



Office Use Only

CHILD CARE LICENSING PROGRAM

Division of Public Assistance
Child Care Program Office

CHILD CARE FACILITY PARENT POLICIES CHECKLIST

Facility Name: _____

This form provides child care licensing with information about the facility's parent policies. Please submit this form and all applicable attachments to your local Child Care Program Office (CCPO) for approval.

REQUIRED:

7 AAC 57.410. At or before a child's admission, a child care facility shall supply a parent with the following information in writing:

- Enrollment requirements and procedures
- Fees and payment requirements
- Hours and days of operation, including holidays
- Summary plan for supervision of children (required for all facility types under 7 AAC 57.500 but must be in writing for centers per 7 AAC 57.410)
- Number and ages of children served
- Policies and provisions for ill children, including parent permission for medication, if applicable
- Typical daily schedule of activities for each age group of children in care (7 AAC 57.520)
- Television and movie viewing, video games, and computer use policy (in compliance with 7 AAC 57.520(a)(3) and (4))
- Behavior guidance practices (in compliance with 7 AAC 57.535)
- Cold weather outdoor play policy (following local school district outdoor recess policies is recommended)
- List of examples of meals and snacks served (7 AAC 57.560(a))
- Parent permission policy for activities away from the facility
- Transportation arrangements, if any (in compliance with 7 AAC 57.565(d))
- Parental access and visiting policy (in compliance with 7 AAC 57.520(e))
- Use of substitute, emergency, and volunteer caregivers
- Animals present in the facility, if applicable (in compliance with 7 AAC 10.1090 (b))
- Firearms in the facility, if applicable (in compliance with 7 AAC 10.1080 (c))
- Poisonous plants in the facility, if applicable (in compliance with 7 AAC 10.1095 (b))
- Information provided by the Department about: the parent's role to help ensure a reasonably safe and developmentally appropriate environment; about the complaint investigation role of the Department; and contact information for the Department. This is satisfied by the facility providing the parent with a copy of the ***Parents' Guide to Licensed Child Care CC 61***.
- Suspension and expulsion policy in compliance with behavior guidance practices in 7 AAC 57.535
- Policy for notifying parents about any changes to the information in the policies above

Note: Additional parent policies can be added at the discretion of the facility, such as: facility closures, termination of care notification requirements, etc.