

- Lacy Wilcox, Cell (907) 419-0961

## **B. Program, Curriculum and Schedule**

### **1. Program Philosophy and Goals**

The schedule and curriculum in each classroom is designed to create a balance of active and quiet time, free play and structured activities, and social and individual time. The timing and content of all activities will be determined by the developmental needs of the group and will closely follow guidelines set by the National Association for the Education of Young Children (NAEYC). Our programs:

- ☐ Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
- ☐ Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical and social.
- ☐ Use developmentally, culturally, and linguistically appropriate teaching approaches.
- ☐ Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
- ☐ Promote the nutrition and health of children and protect children and staff from injury and illness.
- ☐ Employ a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
- ☐ Establish and maintain collaborative relationships with each child's family.
- ☐ Establish relationships with and use the resources of the community to support the achievement of program goals.
- ☐ Provide a safe and healthy physical environment.
- ☐ Implement strong personnel, fiscal and program management policies so that all children, families, and staff have high-quality experiences.

### **2. Curriculum by Age Group**

- Infant Program, 4 weeks to 19 months - Our Infant Program cares for up to 9 children. While we do not use a formal curriculum for this age group, all our activities align with The Alaska Early Learning Guidelines (AK ELG's). The AK ELG's were designed to help early educators support children's learning and growth by clarifying the complexities of learning, honoring and embracing the diversity of children and families, supporting parents, showing alignment of early learning with K-12 education, and providing practical ideas to support children's learning.
- Toddler Program, 19-36 months - Our toddler program cares for up to 12 children. In addition to using the AK ELG's to guide learning with this age group, we introduce toddlers to concepts from the Creative Curriculum used through our software known as Tadpoles. The Creative Curriculum for Toddlers and Twos includes development and learning objectives in 9 areas: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and Art. It is within the Social Studies curricula where our teachers can emphasize cultural learning based on the current make-up of students.

- Preschool Program, 2.5-5 years - Our Preschool Program cares for up to 20 children. The Creative Curriculum in the preschool room expands and extends the learning in the 9 areas listed above. Preschool teachers continue use of the AK ELG's to guide cultural relevance. With this age group curriculum is also used to assess children's developmental needs with an emphasis on being ready for k-12 education.

### 3. Sample Daily Curriculum by Age Group

Table 2. Infant and Toddler Program, Sample Schedule & Curriculum

Hour	Infant	Toddler
Arrival Time 7:30-9:00am	Greetings Routine care (feeding, diapering, sleeping) Self-directed activities and play	Greetings Routine care (breakfast, diapering or using the toilet) Self-directed activities and play
Mid-morning 9:00-10:30	Naps for some, routine care for others Snacks Fine motor, gross motor activities Outdoor play (science), stroller walks	Routine care Snacks Planned play: literacy, math, science and other curriculum activities Outdoor play (science), stroller walks,
Late morning/ Noon 10:30-12:30	Lunch Clean-up Naps for some Self-directed play for those who are awake	Clean-up Outdoor play/Motor Area Routine care Lunch Clean-up
Mid-afternoon 12:30-3:30	Routine care Snacks Naps for some Fine motor, gross motor activities Stroller walks (science observation)	Naps
Late afternoon 3:30-5:30	Self-directed play Routine care Talk to parents Clean-up room, sanitize toys	Wake-up, routine care Self-directed play Talk to parents Clean-up room, sanitize toys

Table 3. Preschool Sample Schedule and Curriculum

7:30-9:00am	Arrivals, free play including activities to stimulate literacy, math and science.
9:00-10:00am	Learning centers, academic instruction, Circle Time (calendar, weather, songs, stories)
10:00-10:30am	Snack, get dressed for outdoor play
10:45-11:50am	Outdoor play, walks, field trips, all reinforcing science education.
12:00-12:45pm	Lunch
1:00-3:00pm	Naps, Pre-K instruction focused on Kindergarten Readiness.

3:00-4:30pm	Wake up, snack, Open-ended play
4:30-5:30pm	Art projects, large motor, dramatic play, Clean-up, Dismissals

#### **4. Hours of Operation and Proposed Schedule Options by Age Group**

Regular hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday, excluding State, Federal, and school holidays. Extended hours of operation until 10:00 pm will apply upon request during all Legislative sessions for Legislative staff only.

Table 4. Schedule Options by Program Age

<b>Program</b>	<b>Full-Time Monthly</b>	<b>Part-Time Monthly</b>	<b>Daily (Drop-In)</b>
Infant	Mon – Fri, 7:30 - 5:30	Mon – Fri, 7:30 - 12:30	Mon – Fri, 7:30 - 5:30
Toddler	Mon – Fri, 7:30 - 5:30	Mon – Fri, 7:30 - 12:30	Mon – Fri, 7:30 - 5:30
Preschool	Mon – Fri, 7:30 - 5:30	Mon – Fri, 7:30 - 12:30	Mon – Fri, 7:30 - 5:30

#### **5. Child Transitions Between Age Groups**

Children will transition out of each Classroom when they reach the age required by state licensing regulations, and when the child, family, and classroom teachers agree that it is the appropriate time, and based on developmental readiness factors as outlined by NAEYC.

#### **6. Care for Special Needs**

We ensure that staff participates in ongoing training on how to relate to children with special needs. In addition to staff training, we consistently communicate with parents as to the effectiveness of our education methods and make use of local resources such as, REACH and the JSD special education department.

#### **7. Support Services and Enrichment Activities**

We work closely with support agencies that provide occupational, speech, and physical therapy to those children identified as requiring special needs. We take daily journeys outside for access to nature and fresh air. When under non-pandemic operations, field trips are a regular part of our curriculum with specific focus on the local attributes of our community such as, fish life cycle, berry picking, and hiking trails. We also invite artists from the community to visit our classrooms and interact with our students with a focus on cultural arts.

#### **8. Behavior Management**

Our staff uses positive guidance techniques when working with children. Some behaviors, such as biting, hitting, and kicking can be a part of normal developmental phases that we see in the childcare environment. For safety and health concerns, we take aggressive behavior seriously. While the behaviors can be considered natural responses to frustration in the younger child, children over two years of age are expected to have outgrown these behaviors and gained the skills to be able to communicate their frustrations peacefully.

If a child (age two or older) shows aggressive behavior toward another student or a caregiver; the following will happen:

- ☐ The children involved will be encouraged to do some problem solving. The aggressor will need

to apologize and take a break from the group.

- ☐ If the aggressive behavior causes harm to another person more than two times in any one day, the child will be sent home for the rest of that day.
- ☐ If a child has been sent home for aggressive acts more than two times in a one-week period a meeting will be scheduled with the child's parents, teacher, and the school administrator. The meeting will result in a behavior management action plan with a goal of supporting the child and stopping the aggression. Part of the action plan may include a recommendation that the family seek professional help. The plan will be in writing and will require signatures of the parent(s) and the school administrator.
- ☐ If the behavior challenges continue after the action plan has been implemented for at least 2 weeks, temporary suspension will be discussed. While suspension seems like an extreme solution, it is a useful and common tool in handling aggressive behavior in a childcare setting. It should be regarded by the parent not so much as a punishment, but as an opportunity for the child to forget his/her old pattern and relearn a healthier one.
- ☐ If all our interventions, as well as those made by the family outside of school, have not been successful, we may determine that our program is unable to meet the needs of the child. At that time, we will ask the family to find an alternate placement for the child.

A more detailed description of behavior management can be found in the included parent handbook.

## **9. Scheduled Annual Closures for 2021**

**Thursday and Friday, December 24<sup>th</sup> and 25<sup>th</sup> *Christmas***

**Thursday and Friday, December 31<sup>st</sup> & January 1<sup>st</sup> *New Years***

**Monday, January 18<sup>th</sup> *MLK Jr. Birthday***

**Monday, February 15<sup>th</sup> *Presidents day***

**Monday, March 29<sup>th</sup> *Seward's Day***

**Monday, May 31<sup>st</sup> *Memorial Day***

**Week, July 5<sup>th</sup> – 9<sup>th</sup>, *Independence Day Observed***

**Monday, September 9<sup>th</sup>, *Labor Day***

**Monday, October 18<sup>th</sup>, *Alaska Day Observed***

**Wednesday, November 11<sup>th</sup>, *Veteran's Day***

**Thursday and Friday, November 25<sup>th</sup> & 26<sup>th</sup>, *Thanksgiving***

**December 19<sup>th</sup> – January 2<sup>nd</sup>, *Christmas & New Years***

## C. Center Staffing and Management

### 1. Organizational Structure

Table 5. Hierarchical Structure, Discovery Preschool Staff

Director					
Lead Teacher, Infant Room		Lead Teacher, Toddler Room		Lead Teacher, Preschool Room	
Teacher's Assistant	Teacher's Assistant	Teacher's Assistant	Teacher's Assistant	Teacher's Assistant	Teacher's Assistant

### 2. Positions, Qualifications & Responsibilities

#### Director

- Minimum Qualifications
  - A CDA or higher degree preferably in the field of early childhood education, AK Early Childhood Administrator's Credential
- Key Responsibilities
  - Supervision of all aspects of Discovery Preschool
  - Curriculum development and implementation for each program
  - Financial management
  - Recruitment
  - Maintaining licensure compliance
  - Staff supervision
  - Cleaning, organizing of center
  - Parent and staff communication
  - Principal for child and parent relations
- Wage Range \$18-20/hour

#### Lead Teacher

- Minimum Qualifications
  - A CDA or higher degree preferably in the field of early childhood education.
- Key Responsibilities
  - Supervision of children
  - Maintaining order and safety of classroom equipment
  - Planning and implementing a healthy snack schedule
  - Work with Director to develop and implement class curriculum
  - Work with children to balance teacher and child directed activities
  - Regularly communicate with director and parents
- Wage Range \$13-17/hour



#### Teacher's Assistant

- Minimum Qualifications
  - Must be over the age of 17 and have experience working with young children.
- Key Responsibilities
  - Cleaning/organization of classroom
  - Assisting the lead teacher in curriculum implementation
  - Supervision of children
- Wage Range \$10-12/hour

My general compensation philosophy is that higher wages draw in more qualified caregivers, resulting in higher quality of care. To that end, most of my revenue is spent on wages. DP does not currently offer a benefit package to employees. I am part of a group of center directors who regularly advocate for better compensation for the field of childcare and am proud to see evidence of public support growing over the past few years.

### ***3. Staffing Patterns***

At minimum, the state licensing regulations will apply to all classroom ratios. With the recognition that children will benefit from one on one attention from their caregivers, it is the policy of this school to make efforts to create ratios that are better than the minimum requirements. I personally serve as a quality assurance support person during staff illnesses and absences.

### ***4. Employee Recruitment***

My approach to recruitment is primarily to post job notices in the Juneau Empire, on Facebook, and on Craigslist. We have found the methods to be sufficient in finding qualified staff in Juneau. All employees are required to pass state and federal background checks. Previous employers and personal references are checked before a potential employee ever enters a classroom or interacts with children. Turnover at DP has been relatively high during the pandemic but was low prior to then. I have addressed the recent high turnover rates by working in the classrooms a lot and offering hazard pay. My main approach to retaining qualified staff is by offering a higher wage than is standard in the industry. I also offer paid vacation and sick leave.

### ***5. Employee Training***

All training is completed through AEYC-SEA, thread, and UAF. At minimum, all employees must meet the training requirement of 24 annual hours as mandated by the State of Alaska. In addition to the minimum hours required by the state, all employees are also enrolled in a skills development program through the Child Development Associate program and are monitored by a CDA advisor. DP employees also have access to one 3 credit class in early childhood education each year. I strongly believe in higher education being a key component of professional development.

### ***6. Center Oversight Positions***

- None

### ***7. Center Oversight & Program Management***

All programs are monitored by childcare licensing departments. Classrooms are assessed annually by a classroom environmental rating scale through Learn and Grow, administered by the AEYC-SEA.

Financial oversight will be performed annually by Hesson and Deakins, CPA firm.

#### **D. Quality Assurance, Risk Management, and Insurance**

##### **1. History, Licensing Compliance Issues**

As a new licensee as of August 1<sup>st</sup>, I have maintained 100% compliance.

##### **2. Accreditation**

The NAEYC Accreditation process can take three to five years to complete and would cost thousands of dollars. Because the process could last the length of the contract, I will likely not pursue this accreditation. DP is enrolled in the State of Alaska's quality rating system, Learn and Grow, and is rated at the highest level available.

##### **3. Quality Assessment Tools**

All programs are monitored by childcare licensing departments. Classrooms are assessed annually by a classroom environmental rating scale, administered by the AEYC-SEA through the Learn and Grow system.

##### **4. Risk Management Monitoring Tools**

Risk management and monitoring is completed through licensure compliance and by maintaining a liability insurance policy. Risks such as possible injuries to children are taken seriously and mitigated to the extent possible. In the event of pandemic operations, DP will continue to follow all state and local mandates to protect the health and safety of students, families, and employees.

##### **5. Litigation Against Me or DP**

- None

##### **6. Child Sign-in/out**

Attendance is managed through a software on iPads in each classroom. DP employees log children in and out of the classrooms each day and I have access to that data in real time through a dashboard on my desktop.

##### **7. Child Health**

Protecting the health of children in my care is a top priority. DP is currently operating with a Covid Mitigation Plan which is an addendum to the parent handbook included with this proposal. A child who becomes sick while at the center will be isolated from the other children and the parents or emergency contact will be called to come pick him/her up.

We follow all State of Alaska immunization requirements and compliance is mandatory. Office staff provides a detailed list of immunization requirements, or may direct parents to find the current requirements on the State of Alaska's Immunization Policy Program website:

<http://www.epi.hss.state.ak.us/id/immune.stm>.

Medications will only be administered with the written and signed authorization of the parent which identifies the medication, the dosage, and the time(s) it is to be given, including any special instructions and the duration of authorization. The school has forms available for this purpose. Children are not permitted to keep their medications in their lunch box or to administer it themselves. This policy applies to vitamins and homeopathic remedies.

## **8. Emergency Preparedness and Response Plan**

DP follows all state and local guidelines for emergency response and operations. DP remains in close contact with the local public health department for advice on how to operate safely during the global pandemic. DP holds an evacuation drill every month. In addition to this drill, emergency and safety procedures are also included in the regular curriculum. Minor accidents occurring during school hours will receive the prompt and careful attention of staff. All DP employees are required to have current Infant/Pediatric First Aid and CPR Certification. Accident/Incident report forms will be filled out on paper and given to the child's parents or sent via email through our communication application in the event of any accident or incident that warrants attention.

If an accident requires medical attention but is not life threatening, the parents of the child will be advised immediately. Upon receiving parental permission to do so staff may transport the child to the doctor's office or medical service of the parents' choosing.

In the event of a serious accident the school staff will call 911 for assistance. The child will be transported to Bartlett Regional Hospital by ambulance (at the parents' expense) for further medical attention. Parents or the emergency contact person will be notified immediately.

## **E. Parent Involvement, Communication and Enrollment**

### **1. Parent Involvement**

During non-pandemic operations, our school has an open-door policy for families of enrolled children. Parents are encouraged to visit the classrooms and to participate in field trips. DP values the input of family members to help engage in culturally responsive practice. DP is currently operating under a Covid Mitigation Plan which discourages parents from visiting. I hope to get back to our normal open-door policy of welcoming families as soon as it is safe to do so.

### **2. Communications**

As manager I communicate verbally daily with parents and staff. I also communicate through regular emails. DP uses a software known as Tadpoles which allows parents and staff to communicate in real time during the day. DP also uses Tadpoles to send home reports to families about their child's day and to manage curriculum.

### **3. Enrollment Techniques**

There is typically a high demand for childcare in Juneau, and DP maintains a waitlist of applicants. Wait list applications are organized by date received and by the employer of the parents. Openings are advertised through the AEYC-SEA referral service.

### **4. Enrollment, Matriculation and Removal Procedures**

Children are enrolled through the official waitlist as openings become available. Children are

matriculated through the various programs as the respective teacher and parent(s) decide it is appropriate. When an opening becomes available the waitlist is divided into the following prioritization categories and then arranged by date received:

- Priority 1 – LAA Employees.
- Priority 2 – State of AK Employees
- Priority 3 – CBJ Employees
- Priority 4 – General Public

There are no fees outside of monthly tuition associated with enrollment. Children are rarely removed from the program. Removal is ideally agreed upon by the director and parents if both parties agree that the center cannot meet the needs of the child. Policies found in the parent handbook will be closely followed as they pertain to removal of a child.

## **5. Assessment and Maintenance of Parent Satisfaction**

All parent concerns are directed and mediated through management. DP will begin sending an anonymous parent satisfaction survey in the middle of each calendar year starting with June 2021. Surveys will be reviewed by the director and the information will be used to adjust services as needed to achieve a high satisfaction rating.

## **6. Parent Concerns/Complaints**

Parent concerns and complaints are addressed by management directly. All parent communications are treated with compassion and concern on the part of the administrator. All complaints are addressed until satisfaction has been reached by both parties, or until the parties agree to end the child care relationship.

## **F. Tuition**

### **1. Tuition by Age Group and Schedule**

Table 6. Tuition by program

	Full-Time Monthly M-F 7:30- 5:15	Part-Time Monthly M-F 7:30- 12:15	3 Days per Week Monthly	2 Days per Week Monthly	Daily Rate 7:30-5:15
Infant	\$1210	\$650	\$725	\$460	\$50
Toddler	\$1080	\$585	\$625	\$410	\$50
Preschool	\$975	\$525	\$525	\$375	\$50

Other fees include:

Holiday care will be available during all school closures which fall between December 1<sup>st</sup> and May 1<sup>st</sup> at an added cost of \$35 per day, per child.

\$40 NSF fee for any returned check

\$50 late fee for tuition payments received after the 5<sup>th</sup> day of the month

\$25 late pick-up fee (for after 5:15 during the interim)

## **2. Fee Increases**

A 3% tuition increase will be proposed at the start of most school years (for this purpose the year will start in September) and will be implemented only if most of the parent body agrees to it by secret ballot. I do not have access to the records pertaining to the last five years of tuition increases. DP did not implement a tuition increase this year and will not implement one for 2021 due to the constraints the pandemic has put on the financial resources of families.

## **3. Comparable Tuition Rates**

Tuition at DP is based on cost analysis and is in the mid-level of child center costs in Juneau. As a parent myself, I recognize there is a ceiling limit to how much parents can afford to pay for care. It is my goal to continue to advocate for local and Federal public investment in the childcare system so that I no longer need to implement annual tuition increases.

## **G. Financial Information**

- *See attachment*

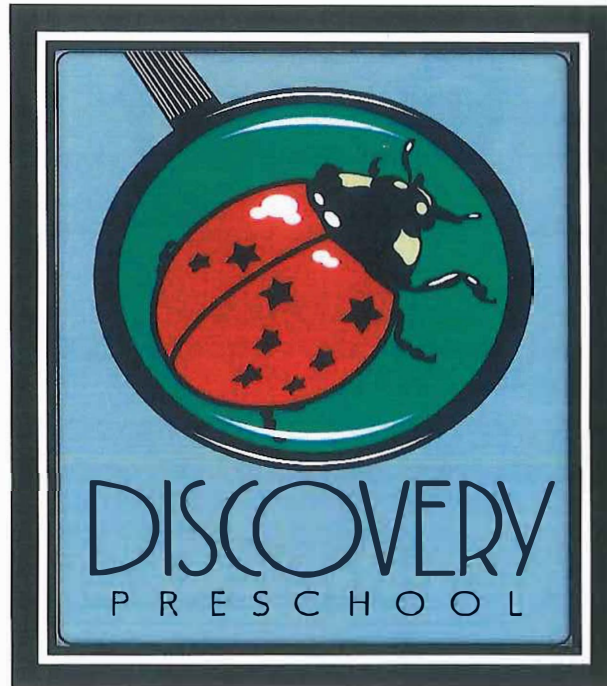
## **H. Augmentation to the Scope of Services**

Discovery Preschool (DP) constantly strives to achieve excellence in the role of licensed childcare providers. We are always researching new information to stay on the cutting edge of developmental childcare. We maintain rigorous quality controls such as daily classroom visits by management to observe implementation of teacher directed activities and teacher-child interactions. The school is committed to meeting the specific needs of Legislative employees and their families.

Since operating during a global pandemic, DP is uniquely poised to offer continuous quality childcare for the Juneau community. In addition to creating an effective plan for safe operation during the pandemic, this summer DP made a \$15,000 investment in furnishings and materials which specifically support mitigating the spread of illnesses.

## **I. Additional Information**

A small fraction of businesses in Alaska are owned by native women. I am a proud Alaska Native woman and will cherish the opportunity to complete my ownership of Discovery Preschool by being awarded the contract contained in this RFP.



## Parent Handbook

Revised: April 2020

206 4<sup>th</sup> street  
Juneau, Alaska 99801  
Phone: (907) 463-3030

[discoverypreschool907@gmail.com](mailto:discoverypreschool907@gmail.com)



## Program Overview

Discovery Preschool (DP) is an early learning center designed to provide child care for up to 41 children ages 4 weeks to 8 years. The center has programs for infants, toddlers and preschoolers.

The schedule and curriculum in each classroom are designed to create a balance of active and quiet time, free play and structured activities, and social and individual time. The timing and content of all activities will be determined by the developmental needs of the group and will closely follow guidelines set by the National Association for the Education of Young Children (NAEYC). Our programs:

- Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
- Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical and social.
- Use developmentally, culturally and linguistically appropriate teaching approaches.
- Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
- Promote the nutrition and health of children and protect children and employees from injury and illness.
- Employ a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
- Establish and maintain collaborative relationships with each child's family.
- Establish relationships with and use the resources of the community to support the achievement of program goals.
- Provide a safe and healthy physical environment.
- Implement strong personnel, fiscal and program management policies so that all children, families and staff have high-quality experiences.

## Enrollment Procedures

Children will be enrolled into the year-round program by waitlist only. Waitlist applications are available by request. Waitlist priority is given in the following order: State of Alaska Legislative Branch employees, State of Alaska employees, City & Borough of Juneau employees; and then on a first come-first served basis to the general public. The spaces reserved for Legislative employees during Legislative sessions will be filled during the application period of November 15<sup>th</sup> – December 15<sup>th</sup> of each year on a first come-first served basis for families who live outside of Juneau.

All enrolled families will be required to submit the following documents:

- Signed contract agreeing to abide by the policies of this facility
- Signed emergency contact information card
- Signed field trip permission slip
- Signed (or declined) photo waiver
- Current immunization records

Enrolled families will get a key card to access the building and are welcome to visit anytime without notice.

## Operation Schedule

Regular hours of operation are 7:30 am to 5:15 pm, Monday through Friday, excluding State, Federal, and school holidays. A calendar of scheduled closures will be given to families at the time of enrollment and then updated on August 1<sup>st</sup> of each year. Regular tuition payments are still due in full, regardless of closures or missed days. **Pick up time for all children is no later than 5:15pm.** The front door will close at 5:15pm each day. If you arrive for pick-up later than 5:15pm, you will need to enter through the 4<sup>th</sup> street door and the late pick up fee will be added to your next monthly bill. Hours will be extended during Legislative Sessions by request of parents who work for the Legislature.

## Emergency Closures and Evacuation Drills

DP will follow the Juneau School District advisories for weather, and other related closures. DP may close temporarily if severe weather conditions, natural disasters, or pandemic variables make it unsafe for children or employees to be in the facility. The facility may also close if the building is without heat or water for a length of time where it becomes a hazard to the health and safety of the children and employees. DP will make every effort to notify parents in a timely manner of unscheduled closures.

DP conducts an evacuation drill every month. In addition to this drill, emergency and safety procedures are also included in the regular curriculum. Minor accidents that occur during school hours will receive the prompt and careful attention of DP employees. All employees are required to maintain current Infant/Pediatric First Aid and CPR Certification. Accident/Incident reports will be added to a daily report on the classroom iPad and emailed to parents at the end of the day. Employees will always call parents if an accident or injury leaves a substantial mark or needs special attention. In the event an accident requires medical attention but is not life threatening, the parents of the child will be notified immediately.

In the event of a serious accident, a DP employee will call 911 for assistance. The child may be transported to Bartlett Regional Hospital by ambulance for further medical attention if needed. Parents or the emergency contact person will be notified immediately if their child is transported to the hospital.

## Attendance

Student and employee attendance are taken daily on an iPad in each classroom. Please notify the office if your child will be absent or coming to school later than they are scheduled to arrive. Tuition discounts are not given during a child's absence for any reason, including when the school is closed.

## Tuition and Other Fees

Tuition payments are due on the 1st of each month. If the 1st of the month falls on a Saturday or Sunday, tuition payments will be due on the following Monday. A 3% tuition increase will be implemented and effective September 1<sup>st</sup> of each year if approved by a majority of the parent body, to keep pace with increased costs of supplies and wages. Unpaid tuition fees will be sent to a collection agency after 30 days of the delinquency and may result in expulsion of a child. If a child is expelled for any reason, past tuition payments will not be reimbursed.

DP requires **30 days written notice** from parents who want to withdraw their child. Failure by the parents to give 30 days' notice of intent to withdraw will result in the immediate forfeiture of all past tuition payments; and will require tuition payment for the 30-day period following the withdraw date.



	Full-Time Monthly M-F 7:30- 5:15	Part-Time Monthly M-F 7:30- 12:15	3 Days per Week Monthly	2 Days per Week Monthly	Daily Rate 7:30-5:15
Infant	\$1210	\$650	\$725	\$460	\$50
Toddler	\$1080	\$585	\$625	\$410	\$50
Preschool	\$975	\$525	\$525	\$375	\$50

Holiday care will be available during all school closures which fall between December 1<sup>st</sup> and May 1<sup>st</sup> at an added cost of \$35 per day, per child. The number of children who can access holiday care will depend on how many employees are available to work on those days. Families who work for the Legislature will have priority access to holiday care. Holiday care for each closure will be arranged through the administrator via email or in person.

Other fees include:

\$40 NSF fee for any returned check

\$50 late fee for tuition payments received after the 5<sup>th</sup> day of the month

\$25 late pick-up fee (for after 5:15)

### Plan of Supervision

DP's Plan of Supervision of Children is part of the personnel manual given to all employees during orientation. The written plan includes specific directions regarding the attitude, expectations, and code of conduct required for their work with children at this facility. The topics included in the written plan are listed below.

- Academic learning
- Toileting, transitions and clean up
- Snack time and lunch routines
- Rest and nap time
- Safety inside the building, classrooms and playgrounds
- General guidelines for going outside
- Ground rules for outside play
- Release of students
- Transportation and use of safety seats
- Field trips
- Evacuation plan
- Accidents and emergency procedures
- Late child pick-up procedure
- Biting policy
- Parent communications
- Grievance procedures.

A copy of the *Employee Plan of Supervision* is available upon request.

## Behavior Guidance Practices

We want to ensure every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. DP employees will never use discipline or a behavior management technique that is cruel, humiliating, or otherwise damaging to a child.

Children in care will not be removed from the other children for more than 10 minutes unless their behavior poses harm to themselves or others, or unless a child has a pattern of out of control behavior; in which case a child may be removed from the company of other children until the child's behavior has stabilized. In all cases of children having out of control behavior, our facility will develop a plan with the child's parent to address the behavior issues.

Children will **not** be disciplined in association with:

- food or rest
- punished for bedwetting, or actions in regard to toileting or toilet training
- subjected to discipline administered by another child
- subjected to verbal abuse
- subjected to derogatory remarks about the child or members of the child's family
- subjected to threats to expel the child from the child care facility
- placed in a locked room
- physically restrained (except when necessary to protect a young child from accident, to protect persons on the premises from physical injury, or to protect property from serious damage; and then only passive physical restraint may be used)
- mechanically restrained, except for by a protective device such as a seatbelt
- chemically restrained

Employees will never use corporal punishment (corporal punishment means the infliction of bodily pain as a penalty for a disapproved behavior; and includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling, and any other action that seeks to induce pain). We believe early intervention with aggressive behavior is in the best interest of children, families, and employees.

DP employees will use positive guidance techniques when working with children. Some behaviors, such as biting, hitting, and kicking can be a part of normal developmental phases that we see in the child care environment. For safety and health concerns, we take aggressive behavior seriously. While the behaviors can be considered natural responses to frustration in the younger child, children over two years of age are expected to have outgrown these behaviors, and gained the skills to be able to communicate their frustrations peacefully.

If a child (age two or older) shows aggressive behavior toward another student or DP employees; the following will happen:

- The children involved will be encouraged to do some problem solving. The aggressor will need to apologize and take a 2-minute break from the group.
- If the aggressive behavior causes harm to another person more than two times in any one day, the child will be sent home for the rest of that day.

- If a child has been sent home for aggressive acts more than two times in a one-week period a meeting will be scheduled with the child's parents, teacher and the school administrator. The meeting will result in a behavior management action plan with a goal of supporting the child and stopping the aggression. Part of the action plan may include a recommendation that the family seek professional help. The plan will be in writing and will require signatures of the parent(s) and the school administrator.
- If the behavior challenges continue after the action plan has been implemented for at least 2 weeks, temporary suspension will be discussed. While suspension seems like an extreme solution, it is actually a useful and common tool in handling aggressive behavior in a child care setting. It should be regarded as an opportunity for the child to forget his/her old patterns of behavior and re-learn a healthier one.
- If all of our interventions, as well as those made by the family outside of school, have not been successful, we may determine our program is unable to meet the needs of the child. At that time, we will ask the family to find an alternate placement for the child. Expulsion of a child from our program will always be a last resort.

Our program celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs. It is only on very rare occasions that a child's behavior may warrant the need for expulsion or suspension from this center. Examples of such instance include, but are not limited to:

- Despite all of our interventions, a child continues to be a danger to him/herself, or aggressive to other children or DP employees.
- Medical, psychological, or social service personnel working with our school determine continued care at our school could be harmful, or not in the best interest of the child.
- Any other situation in which the accommodations required for a child's success and participation in school place an undue burden on our available resources.

If a child is suspended or expelled for any reason, there will be NO reimbursement of tuition payments.

### **Confidentiality and Parent Communication**

Records and information pertaining to an individual child or the parents are treated as confidential except as required by employees who work with the child and the family, by state licensing representatives, or by an employee in the case of reporting situations which may require protective services. Parents can make written requests for the release of student records. If the records are to be sent to a third party (e.g. another school) the request must be specifically made for that party. Parent communication is primarily through email and the Tadpoles app. All DP employees are available to talk in person for a parent-teacher conference at the request of parents.

### **Release of Students, Transportation, and Use of Safety Seats**

If any person other than a parent, or the people listed on the emergency child information form, needs to pick up your child from school, please inform the office staff. A valid State or Military ID must be presented at the time of pick up.

Some of the students will take occasional field trips. A signed permission slip will be obtained for each student prior to any outings that require transportation. Any vehicle operated by a DP employee or parent volunteers will have appropriate insurance and child safety seats. Public transportation and chartered bus services will be used regularly by some children for field trips. When public transportation or chartered bus services are used; car seats will not be employed.



Regular field trips near the school are taken as the weather permits to offer variety within the daily schedule. The field trip permission slips parents are required to sign at the time of enrollment cover these regularly scheduled outings.

### **Student Illness and Medication Administration**

Young children in contact with large groups of other children for the first time will go through a period of frequent colds and other illnesses. This frequency will usually diminish after a few months. Families can help us keep our student population healthy by following the school's illness policies.

***Most importantly, keep your children at home if they are sick or uncomfortable.***

For the health of your child, the other children, and the adults in the classroom, families are asked to keep their children home when the following situations exist:

1. If your child has any illness which interferes with full participation in school activities, including going outdoors.
2. If your child has a fever (oral, rectal or auxiliary) of 100.4° or higher.
3. If your child is experiencing ongoing vomiting or is unable to eat.
4. If your child has diarrhea characterized by three or more loose/watery stools in a short period of time.
5. If your child has a persistent cough, severe sore throat, or nasal discharge of any color that needs to be constantly wiped.
6. If your child is fussy, cranky or generally not themselves as this is often a symptom of an oncoming illness.
7. If your child is overly tired.
8. If your child is taking medication that affects full participation in school activities.
9. If your child has any of the following symptoms of illness:
  - ☐ Yellow skin or eyes
  - ☐ Red eyes with discharge (pink-eye or bacterial conjunctivitis)
  - ☐ Infected, untreated skin patches or lesions
  - ☐ Difficult or rapid breathing
  - ☐ Severe itching of body or scalp
  - ☐ Skin rashes, excluding diaper rash
  - ☐ Swollen joints
  - ☐ Visibly enlarged lymph nodes
  - ☐ Blood or puss from ear, skin, urine or stool
  - ☐ Loss of appetite characterized by refusing all solids

10. If your child exhibits symptoms of any of the below listed communicable diseases, you will be asked to have your child evaluated by a physician prior to the child returning to school.

<b><u>Respiratory</u></b>	<b><u>Gastrointestinal</u></b>	<b><u>Other</u></b>
<i>Diphtheria</i> <i>German Measles (Rubella)</i> <i>Haemophilus Influenza</i> <i>Measles (Rubeola)</i> <i>Meningococcal Infection</i> <i>Mumps</i> <i>Pertussis</i> <i>Tuberculosis</i> <i>Bacterial Meningitis</i>	<i>Giardiasis</i> <i>Hepatitis</i> <i>Salmonellosis</i> <i>Shigellosis</i>	<i>Chicken Pox</i> <i>Scabies</i> <i>Impetigo</i> <i>Coxsackie (Hand, foot and mouth disease)</i> <i>Ringworm</i> <i>Strep Throat</i>

Communicable diseases should be reported to the school administrator as soon as they are discovered so a notice of exposure can be posted at the school.

Medications will only be administered with the written and signed authorization of the parent which identifies the medication, the dosage and the time(s) it is to be given, including any special instructions and the duration of authorization. The school has forms available for this purpose. Children are not permitted to keep their medications in their lunch box or to administer it themselves.

Medications must come in the original package or with the pharmacy label clearly marked with the child's name and directions for administering.

A mitigation plan will be added to this handbook as needed during a pandemic.

### **Returning to School after Illness**

A child is required to be absent from school for a full 24-hour period after he or she is no longer symptomatic without the aid of medication.

We understand how difficult it can be for families to take time off of work or make other child care arrangements for an ill child. However, exposing employees and other children to illness only exacerbates the health problems in the entire school community and is detrimental to the quality of our program. DP requires total parent cooperation with this issue.

### **Immunization Policy**

We follow all State of Alaska immunization requirements and compliance is mandatory. Please ask the office staff if you would like a detailed list of immunization requirements; or you may find the current requirements on the State of Alaska's Immunization Policy Program website:

<http://www.epi.hss.state.ak.us/id/immune.stm>.

## **Meals and Snacks**

Our facility will provide a morning snack/breakfast at around 9:00 am, and an afternoon snack at around 3:00 pm each day in the toddler and preschool classrooms. Infants need to bring all meals/bottles from home.

All children will be required to bring a lunch from home if in attendance during the classroom lunch period. Lunch times will be determined by the classroom teachers and will be flexible to accommodate the needs of children. Please be sure your child's lunch is well balanced and low in sugar.

All meals served will follow a whole foods diet including fruits, vegetables, whole grains, eggs, and cheese as much as possible. An example of a snack is; a string cheese, whole wheat crackers and a serving of a fruit or vegetable. Children may help with the preparation of many of the snacks offered.

DP employees will make every effort to accommodate children who have food allergies or restrictions. Please notify the school immediately if you find out your enrolled child has developed allergies. There is also an area on the emergency child information card where you can list your child's allergies or other food concerns. In the case of life-threatening food allergies, some classrooms might require food restrictions which will apply to all students in a classroom. Classroom food restrictions will be implemented when needed to ensure the health and safety of students with food allergies and must be adhered to by all children enrolled in that classroom.

## **Rest Periods (Naps)**

Sleep schedules for infants will vary as discussed with their parents with the goal of doing what works best to meet the infant's needs for sleep and development.

The following safe sleep practices will be followed by all DP employees:

1. Infants will always be put to sleep on their backs until 1 year of age.
2. Infants will be placed on a firm mattress, with a fitted crib sheet. The mattress will be in a crib that meets the Consumer Product Safety Commission safety standards, or on the floor.
3. No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed before sleep.
7. Infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a sofa/ couch, chair cushion, bed, pillow, in a car seat, stroller, swing, or bouncy chair.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share crib mattresses, and cribs will be spaced 2 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing, and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a self-selected sleep position.



14. Our facility is a smoke-free environment.

The designated nap/rest time in the preschool and toddler classrooms is from approximately 12pm-3pm. Each toddler and preschool aged child who are present during the designated nap/rest times are required to rest quietly or sleep during this time. Children who do not fall asleep after a 60-minute rest period can engage in quiet activities on their nap mat until the designated nap/rest time is over. If a child naturally stops taking naps after resting for an hour at school, or starts waking up after short periods of sleep, DP employees will do their best to get them out of the nap room before 3pm so they aren't spending too much time awake on their mat.

Pre-k students are children who are in their final year of preschool as of September 1<sup>st</sup> of each year. Pre-k students will be required to rest on a nap mat, either in the nap room or in the other side of the preschool classroom. The pre-k rest period starts when students finish lunch and ends at 1:00pm when pre-k instruction begins. If pre-k students are asleep when their group time starts, a teacher will try to wake them up periodically. The goal is help pre-k students gradually transition out of needing a nap before they start kindergarten.

DP is a group child care center so it can be difficult to accommodate parent requests for alterations to the designated rest period. If you have concerns about your 3-5-year old's naps at school, an alternative plan can be discussed with the administrator. In general, we try not to wake up sleeping children. The American Academy of Pediatrics recommends children ages 3-5 years old get 10-13 hours of sleep each day (including naps).

### **Clothing/Personal Belongings**

Each child should have two complete changes of clothing including underwear, socks, bottoms, and tops. These items should be clearly labeled and available at the school each day. The clothing should be left at the school in a plastic zip top bag. Parents are responsible for checking and replenishing them as needed and employees will send notes home if they notice supplies are running low.

Additionally, children are required to have a pair of "inside shoes" to be worn during the day. The shoes should be easy for the child to put on and take off. Shoes with Velcro straps and slip on sneakers are great. The shoes need to be sturdy and warm with a closed heel to protect your child's feet in the event of a fire drill or emergency evacuation.

Sheets and blankets for rest time will be provided by DP for each student. Each student will have a labeled zip top storage bag with their name on it where a sheet and blanket will be stored for use throughout each week. DP employees will wash all bedding each Friday.

### **Outdoor Play**

The children at our school play outside in most weather conditions, including rain and snow. Children will not be taken outside during periods of high winds, driving rain or extremely cold temperatures (22 degrees or below). Outdoor play will be done mostly at nearby parks. Walks around town will be taken regularly by all of the students, with infants being in strollers

Parents must provide outdoor clothing appropriate to weather conditions on a daily basis. This includes warm, waterproof outdoor gear such as snow or rain pants, snow or raincoat, boots, hats and mittens. Each piece of outer clothing should be labeled with the child's name.

If weather does not allow outdoor play the children will participate in active games or exercise routines in their classroom or in the gross motor area.

A first aid backpack will be taken whenever children leave the building.

### Television and Computer Usage

Television and movie viewing are not a regular part of the school curriculum. Children may occasionally watch a movie, or commercial-free show, relevant to a current holiday, unit of study, or topic of interest. Children three and older will sometimes have access to a computer for educational purposes. Television and computer use will never exceed 1.5 hours in a 24-hour period. Parents have the right to request their child not participate in these activities.

### Program and Policy Changes

Parents will be notified of any program changes affecting their child. Our goal is to provide what is deemed in the best interest of the child while keeping program transitions to a minimum. Parents will be notified of special events or calendar changes in writing through email.

Parents will be notified of changes to the policies of DP and any of the information provided in this handbook 30 days prior to enforcement of the changes. By signing the contract at time of enrolling a child, parties are agreeing to abide by any changes to this handbook and its policies for the duration of the enrollment period.

### Sample Daily Schedules

	Infant Room	Toddler Room
Arrival Time 7:30am-9:00am	Greetings Routine care (feeding, diapering, sleeping) Self-directed activities and play	Greetings Routine care (breakfast, diapering or using the toilet) Self-directed activities and play
Mid-morning 9:00am-10:30am	Naps for some, routine care for others Snacks Planned play: teacher directed activities Outdoor play, stroller walks	Routine care Snacks Planned play: teacher directed activities Outdoor play, stroller walks
Late morning/ Noon 10:30am-12:30pm	Lunch Clean-up Naps for some Self-directed play for those who are awake	Clean-up Outdoor play/Motor Area Routine care Lunch Clean-up
Mid-afternoon 12:30pm-3:30pm	Routine care Snacks Naps for some Teacher-directed activities Stroller walks	Naps
Late afternoon 3:30pm-5:15pm	Self-directed play Routine care Talk to parents Clean-up room, sanitize toys	Wake-up, routine care Self-directed play Talk to parents Clean-up room, sanitize toys



	Preschool Room
7:30-9:00am	Arrivals, free play
9:00-10:00am	Learning centers, academic instruction Circle Time (calendar, weather, songs, stories)
10:00-10:30am	Snack, get dressed for outdoor play
10:45-11:50am	Outdoor play, walks, field trips
12:00-12:45pm	Lunch
1:00-3:00pm	Naps
3:00-4:30pm	Wake up, snack Open-ended play
4:30-5:15pm	Art projects, large motor, dramatic play Clean-up Dismissals

### Regulatory Role of the Department of Health and Social Services

The Child Care Program Office, Department of Childcare Licensing has primary regulatory responsibility for the child care facilities in Alaska, including investigation of complaints. DP is a fully licensed facility under State licensing requirements. Any complaints regarding the facility or its program which cannot be satisfactorily resolved with the facility administrator may be referred to the Juneau office of Child Care Licensing.

State of Alaska Licensing Agency:

**Child Care Program Office**  
**Southeast Regional Office**  
**P.O. Box 110640**  
**Juneau, AK 99811**  
**907-465-4756**

### Child Abuse and Neglect Reporting

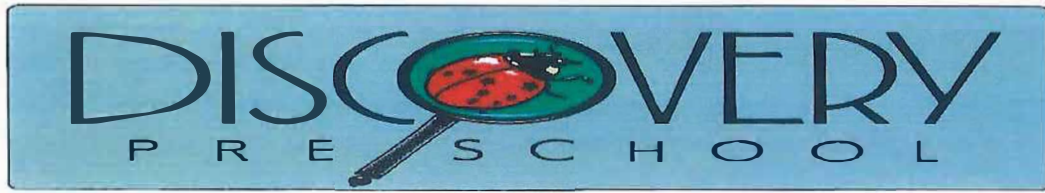
DP will conform to the requirements of Alaska State laws in reporting suspected incidents of child abuse and neglect. To report child abuse and neglect employees and parents can call one of the numbers listed below:

**907-465-1650**  
**907-465-4756**

**For a 'Parent's Guide to Licensed Child Care', please see the link below:**

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/forms/CC61-Parents-Guide-to-Licensed-Care-Teddy-Bear-Letter.pdf>

**Addendum A: Annual Scheduled Closures Calendar**



**Scheduled Closures for 2021**

**Thursday and Friday, December/ January 31<sup>st</sup> & 1<sup>st</sup> *New Years***

**Monday, January 18<sup>th</sup> *MLK Jr. Birthday***

**Monday, February 15<sup>th</sup> *Presidents day***

**Monday, March 29<sup>th</sup> *Memorial Day***

**Monday, May 31<sup>st</sup> *Memorial Day***

**Week, July 5<sup>th</sup> – 9<sup>th</sup>, *Independence Day Observed***

**Monday, September 9<sup>th</sup>, *Labor Day***

**Monday, October 18<sup>th</sup>, *Alaska Day Observed***

**Wednesday, November 11<sup>th</sup>, *Veteran's Day***

**Thursday and Friday, November 25<sup>th</sup> & 26<sup>th</sup>, *Thanksgiving***

**December 19<sup>th</sup> – January 2<sup>nd</sup>, *Christmas & New Years***

## **Addendum B: COVID 19 Mitigation Plan**

Revision Date: May 6<sup>th</sup>, 2020

Discovery Preschool (DP) will comply with all local and statewide mandates for safe operation of group child care. Revisions to this COVID 19 Mitigation and Operation Plan will be communicated through email to all families and employees associated with DP. All families and employees of DP are expected to comply with this written plan, as well as all local and statewide hunker down and social distancing orders as issued by government entities. **All DP students, employees, and related family members are required to self-isolate/quarantine at home for 7 days after any travel outside of Juneau.**

In brief, DP will ensure:

- New drop-off and pick-up procedures to maintain social distancing protocol between employees and parents.
- Daily wellness checks of employees and children will be instituted to protect the health and safety of every person associated with DP.
- Exclusion of sick children, related family members, and employees.
- Adequate supply security to ensure proper hygiene and routine disinfecting of all areas of the facility.

### **Drop Off and Pick Up of Students**

Currently, state mandates require DP to keep parents out of the building when possible. Until that mandate changes, drop-off and pick-up will occur in the entryway on Seward Street. Parents will be issued phone numbers via email of the employees from their children's classroom, and will need to call once parked in the loading zone. A DP employee will meet you and your child in the entryway, do a quick health screening, help your child say goodbye, and then walk your child to their classroom. DP employees will sign children in and out of the building each day.

Parents should comply with social distancing guidelines during drop-off and pick-up times. If one family is in the entryway, please wait until they leave before you enter. If this becomes difficult to manage, DP might need to schedule drop-off and pick-up times with families.

DHSS recommends the same parent does the pick-up and drop-off each day if possible.

Mothers who are breastfeeding, may choose to do so wherever they feel most comfortable.

### **Use of Masks**

The following will apply to the use of masks at DP:

- No child under the age of two years will be allowed to wear a mask. If an older child chooses to wear a mask, it is the family's responsibility to provide one that is age appropriate. If at any time during the day a child removes a mask from their face, the mask will be sealed in a plastic bag and sent home at the end of the day.
- Cloth and disposable masks will be available for employees and parents who choose to wear them.

- DP employees will receive training from the local health department about the proper use of masks.

### **Daily Wellness Checks**

DP students and employees who have a body temperature of 100.4 or above, a cough, or other signs of respiratory illness may not come to DP until symptom free for 72 hours. Parents are expected to monitor their child's wellness and keep them home when they are sick.

A DP employee will do a wellness check of each student, including a temperature reading with a non-contact thermometer, each day at drop off.

All DP employees will have a health screening and temperature check each day. Employees who have a fever or any respiratory illness will need to stay home until the symptoms have been gone for 72 hours.

### **Exclusion of Sick Children, Related Family Members, and Employees**

All families are expected to comply with the general health and illness policies in the parent handbook in addition to those outlined in this plan. Any DP student who develops a fever of 100.4 or above, or exhibits signs of respiratory illness while at DP will be isolated in the office, and a parent will be called to pick them up. Parents are expected to pick up sick children within 30 minutes of being called. DP employees who become ill while at work will be sent home immediately.

Any DP student or employee sent home with a fever, cough, or other respiratory symptoms, will be excluded from the facility for at least 72 hours after the symptoms are gone.

If any family member or employee associated with DP is home sick, or quarantining for any reason, related children also need to stay home.

**DP families and employees who travel outside Juneau must adhere to DHSS self-isolation mandates before returning to DP in any capacity.**

If Covid-19 is confirmed in any DP student, household member, or employee; DP will close for a 14-day period following any positive test result. The closure may be extended depending on spread and other community factors.

### **Healthy Hand Hygiene**

All DP students and employees will be vigilant about hand washing. Hands will be washed with soap and warm water for at least 20 seconds throughout the day. Hand sanitizer will be located throughout the facility for use when soap and water are not available. DP will limit children's use of hand sanitizer to only when necessary. DP employees will thoroughly supervise children's use of hand sanitizer to ensure safety.

All children and employees will engage in hand washing at the following times:

- Upon arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating, handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after changing diapers and pull-ups
- After using the toilet or helping a child use the bathroom

- After coming in contact with any bodily fluid
- After playing outdoors, or in sand and water

## **Social Distancing**

DP will follow state and local requirements for student group sizes in each classroom.

DP will follow these recommended strategies for social distancing in group child care:

- Parents should avoid entering the facility when possible.
- Children and employees will remain in their designated classrooms and not mingle with children from other classrooms.
- Employees will work with the same group of children every day when possible.
- Students will be separated as far as possible from each other at during nap and meal times.

DP employees will avoid initiating large group activities, however; children **will** naturally engage in regular close contact play with each other throughout the day. Employees will take children outside to play as often as the weather allows.

## **Daily Cleaning and Sanitizing**

Our cleaning and sanitizing routines will be intensified. All furnishings, toys, and learning materials which cannot be easily cleaned and sanitized have been removed from classrooms.

All toys and materials used by children will be washed with soapy water at the end of each day, or as needed.

Toys and materials will be rotated throughout the day if they become contaminated with kid germs and cannot be immediately washed

Frequently touched surfaces such as, doorknobs, faucets, light switches, countertops, chairs, tables, bathrooms will be cleaned with disinfecting spray and wipes three times per day or more as needed.

LAA custodial staff will continue to do regular nightly cleaning of the facility.

## **Meals**

Parents are expected to bring a lunch for their child each day.

Snacks will be provided by DP a few times each day; and as children request food. Employees will serve snack to individual children after they have supervised adequate hand washing.

Disposable plates, cups, and utensils will be used for the next several months.

## **Personal Belongings**

All children's belongings will be stored in sealed plastic bags or bins provided by DP. Children's nap belongings will be washed by DP employees every Friday. Soiled clothing will be sent home in plastic bags each day as needed.



## Addendum C: DP Contract



### Child Care Center Agreement

This Child Care Center Agreement sets out the Agreement for Discovery Preschool ("DP"), located at 206 4<sup>th</sup> St., Juneau, Alaska, to provide child care services for the below-listed child (herein, "Child") of \_\_\_\_\_ [Print Name of Guardian] and \_\_\_\_\_ [Print Name of Guardian] (herein together, "Guardian"):

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Terms and Conditions

1. Full-time / 3-day per week / 2-day per week [Circle One] child care services for Child will begin on \_\_\_\_\_ [Date].
2. The monthly tuition fee is \$ \_\_\_\_\_ [Fee] per month, paid in advance and due on the 1<sup>st</sup> day of each month. Tuition is based on enrollment in full-time, 3-day per week or 2-day per week child care services, not attendance. Tuition is late if not paid by the 5<sup>th</sup> day of each month. A \$50.00 late fee will be added to next month's tuition for late payment. Checks for tuition will be made payable to Discovery Preschool and placed in the payment box located at DP. Guardian is jointly and severally liable for monthly tuition fee.
3. The monthly tuition fee may be increased by DP upon 30-day written notice to Guardian (monthly tuitions funded by government-prescribed rates require no prior notice).
4. There is no monthly tuition fee rebate for any reason.
5. This Agreement may be terminated by Guardian upon 30-day written notice to DP.
6. DP may terminate this Agreement without notice if monthly tuition fee is a month late. DP may also terminate this Agreement, at DP's discretion, for the following reasons: (1) inability to meet Child and/or Guardian needs; (2) breach of this Agreement; (3) breach of DP Parent Handbook; and (4) aggressive behavior of Child, which poses a threat to other children or staff. If this Agreement is terminated by DP for the above-mentioned reasons, monthly tuition payments will not be refunded.
7. The DP Parent Handbook is incorporated into, and a part of this Agreement. The terms and conditions of this Agreement and the DP Parent Handbook may be amended by DP upon 30-day written notice to Guardian.
8. Guardian warrants and represents that Guardian has read, understands, and agrees to be bound by the terms and conditions this Agreement and the DP Parent Handbook.

X \_\_\_\_\_  
(Parent/Guardian's Signature) (Date)

X \_\_\_\_\_  
(Parent/Guardian's Signature) (Date)

X \_\_\_\_\_  
(Administrator's Signature) (Date)



Alaska Business License # **2108220**

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**Discovery Preschool**

206 4th St., Juneau, AK 99801

owned by

Rosemary Teresa Williams

is licensed by the department to conduct business for the period

June 23, 2020 to December 31, 2021  
for the following line(s) of business:

62 - Health Care and Social Assistance



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Anderson  
Commissioner



September 17, 2020

Dear Proposal Evaluation Committee for RFP NO 639,

It is my absolute pleasure to recommend Rosemary (Rose) Williams to become the new operator for the childcare facility located within the Alaska State Capitol Complex.

As the owner and administrator of Discovery Preschool from 2009-2020, I worked with Rose off and on for 8 years.

I thoroughly enjoyed my time working with Rose and came to know her as a truly integral asset to my team. Rose was in a leadership role at Discovery for most of the time we worked together, and I found her to be honest, dependable, and incredibly hard-working. Beyond that, she is an impressive teacher who is always looking for ways to attain new skills and knowledge. Rose is dedicated to her role of supporting children and families in Juneau by continuing to make Discovery Preschool a quality early learning institution.

Her developed understanding of the specific childcare needs of the Legislature and expertise in management has been a huge advantage to Discovery Preschool. She has put this skillset to work recently while managing Discovery in my absence.

Along with Rose's talent with children, she has always been an absolute joy to work with. She is a true team player, and always manages to foster positive discussions and bring the out the best in other employees.

Please feel free to contact me at [blueshibler@gmail.com](mailto:blueshibler@gmail.com), or 907-723-9970 should you like to discuss Rose's qualifications and experience further. I would be happy to expand on my recommendation.

Sincerely,

*Blue Shibler*



The Rookery at Gustavus  
Preschool & Child Care Programs  
PO Box 353  
Gustavus, AK 99826

To Whom It May Concern  
Regarding Rosemary Williams and Discovery Preschool

From 2013 through June 2020, I worked as the Executive Director for The Rookery at Gustavus which operated as a licensed child care center in Gustavus, AK. The center has since closed due to COVID-19, and I am now their contracted bookkeeper maintaining bare minimum compliance during our extended closure.

In August of 2018, I hired Rose as the Administrator/ Preschool Program Lead/ Facility Supervisor for our facility. I was her direct supervisor with an office off-site for the duration of her employment with us from then until her departure back to Discovery Preschool in May, 2020.

When we hired her, she had more experience at a licensed child care center than any of the rest of us had, but she was new to the administrator and supervisor roles. Rose had no trouble stepping into either of those roles, and I was never concerned in her ability to run the operation. Rose attended most of our monthly board meetings and was therefore involved in many upper management discussions which she is now responsible for there at Discovery Preschool. She worked to understand the larger picture of our organization even though it was not her responsibility to do so.

I have no question whatsoever that Rose is capable to own and operate Discovery Preschool, and am excited for this new chapter both for her and for her new business.

Please do not hesitate to email or call if you should have any further questions.

Erin Ohlson, The Rookery at Gustavus

[ErinOhlson@GustavusRookery.org](mailto:ErinOhlson@GustavusRookery.org) (907) 697-2424

PO Box 240182

Douglas

AK 99824

September 3<sup>rd</sup>, 2020

**Re: Reference for Rose Williams, Discovery Preschool**

To whom it may concern,

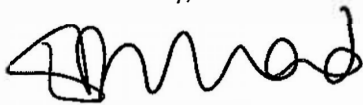
I have known Rose Williams since 2016 when our daughter Lexi joined Discovery Preschool as a 5-month-old. At the time Rose was the Lead Teacher in the Infant Room. Rose was (and continues to be) wonderful. As a first-time mom she instantly put my mind at ease and gave me the support and guidance I needed to navigate going back to work and leave Lexi at Discovery Preschool full time. As Lead Teacher Rose provided my daughter with a loving and safe environment, in which she clearly understood infant development, and delivered age appropriate early years education.

As my daughter grew up, I was thrilled when Rose moved to the Toddler Room as she is a natural with children of all ages and Lexi had formed a strong bond with her. She continued to be a key figure in my parenting journey and our daughter's life and development. I have no doubt that Lexi wouldn't be the remarkable girl she is today if it wasn't for Rose and Discovery Preschool.

Rose returning to run Discovery Preschool was fantastic news. Not only is she obviously passionate and committed to the childcare industry, she is part of the fabric of Discovery Preschool. I have no doubt that she will continue to build upon the strong foundations that Blue Schibler put in place.

Please don't hesitate to contact me if you have any questions or need more information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Isabel Felstead', with a stylized, cursive script.

Isabel Felstead

206 4th Street  
Juneau, AK 99801

**Discovery Preschool**  
**School Budget (w/o 0.00)**  
10/1/2020 to 9/30/2021

907-463-3030  
discoverypreschool907@gmail.com  
TaxID: 85-1568322

		Budget Amount	% of Budget Section	Total
<b>Revenue</b>				
Revenue From Services				
4000.00	Tuition	465,780.00	100.0 %	
		<b>465,780.00</b>		<b>88.7 %</b>
Other Revenue				
4214.00	CBJ COVID-19 Grant	59,325.00	100.0 %	
		<b>59,325.00</b>		<b>11.3 %</b>
<b>Total for Revenue:</b>		<b>525,105.00</b>		
<b>Expense</b>				
Operational Expenses				
5000.00	Office Supplies	4,500.00	1.1 %	
5005.00	School Supplies	12,000.00	2.8 %	
5015.00	Utilities	3,600.00	0.9 %	
5025.00	Insurance	13,800.00	3.3 %	
5055.00	Payroll for Program Staff	298,800.00	70.6 %	
5060.00	Owner's Draw	48,000.00	11.3 %	
5205.00	Meals	18,000.00	4.3 %	
5210.00	Accounting Services	5,700.00	1.3 %	
5215.00	PPE	4,500.00	1.1 %	
5220.00	Continuing Education	6,300.00	1.5 %	
5225.00	Background Checks	1,200.00	0.3 %	
5230.00	Fees and Licenses	1,200.00	0.3 %	
5063.00	JDC Loan Expenses	5,400.00	1.3 %	
		<b>423,000.00</b>		<b>85.7 %</b>
Tax Expenses				
5545.00	Payroll Taxes	70,848.00	100.0 %	
		<b>70,848.00</b>		<b>14.3 %</b>
<b>Total for Expense:</b>		<b>493,848.00</b>		