



CHILD CARE LICENSING PROGRAM

Division of Public Assistance
Child Care Program Office

Office Use Only

CHILD CARE FACILITY PARENT POLICIES CHECKLIST

Facility Name: _____

This form provides child care licensing with information about the facility's parent policies. Please complete this form by checking off each item and indicate the page number where the information is located, and 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. Page # _____
Fees and payment requirements. Page # _____
Hours and days of operation, including holidays. Page # _____
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). Page # _____
Number and ages of children served. Page # _____
Policies and provisions for ill children, including parent permission for medication, as applicable. Page # _____
Typical daily schedule of activities for each age group of children in care (7 AAC 57.520). Page # _____
Television and movie viewing, video games, and computer use policy (in compliance with 7 AAC 57.520(a)(3) and (4)). Page # _____
Behavior guidance practices (in compliance with 7 AAC 57.535). Page # _____
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)). Page # _____
Parent permission policy for activities away from the facility. Page # _____
Transportation arrangements, if any (in compliance with 7 AAC 57.565(d)). Page # _____
Parental access and visiting policy (in compliance with 7 AAC 57.520(e)). Page # _____
Use of substitute, emergency, and volunteer caregivers. Page # _____
Animals present in the facility, if applicable and attach Animals on the Child Care Premises CC105. (in compliance with 7 AAC 10.1090 (b)). Page # _____
Firearms in the facility, if applicable and attach Firearms and Ammunition Storage CC103. (in compliance with 7 AAC 10.1080 (c)). Page # _____
Poisonous plants in the facility, if applicable and attach Plant Safety Plan CC93. (in compliance with 7 AAC 10.1095 (b)). Page # _____
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. Page # _____
Suspension and expulsion policy in compliance with behavior guidance practices in 7 AAC 57.535. Page # _____
Policy for notifying parents about any changes to the information in the policies above. Page # _____

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