

# Pre-Elementary School Application for Approval Handbook



Alaska Department of Education & Early Development  
Division of Teaching & Learning Support  
801 W. 10<sup>th</sup> St., Ste. 200  
P.O. Box 110500  
Juneau, AK 99811-0500

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## **Responsibilities of Pre-Elementary Schools Operating in Alaska**

- Know your approval expiration dates. The Department of Education and Early Development (EED) is not responsible for notifying individuals of impending expiration dates.
- Meet renewal requirements before your renewal date.
- Keep abreast of any changes in pre-elementary school regulations.
- Notify the department within 30 days of major changes in written policies, plans, programs and other information included in the initial application.

  
**Department of Education & Early Development**  
*Teaching & Learning Support*  
**Pre-Elementary School Application for Approval**  
**Submittal Instructions**

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All pre-elementary schools that receive public funding must be approved by the Department of Education & Early Development (EED) prior to providing services. Private pre-elementary schools may operate without approval by EED as long as they are licensed by the state or municipal child care agency. **Incomplete application packets will be returned to the sender.** A complete Pre-Elementary School Application for Approval must include the following:

1. Copy of background check receipt for employees required by 7AAC 10.900
2. Approved Fire Inspection Report
3. Completed Request for Health & Safety Inspection
4. Completed Pre-Elementary Application
5. \*Assurance of Compliance Form (\*required from programs receiving direct state or federal funding)
6. \*\*Copy of a state or municipal childcare license (\*\*required if programs are also licensed through the childcare licensing.)

**Step One – Alaska Criminal Background Checks**

Facilities licensed by the state child care office are not required to complete additional background checks or inspections for pre-elementary staff who have successfully completed the process through state child care licensing. All other pre-school staff that work directly with children, including certified public school teachers and staff employed by facilities licensed by the Municipality of Anchorage must go through the Alaska Background Check Program in addition to their previous background check. The Alaska Background Check Program uses a separate system that includes a more extensive search and an ongoing alert system that is reported directly to EED as the oversight agency. A new background check is required anytime an individual is not associated with this system for 100 days or more or if it has been six years since the last background check.

Refer to 7 AAC 10.900 for more information on the purpose, application and exceptions of this process. Background checks can take several weeks so it is important to submit the application right away. All existing Pre-Elementary programs recognized by EED have been assigned their own on-line account to access the Alaska Background Check Application. If you are starting up a new program, contact [Melora.Gaber@alaska.gov](mailto:Melora.Gaber@alaska.gov) or call 907-465-8707 as soon as possible so a new account can be created for you. Background checks from other agencies will not be accepted. Provide the receipt for each background check when you submit your initial application to EED. The initial cost of a new application is \$76.50 which includes the \$25 fee for processing the application and \$51.50 for processing both state and federal finger prints. Contact your local law enforcement agency to locate an authorized entity to prepare the fingerprint card. Payment for this is separate and the cost for this service will vary. For more information about this process please contact:

Alaska Background Check Program

Phone: (907) 334-4475

Fax: (907) 269-3488

e-mail: [BCUnit@alaska.gov](mailto:BCUnit@alaska.gov)

URL: <http://www.hss.state.ak.us/dhcs/CL/bgcheck/default.htm>

## **Step Two - Fire Inspections**

All buildings housing a pre-elementary school program must successfully complete a fire safety inspection prior to opening. Currently approved facilities must submit in writing a request for an inspection no later than 90 days prior to the expiration date noted in the approval letter to ensure adequate time for scheduling and successful completion of the inspection. Contact the local fire marshal if your building is located within the following municipalities: Fairbanks, Anchorage, Juneau, Kenai, Ketchikan, Seward, Sitka, Soldotna, Wasilla/Lakes or Kodiak. Programs operating outside of these municipalities must contact the appropriate regional fire authority. There are three regional offices that are responsible for Southeast, South Central and the Northern Region of Alaska. It is the responsibility of the pre-elementary school administrator to work with the appropriate authority to ensure that fire safety inspections are conducted on a regular basis as determined by the state or municipal fire marshal. If the program is in a remote location, a designee of the fire marshal may do the inspection. Once the inspection has been completed the inspector will send the report to the applicant who will make the required corrections by the date specified in the report. Failure to make the needed correction can result in denial or revocation of EED approval to operate. The final approved report must be submitted with the pre-school application form. Contact information for regional and local fire departments and the *Request for Fire Marshal Inspection Form* are provided in Section I, pages 12 - 14.

## **Step Three - Health and Safety Inspections:**

All pre-elementary schools must pass a facility health and safety inspection prior to opening or receiving a renewal. Currently approved facilities must submit in writing a request for an inspection no later than 90 days prior to the expiration date noted in the approval letter to ensure adequate time for scheduling and successful completion of the inspection. Site administrators are required to ensure that these inspections occur by completing the *Request for Health and Safety Inspection Form* provided in Section I, page 15. This form must be typed and submitted electronically to [melora.gaber@alaska.gov](mailto:melora.gaber@alaska.gov). The request will be processed and forwarded to the appropriate agency by EED. Once the agency receives the request, an inspection will be scheduled. After the inspection is completed the inspector will go over the results of the inspection with the appropriate staff while on site. The written report will be submitted by the inspector directly to EED. After reviewing the report and considering additional information from the site, EED will prepare a letter summarizing any corrective actions and the timeframe in which they must be completed. Failure to make the needed corrections by the time indicated in this letter can result in denial or revocation of EED Approval to operate. Facilities such as school districts and Head Start programs may be inspected through a different state or federal government process as long as all sited requirements on Pre-Elementary School Health and Safety Inspection (form# 05-13-021b) are reviewed and reported to EED. The complete Health and Safety Inspection check list can be found in Section II, Page 2.

## **Step Four – Completing the Pre-Elementary School Application**

Applications for existing programs must be submitted 90 days prior to the programs initial opening or the existing programs expiration date. Mark the appropriate box at the top of the cover page of the application to indicate whether this is your initial application, a renewal, or an information update. Applications must be typed. The Name of Operator is the individual who is legally responsible for the program. This could be your director, owner, CEO or president depending on your organization. The individual signing this page is verifying that the program is, and will remain, in compliance of the laws and regulations governing the operation of a pre-elementary school program and that the information provided is accurate. If the school receives direct state or federal funding, the signature also indicates that these public pre-elementary schools will implement the Early Learning Guidelines, conduct assessments on all domains, and provide an end of the year report annually to EED. This report must also be made available to parents and the community. Section I, Item A is requesting general information. If you do not have a central office (# 2) or a parent co-operative (#5) mark N/A. Section I,

Item B pertains to the operation of your program. Make sure the dates and time of operation are accurate as this information will be provided to the facility health and safety inspectors for scheduling purposes. Make sure ALL staff are listed under Staff Qualification (#4). Updates will need to occur with each staff change; noting the start and end date of each employee. Pre-elementary schools that receive public funds and use other government agencies to complete inspections may use *Assurance of Compliance with Pre-Elementary School Regulations* (Section I, page 11) to verify compliance. This signed assurance page accounts for the fire inspection and the health and safety inspection. Section C identifies what is needed for a complete application packet. Incomplete packets will be returned. To expedite processing, please e-mail the 4 page application and send the complete packet through the mail. Additional information about application submission is located on Section I, page 18.

## **Step Five – Annual Reports**

### Annual Assessment Report- Due August 1<sup>st</sup>:

The Annual Assessment Report form (05-13-021a) for programs receiving state or federal funding can be found at: <http://education.alaska.gov/forms/home.cfm> and is also located in Section II page 19 of this Handbook. The report shall describe the progress of each child based on the department's Publication *State of Alaska Early Learning Guidelines*, dated December 2007. Each pre-elementary school must assess each child to determine the child's progress of status on all domain areas of development as described in this publication. At the end of the year, each program must prepare a report, based on the assessment results for parents and the public that describes the effectiveness of their program in each domain area. It is up to the program as to what type of curriculum or assessment tool to use as long as each domain is addressed. The State of Alaska Early Learning Guidelines can be found at:

<http://education.alaska.gov/publications/EarlyLearningGuidelines.pdf>

Best Beginnings offers several versions of three activity guides to help incorporate these guidelines into daily activities for home, at school or at play. The books are available in English, Spanish, and Yupik and address activities for children from birth to age 6:

<http://www.bestbeginningsalaska.org/early-learning-materials.html>

# Section I

## Application for Approval & Submittal Instructions

# Alaska Pre-Elementary School Application for Approval

Initial  Renewal  Information Update

**All sections of the application must be submitted 90 days in advance of the expiration of the program approval. Applications should be typed and saved for future updates.**

In compliance with the Alaska Department of Education & Early Childhood Regulations, Chapter 60, 4AAC 60.030:

\_\_\_\_\_ as \_\_\_\_\_  
(Name of Authorized Operator) (Position/Title)

of the \_\_\_\_\_  
(Official Name of the School/ District/Organization)

on \_\_\_\_\_ hereby apply to operate  
(Month/Day/Year)

\_\_\_\_\_ the principal buildings of which  
(Name of Pre-Elementary School)

are situated at \_\_\_\_\_  
(Physical Location of Pre-Elementary School including room #)

City of \_\_\_\_\_ State of Alaska, \_\_\_\_\_  
(Zip)

\*\*\*\*\*

Our program agrees to stay current and in compliance with the laws and regulations governing the operation of pre-elementary school in Alaska. If operating as a **public** pre-elementary school, our program also agrees to:

- (1) implement the Early Learning Guidelines;
- (2) conduct appropriate assessments on all domains; and
- (3) provide an end of the year report of progress annually to EED.

I certify that all the information contained in, or attached to, this application is accurate and complete.

\_\_\_\_\_  
Authorized Signature, Title

\_\_\_\_\_  
Date

**A. General Information**

*It is the responsibility of the pre-elementary school to notify the Department of Education & Early Development 30 days in advance of any changes in administration.*

<b>1. Site Information</b>			
School Name: _____			
On-Site Administrator/ Lead Teacher: _____		(Name and Title)	
Mailing Address: _____			
(Address)		(City)	(Zip)
Phone: _____	Fax: _____	Email: _____	

<b>2. Central Office Information (if approval involves multiple sites supervised by one office)</b>			
Name of Central Office: _____			
<b>Central Office Contact</b>			
Name: _____		Title: _____	
Mailing Address: _____			
(Address)		(City)	(Zip)
Phone: _____	Fax: _____	Email: _____	
<b>Where Do You Want All Correspondence Directed?</b> Site <input type="checkbox"/> Central <input type="checkbox"/>			

<b>3. Organization Legally Responsible for the Program</b>			
Name: _____		Contact Name: _____	
Mailing Address: _____			
(Address)		(City)	(Zip)
Phone: _____	Fax: _____	Email: _____	

<b>4. Owner of the Land on Which the School is Located</b>			
Organization Name: _____		Contact Name: _____	
Mailing Address: _____			
(Address)		(City)	(Zip)
Phone: _____	Fax: _____	Email: _____	

<b>5. Parent Cooperative President/Chairperson</b>			
Name: _____			
Mailing Address: _____			
(Address)		(City)	(Zip)
Phone: _____	Email: _____		
How often does the president/chairperson change? _____			







  
**Department of Education & Early Development**  
*Teaching & Learning Support*  
**Pre-Elementary School Application for Approval**  
**Assurance of Compliance**

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Assurance of Compliance with Pre-Elementary School Regulations

For use by pre-elementary school programs applying under 4AAC 60.035(b)

**Alaska pre-elementary school programs are required to:**

- have completed criminal history checks for all adults that work directly with children and have taken appropriate action based on the findings, as per 4AAC 60.035;
- have completed health and safety inspections and have taken appropriate action based on the findings as per 4AAC 60.035; and
- maintain compliance with Alaska Department of Education & Early Development regulations for the operation of a pre-elementary school in Alaska.

*By my signature below, I agree, upon the approval of the pre-elementary school application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Alaska Pre-Elementary School Application for Approval**  
*Teaching & Learning Support*  
**Request for Fire Safety Inspection**

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1. A pre-elementary school applying to the Department of Education & Early Development must request a fire safety inspection to be completed by the state fire marshal, a municipal fire marshal or other designated fire authorities, when the state has deferred to municipal authority under 13 AAC 50.027(b) and 13 AAC 50.075. *Municipal fire authorities are responsible within the city limits of Fairbanks, Anchorage, Juneau, Kenai, Ketchikan, Seward, Sitka, Soldotna, Wasilla/Lakes and Kodiak.* If the program is in a remote location, a designee of the fire marshal may do the inspection. Contact the closest regional fire marshal for more information.
2. Fees may apply. It is the responsibility of the school to pay all applicable fees directly to the state fire marshal.
3. It is the responsibility of the school administrator to work with the appropriate authority(ies) to ensure that fire safety inspections are conducted on a regular basis determined by the state or municipal fire marshal. Contact information for regional and local fire departments and the *Request for Fire Marshall Inspection* form are provided on the following pages of this handbook.
4. After the inspection has been completed, the inspector will send the report to the applicant who will make the required corrections by the date specified and notify the inspection officer when the corrections have been made.
5. Failure to respond to a correction notice can result in denial or revocation of Department of Education & Early Development approval to operate.
6. It is the responsibility of the school to provide Department of Education & Early Development with a copy of the inspection report.
7. Contact Melora Gaber, Education Specialist at Department of Education & Early Development, at 465-8707 for further information.



## Alaska Regional and Local Fire Authorities

### Regional Fire Authorities

**AK Dept of Public Safety**  
Division of Fire Prevention  
Southeast Regional Office  
P.O. Box 111200  
Juneau, AK 99811  
(907) 465-4331

**AK Dept of Public Safety**  
Division of Fire Prevention  
South Central Regional Office  
5700 E. Tudor Rd.  
Anchorage, AK 99605  
(907) 269-5637

**AK Dept of Public Safety**  
Division of Fire Prevention  
Northern Regional Office  
1979 Peger Rd  
Fairbanks, AK 99709  
(907) 451-5200

### Local Fire Authorities

**Anchorage Fire Department**  
Fire Prevention Division  
4700 Elmore Rd.  
Anchorage, AK 99507  
(907) 267-4900

**Fairbanks Fire Department**  
Deputy Fire Marshall  
656 7<sup>th</sup> Ave.  
Fairbanks, AK 99701  
(907) 459-6500 ext 6615

**Capital City Fire & Rescue**  
CBJ Fire Marshall  
820 Glacier Ave.  
Juneau, AK 99801  
(907) 586-5322

**Wasilla/Lakes**  
101 W. Swanson Ave.  
Wasilla, AK 99654  
(907) 373-8832

**Kenai Fire Department**  
105 South Willow St.  
Kenai, AK 99611  
(907) 283- 7666

**Seward Volunteer Fire Dept.**  
P.O. Box 167  
Seward, AK 99664  
(907) 224-3445

**Kodiak Fire Department**  
219 Lower Mill Bay Rd.  
Kodiak, AK 99615  
(907) 486-8040

**Ketchikan Fire Department**  
319 Main St.  
Ketchikan, AK 99901  
(907) 225-9616

**Sitka Fire Department**  
209 Lake St.  
Sitka, AK 99835-7562  
(907) 747-3233

**Soldotna Fire Department**  
231 S. Binkley St.  
Soldotna, AK 99669-8011  
(907) 262-4792



# FY\_\_ PRE-ELEMENTARY SCHOOL ANNUAL ASSESSMENT REPORT

*(Due August 1<sup>st</sup> annually )*

**Program Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Each site must report separately)*

**School District/Grantee:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Community:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

*(Superintendent/Director or Authorized Designee)*

**Printed Name/Title** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Section One: - Enrollment

Pre-School Information Only	Age 3	Age 4	Age 5
Total children served current year			
Total children on waitlist current year			
Projected children to be served next year			

## Section Two – Teacher Qualification:

Teacher Names	Teaching Certificate Type/Date	Endorsements Type/Date	MA/MS	BA/BS	AA	ECE Cert	CDA
Paraprofessional Names	Teaching Certificate Type/Date	Endorsements Type/Date	MA/MS	BA/BS	AA	ECE Cert	CDA



### **Section Three – Assessment Information**

- 1) Briefly describe how your program utilizes the Alaska Early Learning Guidelines:
- 2) Name the assessment tool(s) used to assess each domain:
- 3) Describe how assessment information for individual children is shared with parents. This description should include:
  - a. When assessments are generally scheduled and how you ensure that all children are assessed;
  - b. The process in which the results of the assessments are reviewed by teachers to improve or adjust instruction;
  - c. The process used to explain assessment results to parents;
  - d. Parent involvement opportunities including the sharing of resources and teaching strategies to support or enhance their child’s learning.

### **Section Four – Assessment Results:**

- 4) Provide assessment results in the following areas: *(Use graphs or charts if available. You may also refer to computer generated reports or other documentation as long as information for each Domain is clearly identified.)*

**Domain 1: Physical Well-Being, Health and Motor Development**

**Domain 2: Social Emotional Development**

**Domain 3: Approaches to Learning**

**Domain 4: Cognition and General Knowledge**

**Domain 5: Communication, Language and Literacy**

### C. Checklist of Required Attachments

Include all of the following items in a single application packet. Please confirm with each checkbox that each item is included before sending. Make sure all items are identified clearly. **Items 1-4 must be submitted for each site.**

- 1. Complete Application (*typed, signed and dated*)
- 2. Criminal History Check(s) receipts
- 3. Request for Fire Inspection and/or Final Report
- 4. Request for Health & Safety Inspection
- 5. \*Assurance of Compliance form  
(\*for use by public pre-elementary school programs applying under 4AAC 60.035(b))
- 6. \*\* Copy of Child Care License  
(\*\* for programs that are licensed through the state childcare licensing agency)

### APPLICATION SUBMISSION

All sections of the application must be submitted no later than 90 days in advance of the expiration of approval or initial opening of a new program. All sections of the application may be submitted by fax or electronically EXCEPT for the two signature pages, which must be mailed. The application may be emailed as a word document to [melora.gaber@alaska.gov](mailto:melora.gaber@alaska.gov) or it may be saved onto a CD and mailed to the address below. The signature pages must be printed and sent by mail, with original inked signatures. Once the pre-elementary school is approved, all information that expires annually must be submitted to this office as soon as possible. Please send one complete packet and clearly indicate each item. Mail the completed Application Form including all attachments to:

**Alaska Department of Education & Early Development  
ATTN: Melora Gaber  
801 W. 10<sup>th</sup> St., Ste. 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500**

### EARLY DEVELOPMENT CONTACTS

Paul Sugar, Collaboration Director	907-465-4862	<a href="mailto:paul.sugar@alaska.gov">paul.sugar@alaska.gov</a>
Melora Gaber, Head Start Manager	907-465-8707	<a href="mailto:melora.gaber@alaska.gov">melora.gaber@alaska.gov</a>
Samantha Wilson, Education Program Assistant	907-465-8723	<a href="mailto:samantha.wilson@alaska.gov">samantha.wilson@alaska.gov</a>
Early Learning Fax	907-465-2806	

***Please make a copy for your files of all documents submitted to the Department of Education & Early Development.***

# Section II

## Health & Safety Inspection Form Annual Assessment Report Form



**State of Alaska**  
**Department of Education and Early Development**  
**Division of Teaching and Learning Support**



Early Learning Program

Pre-Elementary School Health and Safety Inspection

Facility Name:		Date:
Facility Address: (Street, City, Zip)		Phone: (907)
Facility Hours of Operation:		Class Schedule(s):
Administrator (Person in Charge):		
Reason for Inspection: <input type="checkbox"/> New Application <input type="checkbox"/> Approval Renewal <input type="checkbox"/> Follow up inspection <input type="checkbox"/> Special request		

Licensing Specialist:	<input type="checkbox"/> CCPO <input type="checkbox"/> MOA	
Number of Children Enrolled:	Number of Children Present:	Number of Caregivers Present:
Arrival Time:	Departure Time:	Arrival Time:                      Departure Time:
Date Delivered/Sent by Licensing Specialist to Provider:	Type of Delivery: <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Regular Mail <input type="checkbox"/> Certified Mail	
Date Delivered/Sent by Licensing Specialist to EED:	Type of Delivery: <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Emailed <input type="checkbox"/> Faxed	

Licensing Specialist Signature:	Date:
Licensing Supervisor Signature:	Date:

**Key: NR = Not Reviewed**

**C = Compliance**

**NC = Noncompliance**

**D = Discussed**

**NA = Not Applicable**

**Definition of Caregiver - an individual in contact with children in a Pre-Elementary School whose duties include care, supervision and education.**

**Life and Fire Safety 7AAC 10.1010**

(f) Facility shall conduct emergency evacuation drills at least (1) once per month.

(g) Facility must retain a record of each required evacuation drill and make available to the Department of Education & Early Development (EED) and Department of Health and Social Services (DHSS) and must include:

(1) the date and time of the drill;

(2) the name of each employee on duty at the time of the drill;

(3) the name of each child in care who was present at the time, but did not participate in the drill, and the reason for the nonparticipation;

(4) the amount of time required to complete the drill;

(5) a critique of the drill as described in (h);

(6) documentation of the reason of any postponement of (f) under this section, and the rescheduled date to conduct the postponed drill; and

(7) documentation of the reason for any modification under (f) of the section and a description of the nature of the modification.

(h) The critique required by (g) (5) of this section must include:

(1) a review of action taken by each employee;

(2) a review of responses by children in care during the drill;

(3) an evaluation on whether existing policies were followed and if not a description of why a policy was not followed;

(4) an evaluation on whether the policies followed were effective and if not a description of how any policies will be revised for future drills;

(5) for any critique that indicates a drill was ineffective in any way, an identification of factors contributing to an ineffective drill; and

(6) any suggestions for improving future drills.

(j) Facility must maintain one disaster kit containing the following items:

(1) at least one flashlight and batteries;		
(2) at least one battery-operated radio and batteries;		
(3) potable water;		
(4) nonperishable food; and		
(5) blankets.		
(k) Facility must have at least one carbon monoxide detector installed per level of the facility that is no more than three feet from the entrance to a sleeping area and is inspected, tested and serviced.		
<b>Heating and Heating Devices 7AAC 10.1015</b>		
(a) Room temperature in the facility is maintained at 65 degrees Fahrenheit, adjusted as needed for the majority of children in care to be comfortable, and the room is draft-free.		
(b) The entity shall ensure that:		
(1) Each heating device is installed and maintained in a safe and serviceable manner and is:		
(A) vented to the outside if the device is fuel burning; vents or stacks leading from a heating unit must be air-tight at joints so that fumes, smoke, or unburned gases cannot pass from the device, vent, or stack into the entity;		
(B) equipped with protective devices if presenting a hazard because of an exposed flame or heating element; heat sources must be shielded in a manner that prevents burn injury; the shield must be far enough from the heat source to prevent it from smoldering or burning;		
(C) not placed or located in sleeping quarters during sleeping hours, unless the facility lacks a separate sleeping area, or in exit ways or corridors at any time; and		
(2) An open flame heater is not used, except for a fireplace that complies with 13AAC 50, 13AAC 55, and other applicable regulations and municipal building codes. If a fireplace is used, it must have a protective screen or gate, and the area near the fireplace must be kept free of clutter and combustible or flammable material.		

<p>(c) Any portable electric heater is equipped with a tip over switch and is kept out of the reach of children and away from flammable objects in accordance with manufacturer's recommendations. The facility has developed and implemented a policy outlining the safe and proper use of portable heaters.</p>		
<p><b>Toilet Facilities, Sinks, Showers, and Bathing Facilities 7AAC 10.1030</b></p>		
<p>(a) There is at least 1 toilet and 1 hand sink for every 15 or fewer persons.</p>		
<p>(b) Clean and sanitary toilet facilities are provided and maintained in each toilet room, including:</p>		
<p>(1) at least one easily cleanable waste receptacle is provided; the waste receptacle must be covered if it is used to dispose of soiled diapers;</p>		
<p>(2) toilet tissue is provided from a wall-hung or protected container at each toilet;</p>		
<p>(3) if one or more partitions are used between toilets, each partition is raised at least 12 inches from the floor and is smooth and easily cleaned;</p>		
<p>(4) each step stool, if provided, has a non-slip tread made of a water-impervious, durable material;</p>		
<p>(5) each floor and wall is covered with smooth, durable, nonabsorbent, easily cleaned material; and</p>		
<p>(6) each toilet lid, seat, and handle and each hand sink is kept clean and sanitary.</p>		
<p>(c) Each portable tub, bedpan, and potty-chair, as applicable, is emptied into a toilet, and is cleaned and sanitized in a utility sink or another place approved by the department. The utility sink or other area is used only for this purpose and is cleaned and sanitized after each use</p>		
<p>(d) Each hand sink is used only for its designated purpose and is equipped with soap and:</p>		
<p>(1) at least one accessible heated air hand-drying device or single-use towel dispenser if towels are discarded after each use; or</p>		
<p>(2) cloth towels, if each towel is laundered after each use; or</p>		

<p>(3) individual cloth towels assigned to each child if each towel is used only by that child with towels cleaned or laundered at least every seven days and before assignment to another child.</p>		
<p><b>Premises 7AAC 10.1035</b></p>		
<p>(a) An entity shall ensure that:</p>		
<p>(1) the premises and surrounding grounds are kept clean, sanitary, safe, and in good repair;</p>		
<p>(2).the premises and surrounding grounds are free of hazards including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys, steep stairways, ice on walkways, and unsafe play areas;</p>		
<p>(3) insects, rodents, and other pests are controlled and the premises is kept free of conditions that are likely to attract or harbor pests; if the department determines the facility is not adequately controlling pests the department may require the facility to hire a commercial pest control applicator, or if not available take other appropriate measures;</p>		
<p>(4) outdoor areas, if provided, are well drained and free from deep depressions that may collect standing water; if necessary to ensure the safety of children, an outdoor recreation area with landscaping, a fence, or other effective barrier that prevents or deters access to a busy roadway or other potential hazard will be required;</p>		
<p>(5) ventilation by natural or mechanical means is provided to keep air fresh and to prevent accumulation of heat, steam, condensation, vapors, smoke, or fumes; openings to the outside must prevent the entrance of rodents, insects, and other pests;</p>		
<p>(6) walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms;</p>		
<p>(7) lead-based paint is not used, and any painted surface is free from flaking;</p>		
<p>(8) stairways and steps have handrails and non-slip treads or covering;</p>		
<p>(9) at any fixture that is accessible to children, hot water temperature is no less than 100 and no more than 120 degrees Fahrenheit;</p>		



(10) self-dispensing or metering faucets, if used, provide a flow of water for at least 10 seconds;		
(11) an artificial light source is provided in each area of the facility; the light must be sufficient and appropriate for the activities performed in each area by caregivers or by children;		
(12) cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children; there must be a closet, storeroom, or other area separate from the area where the children are present for the storage of janitorial equipment and cleaning supplies; and		
(13) furniture and equipment is durable, safe, easily cleanable, and is kept clean and in good repair.		
<b>General Cleaning and Sanitation Standards 7AAC 10.1040</b>		
(a) An entity shall ensure that:		
(1) each table or highchair used for food is in good repair, is easily cleanable, and is cleaned and sanitized after each use;		
(2) uncarpeted floors, low shelves, walls, door knobs, and other surfaces often touched by children are cleaned and sanitized at a frequency to keep the surfaces clean and sanitary; in each carpeted area, the carpet is vacuumed and shampooed at a frequency to keep it clean;		
(3) each interior waste receptacle is kept clean and emptied as often as necessary to prevent overflow;		
(4) any surface contaminated by a body fluid, including saliva, blood, mucus, vomit, urine, feces, or injury discharge is immediately cleaned and disinfected using the universal precautions listed in the following section, including the use of gloves and the caregiver hygiene requirements listed in 7AAC 10.1050 below; and		
(5) cleaning that may present a hazard to children is done only when a room is not occupied by children; and		
(6) all bedding is laundered:		
(A) at least once every seven days;		
(B) before assignment to another child ; and		
(C) whenever soiled.		

### Universal Precautions 7AAC 10.1045

Precautions shall be taken to reduce risk against the spread of a communicable, contagious, or infectious disease that could pose a significant threat to the health, safety, or welfare of children. Precautions include:

(1) seeking and complying with current medical and sanitation advice on communicable, contagious, or infectious diseases;

(2) adopting universal precautions, including the use of gloves, to handle potential exposure to blood, blood-contaminating body fluids, and injury discharges;

(4) ensuring that caregiver hygiene requirements listed in 7AAC 10.1050 below are met;

(5) encouraging children to wash their hands under the circumstances described below:

(A) before food handling, preparation, serving, or table setting;

(B) before eating;

(C) after toileting;

(D) after handling pets or other animals; and

(E) when hands are contaminated with a body fluid, including after nose wiping; and

(6) encouraging children to wash their hands before and after participation in moist play, including molding clay or painting.

### Caregiver Hygiene 7AAC 10.1050

(a) Caregivers with a communicable disease, rash, or infection, or an acute respiratory infection, may not work in a facility in any capacity in which the staff member could possibly transmit that disease, rash, infection, or respiratory infection to a child.

(b) Caregivers shall conform to good hygienic practices, including those described above in 7AAC 10.1045 and this section.

(c) A caregiver shall thoroughly wash the caregiver's hands with soap and warm running water and rinse with water:

(1) before food handling, food preparation, food serving, or setting a table;

(2) after toileting, diapering, or assisting with toileting or diapering;

(3) before and after assisting with tooth brushing;

(4) after handling animals, animal waste, or animal cages;		
(5) before and after giving medication, except as provided in (d) of this section;		
(6) before and after participation in moist play including molding clay, painting, and cooking; and		
(7) whenever hands are contaminated with a body fluid, such as nose wiping.		
(d) If the caregiver is administering medication to more than one child and during the process touches the child, or a surface that might be contaminated, the caregiver may use a bacteriocidal or viricidal hand rinse or hand dip between each administration instead of handwashing.		
(e) If a caregiver uses gloves, the caregiver shall wash the caregiver's hands immediately after the gloves are removed even if the hands are not visibly contaminated. The use of gloves does not preclude or substitute for handwashing.		
(f) If a caregiver provides tooth brushing assistance, the caregiver shall dispense the toothpaste from a shared container in a manner that will not contaminate the toothpaste container.		
<b>Additional Health and Safety Provisions 7AAC 10.1060</b>		
(a) An entity licensed to provide care for infants and children shall:		
(1) install safety gates to prevent access to stairs, if applicable;	NA	
(2) install outlet covers in all unused electrical outlets; and		
(3) use safe and sanitary equipment and supplies for diapering and toileting, including easy accessibility for the caregiver to wash the caregiver's hands after changing a diaper or assisting a child with toileting.		
(d) A facility that provides diapering shall develop, and ensure that each caregiver follows written diaper changing procedures that minimize the spread of disease and the risk of contamination to hands and surfaces.		
(e) In addition to the requirements of (d) of this section, an entity shall ensure that:		
(1) the diaper changing area:		
(A) is not located in a food preparation area and is not used for temporary placement or serving of food; and		

(B) has one accessible hand sink located in, or immediately adjacent to, that area;		
(2) each surface used for changing diapers is smooth, durable, nonabsorbent, and easily cleanable;		
(3) sufficient quantities of clean diapers are available and are neatly stored;		
(4) non-latex gloves and hand washing supplies are available to prevent contamination, and are used in accordance with universal precautions as listed above;		
(5) soiled clothing or cloth diapers, fecal contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in:		
(A) an impervious bag to be given to the parent for laundering, if applicable; or		
(B) an easily cleanable container with a firmly fitted cover; the container must be:		
(i) lined with plastic;		
(ii) designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper;		
(iii) provided within the caregiver's reach of the diaper changing area; and		
(iv) emptied, cleaned, and sanitized daily;		
(6) each diaper changing surface is cleaned and sanitized after each use; single use, disposable covers must be disposed of immediately after diapering, and do not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated;		
(7) after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into a container described in this section;		
(8) if single-use, disposable wipes are used during diapering, they are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in:		

(A) an impervious bag to be given to the parent for laundering, if applicable; or		
(B) a container described above;		
(9) diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and		
(10) children do not handle diaper changing supplies.		
(f) Individual cloth towels are used for bathing; toothbrushes, and combs used by a child are stored separately to prevent contamination and are labeled with the child's name. If a storage rack is used, the rack must be cleaned and sanitized or replaced when visibly soiled and after contamination with blood or another body fluid.		
(g) Except for toys brought by children for personal use, the entity shall ensure that:		
(1) toys used by children are kept clean and sanitary;		
(2) if a toy has been mouthed or is otherwise contaminated, that toy is cleaned and sanitized before use by another child;		
(3) toys used by children are cleaned at least once every seven days or when soiled.		
(h) If a water play table is used by children:		
(1) the water in the table is maintained at 2 – 10 parts per million chlorine solution during use; use chemical test strips frequently to ensure concentration levels are maintained;		
(2) each child using the table has hands washed before and after playing at the water table;		
(3) a child with open sores or wounds does not play at the table;		
(4) water is discarded after each day of use; and		
(5) the table is cleaned and sanitized after each day of use.		
(i) Play areas (indoors or outdoors) are free of hazards that can cause injury, including:		
(1) selection and maintenance of play equipment so that it:		
(A) is securely anchored, unless it is portable and self supporting;		

(B) is free of entrapment, pinch, or crush points;		
(C) is free of sharp points, corners, or edges; and		
(D) provides clearance between the equipment and any objects that may cause injury; and		
(2) cover areas around and under play equipment that has a fall height of three feet or more with a shock absorbing material; concrete or asphalt may not be used under play equipment.		
(j) Each cot and mat is cleaned and sanitized at least once every seven days; before assignment to another child in care; and whenever soiled.		
<b>Food Service and Preparation 7AAC 10.1065</b>		
(a) If a food service permit is required by the Department of Environmental Conservation (DEC) or the Municipality of Anchorage (MOA), the facility shall meet all applicable regulations. If DEC or MOA has set minimum standards for a facility, the facility shall meet those minimum standards.		
(b) Meals or snacks brought from a child's home are labeled with the child's name and the date.		
(c) If exempt from DEC or MOA oversight, the facility shall maintain sanitary facilities for the proper care, storage, refrigeration, and preparation of food. Facility must ensure the following: (1) food served is not altered; and (2) fruits and vegetables are washed.		If exempt from MOA food service permit, the facility will not be allowed to prepare any food, including washing fruits/vegetables.
<b>Medications 7AAC 10.1070</b>		
(c) An entity subject to this section shall:		
(1) keep each medication, including nonprescription medication, in its original container and properly labeled. Properly labeled includes child's name, medication name, dosage, expiration date, and instructions for administration;		
(2) keep medication stored in a manner that prevents access by children;		
(4) keep medications stored in accordance with manufacturer's recommendation; and		

<p>(5) administer nonprescription medications only at the dose, duration, or method specified on the manufacturer's label. Nonprescription medications include non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent.</p>		
<p>(g) A facility may administer medication only under the following conditions:</p>		
<p>(1) written permission for the administration of prescription medication is obtained from the parent of a child upon admission into the facility, or when a new medication is prescribed; if the Office of Children's Services (OCS) is the child's legal guardian, written permission is obtained from OCS;</p>		
<p>(2) the facility may administer prescription medication and special medical procedures only in the dosage, at the intervals, or in the manner prescribed by a physician or other person legally authorized to prescribe medication or medical procedures;</p>		
<p>(3) if written permission has not been obtained from the child's parent for the administration of a commonly used nonprescription medication, the facility shall document telephone permission to administer that medication; a facility providing care for a child for whom OCS is the legal guardian is not required to obtain permission from the child's parent for the administration of on prescription medication, but shall administer nonprescription medication as authorized by OCS in the placement agreement;</p>		
<p>(4) a written policy is available for the use of any commonly used nonprescription medication for oral or topical use kept on hand for the communal use of any child for whom the medication may be indicated;</p>		
<p>(5)(A) prescription medicine must be kept in the original container showing the date filled, expiration date, instructions, and physician's or other medical professional's name;</p>		
<p>(6) in a facility with one or more employees, only one designated employee in each shift may administer medication; the designated employee shall record and initial the time each dose is administered;</p>		
<p>(7) unused medication must be returned to the parent when the medication is no longer needed, except unused medication of a child who's legal guardian is OCS shall be discarded:</p>		
<p>(A) in a manner that prevents access by children; and</p>		
<p>(B) in accordance with instructions from the manufacturer, if any.</p>		

<p>(h) Medication requiring refrigeration is grouped together, stored in a manner to prevent contamination of food, and labeled as required by this section.</p>		
<p><b>First Aid Kit and Procedures 7AAC 10.1075</b></p>		
<p>(a) An entity shall review and post or make readily available, first aid procedures. Post and keep current emergency telephone numbers, including the number for the poison control center, near one or more telephones in the facility. The entity shall maintain:</p>		
<p>(1) at least one first aid kit, described in (c) of this section;</p>		
<p>(2) A second complete first aid kit is needed if some of the children go on an outing while other children remain at the facility. for each child participating in the trip or outing, the emergency child record information; including information on how to contact the parents and at least one local emergency contact, permission for emergency treatment and transport, information on medication the child is taking and written permission for use of medication;</p>		
<p>(3) A third abbreviated kit for neighborhood walk of 30 minutes or less, abbreviated kit must contain items found in (3)(A)-(J), as well as emergency record information and any medications that may be needed on the walk.</p>		
<p>(b) Each first aid kit is restocked after use to ensure compliance with this section.</p>		
<p>(c) The items required in each first aid kit must be checked regularly to ensure that any expiration date is not exceeded, and kept within a container that will hold all of the items:</p>		
<p>(1) disposable nonporous, non latex gloves;</p>		
<p>(2) sealed packages of alcohol wipes or antiseptic for thermometer cleaning only;</p>		
<p>(3) scissors;</p>		
<p>(4) tweezers;</p>		
<p>(5) thermometer;</p>		
<p>(6) adhesive bandages;</p>		
<p>(7) bandage tape;</p>		
<p>(8) sterile gauze pads;</p>		
<p>(9) flexible roller gauze;</p>		



(10) triangular bandage;		
(11) safety pins;		
(12) eye dressing;		
(13) note pad with pen or pencil;		
(14) activated charcoal, for use only under the direction of a poison control center or another medical professional;	NA	
(15) cold pack;		
(16) standard first aid text by either American Academy of Pediatrics or American Red Cross or equivalent first aid guide;		
(17) CPR barrier device or mask;		
(18) telephone number for the Poison Control Center;		
(19) potable water;		
(20) splints, including small child-sized splints;		
(21) soap; and		
(22) working flashlight;		
<b>Firearms and Ammunition 7AAC 10.1080</b>		
(a) Firearms and ammunition are prohibited.		
<b>Smoking 7AAC 10.1085</b>		
(b) Smoking is prohibited:		
(1) in the facility and on the premises; and		
(2) in any vehicle used to transport children must be smoke-free.		
<b>Animals 7AAC 10.1090</b>		
(a) Animals kept in the facility have no communicable disease, have immunizations required under state and federal law, and are free of internal and external parasites. The facility must show proof of compliance with required immunizations to the department upon request.		
(b) Facility must inform parents of children in care if any animal is present.		
(c) Psittacine birds may not be kept in facility (Psittacine birds include parrots, pigeons, parakeets, and macaws.)		

(f) Ducklings and chicks may be incubated or hatched in a facility, if:		
(1) children do not handle the ducklings or chicks; and		
(2) the ducklings and chicks are removed from the facility when hatched.		
(g) Amphibians, ferrets, reptiles, and wild, poisonous, or predatory animals may not be kept in a pre-elementary school. The prohibition of this subsection on predatory animals does not apply to domestic dogs and domestic cats.		
(h) The facility shall ensure that:		
(1) any birds, fish, and other animals allowed by this section are kept in appropriately designed cages or aquariums; the requirements of this paragraph do not apply to domestic dogs and domestic cats;		
(2) the area around a cage or aquarium is smooth, nonabsorbent, impervious to water, and easily cleanable, and is cleaned and sanitized at a frequency to keep the area clean and sanitary;		
(3) animal waste is removed daily, or at a frequency to prevent odor or contact with adults or children;		
(4) each cage is lined with an impervious material and is cleaned at a frequency necessary to prevent a health risk to adults or children;		
(5) bowls used for providing food and water for animals are cleaned at a frequency necessary to prevent a health risk to adults or children; and		
(6) cleaning of animal waste:		
(A) is conducted when children are not present; and		
(B) not conducted in an area used for food preparation or service.		
(i) The facility shall:		
(1) disclose to the department information regarding any animal in the facility, if that animal has :		
(A) been the subject of a past contact with an animal control official because of aggressive behavior or biting; or		
(B) a history of aggressive behavior or biting, regardless of whether the animal has been the subject of a past contact with an animal control official;		
(2) notify the department within 24 hours of any occurrence of aggressive behavior or biting by an animal in the facility, including whether the occurrence resulted in a contact with an animal control official;		
(3) immediately remove from contact with children, an animal described in (1) or (2) of this subsection; and		

(4) Permanently remove an animal described in (1) or (2) of this subsection, if EED determines that the animal is a threat to the life or safety of children.		
<b>Pesticide Use and Notification 7AAC 10.1093</b>		
(a) Facility shall, whenever practical, use a non-chemical method, including good sanitation practices, structural repair, and window screens to control pests. Pesticide use, including the use of a certified applicator if required, is subject to applicable DEC regulations.		
(b) Facility shall notify each parent of child in care of any application of pesticides to any area of the facility used by or accessed by children.		
<b>Toxic Substances; Poisonous Plants 7AAC 10.1095</b>		
(a) An entity shall ensure that:		
(1) each cleaning material, detergent, aerosol can, pesticide, poison, and other toxic material is:		
(A) stored in the original labeled container; the requirement in this subparagraph does not apply to a spray bottle that contains a commercial sanitizing solution or a bleach-water solution used to sanitize toys, tables, counters, and other throughout the day, if that bottle is appropriately labeled and is stored as provided in (2) of this paragraph;		
(B) inaccessible to children and stored separately from medication and food;		
(C) used:		
(i) according to the manufacturer's instructions;		
(ii) for the intended purpose;		
(iii) in a manner that will not contaminate a play surface, a food service area, or a food preparation area; and		
(iii) in a manner that is not a hazard to children		
(2) only nontoxic arts and crafts materials are used; and		
(b) a poisonous plant is not present except when EED allows a poisonous plant that is a common household plant to be present in a facility if the department finds that children will be protected from harm. If the department allows one or more poisonous plants to be present, the facility shall inform parents of children of any poisonous plant present and describe how they will protect children from harm.		

<b>Admission and Planning 7AAC 57.400</b>		
(a) A child care facility shall:		
(1)(2)(3) Obtain, maintain and update (at least semi-annually) emergency information about the child from the child's parent. This information must include the following elements:		
(A) information about any drug or other allergies;		
(B) information about any medication the child is taking or medical or other treatment the child requires;		
(C) information on how to contact the child's parent and at least one other local emergency contact individual;		
(D) permission slips for emergency transport signed by the parent;		
(E) permission for emergency treatment, signed by the parent; and		
(F) a hospital and physician of choice as designated by the parent.		
(b) The facility does not admit a child if the child's admission would place the facility beyond the conditions of the facility's approval.		
<b>Supervision of Children 7AAC 57.500</b>		
(a) Facility shall ensure that the children in its care receive responsible supervision appropriate to their age and development needs		
(c) Facility shall ensure:		
(2) caregivers are within the same room as and within sight or sound of children; and		
(3) caregivers know the whereabouts of the children in their care at all times.		
(i) Facility shall prevent exposure of children to individuals, animals, situations posing a possible danger. Facility may not allow children to participate in a high risk activity, such as:		
(2) a young child walking along a river edge;		
(3) a child at any age:		
(A) riding motorized vehicles or snowmobile;		
(B) playing near any body of water or playing with propelled objects without constant supervision;		
(C) boating without a personal flotation device or in dangerous water conditions; or		
(D) jumping on a standard or large trampoline.		

<b>Child to Caregiver Ratios 7AAC 57.505</b>		
(a) Facilities must meet the child to caregiver ratio requirements.		
Names of Staff Present:		
<b>Behavior Guidance 7AAC 57.535</b>		
(f) Corporal punishment of children in care is prohibited.		
<b>Health 7AAC 57.550</b>		
(a) At or before admission of a child, facility shall obtain from the child's parent:		
(1) a valid immunization certificate; or		
(2) evidence that the child is exempt from immunization.		
(g) A facility may admit a mildly ill child or allow the child to remain in attendance if the child's needs do not compromise the care of other children.		
(h) A facility will develop a plan of care with the parent to provide a place where, under supervision, the child may rest or play quietly, apart from the other children.		
(i) A facility may not admit a child who shows definite signs of a serious illness or of a highly communicable disease or allow the child to remain in attendance unless a medical provider approves the child's attendance.		
<b>Transportation 7AAC 57.565</b>		
(a) A facility that provides transportation shall ensure the requirements of this section are met.		
(b) a facility ensures the appropriate use of seat restraints.		
(c) a facility ensures children are transported in a safe, smoke free vehicles.		
(d) a facility utilizes safe procedures in transporting children.		

**Additional Comment(s):**

# FY\_\_ PRE-ELEMENTARY SCHOOL ANNUAL ASSESSMENT REPORT

(Due August 1<sup>st</sup> annually )

**Program Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Each site must report separately)*

**School District/Grantee:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Community:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

*(Superintendent/Director or Designee)*

**Printed Name/Title** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Section One: - Enrollment

Pre-School Information Only	Age 3	Age 4	Age 5
Total children served current year			
Total children on waitlist current year			
Projected children to be served next year			

## Section Two – Teacher Qualification:

Teacher Names	Teaching Certificate Type/Date	Endorsements Type/Date	MA/MS	BA/BS	AA	ECE Cert	CDA
<b>Total</b>							
Paraprofessional Names	Teaching Certificate Type/Date	Endorsements Type/Date	MA/MS	BA/BS	AA	ECE Cert	CDA
<b>Total</b>							

### **Section Three – Assessment Information**

- 1) Briefly describe how your program utilizes the Alaska Early Learning Guidelines:
- 2) Name the assessment tool(s) used to assess each domain:
- 3) Describe how assessment information for individual children is shared with parents. This description should include:
  - a. When assessments are generally scheduled and how you ensure that all children are assessed;
  - b. The process in which the results of the assessments are reviewed by teachers to improve or adjust instruction;
  - c. The process used to explain assessment results to parents;
  - d. Parent involvement opportunities including the sharing of resources and teaching strategies to support or enhance their child’s learning.

### **Section Four – Assessment Results:**

- 4) Provide assessment results in the following areas: *(Use graphs or charts if available. You may also refer to computer generated reports or other documentation as long as information for each Domain is clearly identified.)*

**Domain 1: Physical Well-Being, Health and Motor Development**

**Domain 2: Social Emotional Development**

**Domain 3: Approaches to Learning**

**Domain 4: Cognition and General Knowledge**

**Domain 5: Communication, Language and Literacy**

# Section III

## Pre-Elementary School Regulations



**Pre-Elementary School Regulations**  
**Adopted by the State Board of Education & Early Development**  
**(12/11/09)**

**4 AAC 60.010. Requirements.**

(a) The educational component of all pre-elementary schools that receive direct state or federal funding is under the general supervision of the department. A person, institution, or agency operating a pre-elementary school shall comply with the educational requirements of this chapter if the school receives direct state or federal funding.

(b) In order to ensure healthful and safe conditions in public and private pre-elementary schools, a pre-elementary school must meet the requirements for criminal history checks and health and safety standards described in 4AAC 60.035, without regard to whether the school receives direct state or federal funding.

**4 AAC 60.020. Exemption.** The following are not pre-elementary schools under the jurisdiction of the department:

- (1) a facility located on a United States Department of Defense or United States Coast Guard installation that is located on federal property, or a facility certified as a family child care provider by a branch of the United States Department of Defense or by the United States Coast Guard;
- (2) programs that are not primarily designed to prepare children for elementary school, including programs primarily designed to expose children to religious, artistic, single-subject immersion, or recreational content or activities.

**4 AAC 60.035. Background checks and health and safety standards.**

(a) Except as provided in (f) of this section in order to demonstrate healthful and safe conditions to operate as a public or private pre-elementary school in this state, a pre-elementary school must demonstrate to the department that it meets or exceeds the standards for criminal history checks and for health and safety applicable to child care facilities under 7 AAC 57.025(a); 7 AAC 57.025(b)(1) – (3); 7 AAC 57.030(c)(4), (5), (9), (13); 7 AAC 57.030(e) – (f); 7 AAC 57.035; 7 AAC 57.050; 7 AAC 57.220 – 240; 7 AAC 57.300(a), (b); 7 AAC 57.310 – 400; 7 AAC 57.500(a), (b), (c), (i); 7 AAC 57.505(d); 7 AAC 57.535(f); 7 AAC 57.540 – 550; 7 AAC 57.565; 7 AAC 57.610; 7 AAC 57.900; 7 AAC 57.940; 7 AAC 57.990, as revised as of December 1, 2009, which are adopted by reference.

(b) Before enrolling student, a pre-elementary school shall submit to the department a completed form prescribed by the department that demonstrates that the school has met the requirements of (a) of this section. Within 30 days of receipt of a completed form, the department will grant or deny approval to operate a pre-elementary school, or request additional information. In order to meet the requirements of (a) of this section, a pre-elementary school must demonstrate to the department the school

- (1) possesses a license to operate as a child care facility issued by the Department of Health and Social Services under AS 47.32;
- (2) is approved by a governmental entity for operation of a facility that provides for care and supervision of children, if the approval process includes
  - (A) criminal history checks that meet or exceed the standards for criminal history checks applicable to child care facilities under 7 AAC 57.310 and 7 AAC 57.315 that are adopted by reference in (a) of this section; and
  - (B) health and safety standards that meet or exceed the health and safety standards applicable to child care facilities under the provisions of 7 AAC 57 that are adopted by reference in (a) of this section; or
- (3) approved by the department under (c) of this section.

(c) A pre-elementary school that has not been licensed or approved by a governmental entity under (b)(1) or (2) of this section may submit evidence to the department that the school meets or exceeds the provisions of 7 AAC 57 adopted by reference in (a) of this section. A school seeking approval under this subsection must submit the evidence on a form prescribed by the department, and request an

inspection. The commissioner may contract with a public or private entity to review the form and provide the inspection. The department of the department's contractor will schedule an inspection, to be completed within 90 days of receipt of the form, if the form is complete and demonstrates that the facility is a pre-elementary school. The department will approve the pre-elementary school for operation if the form and inspection demonstrate that the school provides

- (1) criminal history checks that meet or exceed the standards for criminal history checks applicable to child care facilities under 7 AAC 57.310 and 7 AAC 57.315 that are adopted by reference in (a) of this section; and
  - (2) health and safety standards that meet or exceed the health and safety standards applicable to child care facilities under the provisions of 7 AAC 57 adopted by reference in (a) of this section.
- (d) An approval to operate a pre-elementary school granted under (b) of this section extends for the same period of time granted by the license or other governmental approval under (b)(1) or (2) of this section, unless the department determines that a shorter time period is necessary to protect the public interest. For an approval granted under (c) of this section, the initial approval is for one year, and subsequent approvals for the same school are for two years, unless the department determines that a shorter time period is necessary to protect the public interest.
- (e) An entity that does not meet the requirements of (a) of this section may not operate a pre-elementary school in this state.
- (f) A pre-elementary school that is in operation on January 31, 2010 and in compliance with all statutes and regulations governing operation of pre-elementary schools at this time, may remain in operation if
- (1) on or before February 1, 2010, the school submits criminal history check information to the department for all persons for whom a criminal history check is required;
  - (2) on or before February 1, 2010, the school submits to an appropriate governmental entity an application for licensure or request for approval under (b) of this section;
  - (3) upon receipt of the report of the criminal history check, the school either
    - (A) is in compliance with the criminal history check requirements of (a) of this section; or
    - (B) achieves compliance within 12 hours after receipt of the report;
  - (4) upon receipt of the results of the health and safety investigation report from the governmental entity under (b)(2) of this section, the school
    - (A) is in compliance with the health and safety requirements described in (a) of this section; or
    - (B) takes steps, within 12 hours after receiving the report, which may include temporarily closing the school, to ensure that no immediate threats to the health and safety of the children at the school exist; and
    - (C) addresses any deficiencies that are not an immediate threat to the health and safety of the children at the school within 30 days;
  - (5) the department does not have substantial evidence that continued operation of the school would be a threat to the health and safety of the children at the school; and
  - (6) the school obtains a license or approval under (b) of this section before June 1, 2010.
- (g) For purposes of (b)(2) and (c) of this section, terms in the provisions of 7 AAC 57 adopted by reference in (a) of this section have the meaning appropriate to their context, including, where applicable,
- (1) "child care facility" means "pre-elementary school"
  - (2) "Department of Health and Social Services" or "department" means
    - (A) "governmental entity under (b)(2) of this section;" or
    - (B) "Department of Education and Early Development";
  - (3) "license" or "licensed" means
    - (A) "approval" or "approved by a governmental entity under (b)(2) of this section" or
    - (B) "approval" or "approved by the department under (c) of this section"
- (h) In this section, "criminal history check" has the meaning given in 7 AAC 10.910 (h)

**4 AAC 60.040. Denial of permission; hearing.** A person, institution, or agency that is denied an approval to operate an pre-elementary school under 4 AAC 60.035 may request a hearing under the procedures in 4AAC 40 if a written appeal is received by the commissioner within 15 days of the date of denial of

approval. The eligibility of the school for a license or approval under 4 AAC 60.035(b)(1) or is not an appealable issue under this section.

**4 AAC 60.170. Programmatic requirements for pre-elementary schools.**

- (a) A pre-elementary school that receives direct state or federal funding must implement the guidelines for an early learning program described in the department's publication *State of Alaska Early Learning Guidelines*, dated December 2007, and adopted by reference. The school must assess each child to determine the child's progress or status on all domain areas of development described in the guidelines.
- (b) A pre-elementary school that receives direct state or federal funding shall prepare a report at the end of each school year on a form prescribed by the department. The school shall make the report available to parents and the public by August 1 of the next school year.

**4 AAC 60.180. Definitions.** Unless the context indicates otherwise in this chapter

- 1. "department" means the Department of Education and Early Development;
- 2. "board" means the state Board of Education;
- 3. "commissioner" means the Commissioner of Education and Early Development;
- 4. "pre-elementary school" has the meaning given in AS 14.07.020(c) [MEANS A SCHOOL FOR CHILDREN AGES THREE THROUGH FIVE YEARS WHOSE PRIMARY FUNCTION IS EDUCATIONAL];
- 5. "certificate of approval" means a regular certificate issued to an operator of a pre-elementary school who has met the minimum requirements of this chapter;
- 6. "operator" means the person legally responsible for the pre-elementary school;
- 7. "repealed 5/20/77
- 8. "staff member" means anyone who provides direct services to children in the classroom and may be any of the following;
  - (A) A person 19 years or over who is salaried;
  - (B) Classroom volunteers who are at least 19 years of age;
  - (C) Student aides who are enrolled in a training program who are at least 16 years of age;

**Department of Health & Social Services Regulations**  
**Adopted by Reference**  
**12/11/09**

**7 AAC 57.025. Compliance and other reviews**

- (a) For purposes of determining compliance with and achieving the purposes of AS 47.05.300 - 47.05.990, AS 47.32, 7 AAC 10.900 - 7 AAC 10.990 (Barrier Crimes, Criminal History Checks, and Centralized Registry), 7 AAC 10.1000 - 7 AAC 10.1095 (Environmental Health and Safety), and this chapter, for purposes of ongoing monitoring, or to assist the department in its review of an annual self-monitoring report submitted under 7 AAC 57.050, the department may conduct inspections and investigations under AS 47.32.060 and 47.32.090 - 47.32.110, including announced or unannounced onsite inspections and investigations under 7 AAC 10.9600 - 7 AAC 10.9620.
- (b) In addition to compliance and monitoring reviews described in (a) of this section, the department will
- (1) review for completeness a license application or variance request and notify the applicant within 10 days after the department receives the application or request of any omission or additional information required;
  - (2) inspect and investigate the facility or program for purposes of an initial license application within 90 days after the department receives a complete application;
  - (3) inspect and investigate the facility or program for purposes of a biennial license renewal application within 90 days after the department receives a complete application; and

**7 AAC 57.030. Application for license; biennial renewal**

- (c) An applicant for a provisional or biennial license under AS 47.32 and this chapter shall submit a completed application on a form supplied by the department and shall provide the following information as applicable to the type of child care facility:
- (4) evidence that the administrator is an adult with sufficient experience, training, or education to fulfill the duties of an administrator;
  - (5) the signed release of information authorization and other items required under 7 AAC 10.910(b) to request a criminal history check for each individual associated with the child care facility in a manner described in 7 AAC 10.900(b) ;
  - (9) a copy of each
    - (A) fire safety inspection report required by a state or municipal authority responsible for those inspections, and a copy of any variance granted by one or more of these authorities; and
    - (B) report from an inspection required under 18 AAC 31 (Alaska Food Code), 18 AAC 60 (Solid Waste Management), 18 AAC 72 (Wastewater Treatment and Disposal), or 18 AAC 80 (Drinking Water); in addition to the report, the applicant must provide a copy of any variance, waiver, or exemption granted under those chapters;
  - (13) a staffing plan that describes the number of people who will work at the facility, staff qualifications, a description of each person's responsibilities, and a supervision schedule for the children in care that meets the requirements of this chapter;
- (e) Except for a biennial renewal application under AS 47.32.060 , an application is not complete unless it provides all of the information required by this section. If the application is a biennial renewal application, only attachments that include updated information must be submitted with the application, and any requests for criminal history checks required under 7 AAC 10.910. Subject to 7 AAC 57.035, the department will renew a biennial license if the department finds that the facility
- (1) has maintained the facility in good repair;
  - (2) is in compliance with state fire safety code requirements in 13 AAC 50.025 and 13 AAC 55;
  - (3) is in compliance with AS 47.05.300 - 47.05.990 and 7 AAC 10.900 - 7 AAC 10.990 (Barrier Crimes, Criminal History Checks, and Centralized Registry); and
  - (4) is in

- (A) full compliance with AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095 (Environmental Health and Safety), and this chapter; or
- (B) substantial compliance with AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, and this chapter, and has implemented a plan of correction, approved by the department, designed to bring the facility or agency into full compliance with AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, and this chapter.

- (f) In a license issued under this chapter, the department will include
- (1) the period of time during which the license is in effect;
  - (2) the name of the facility;
  - (3) the type of facility;
  - (4) the name of the licensee;
  - (5) the location and mailing address of the facility;
  - (6) the number and age range of children the facility may have in care at any time;
  - (7) any conditions imposed by the department;
  - (8) any variance granted by the department; and
  - (9) the address and telephone number of the department office responsible for administering this chapter, or of any department representative responsible for evaluating the facility under AS 47.32.030 (a)(6) or (7).

#### **7 AAC 57.035. Grounds for nonrenewal or revocation of license**

(a) For purposes of AS 47.32.050 and 47.32.060, in addition to the ground of violation of AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, or this chapter, the department may revoke or decline to renew a license issued under this chapter on one or more of the following grounds:

- (1) the child care facility fails to submit a timely and complete renewal application;
  - (2) the licensee, administrator, a member of the licensee's household, or other person associated in a manner described in 7 AAC 10.900(b)
    - (A) does not pass a criminal history check conducted under 7 AAC 10.900 - 7 AAC 10.990, unless the department grants a variance under 7 AAC 10.935; or
    - (B) is charged with, convicted of, found not guilty by reason of insanity for, or adjudicated as a delinquent for a crime or offense listed in 7 AAC 10.905, unless the department grants a variance under 7 AAC 10.935;
  - (3) the child care facility obtains or attempts to obtain or retain a license under this chapter by fraudulent means, misrepresentation, or by submitting false information;
  - (4) the department's report of investigation or inspection under AS 47.32.120 concludes that the department has reason to believe that a violation of an applicable statute or regulation has occurred that presents an immediate danger to the health, safety, or welfare of an individual receiving services from the entity;
  - (5) the child care facility fails to correct a violation noted in a report of investigation provided under AS 47.32 and 7 AAC 10.9600 - 7 AAC 10.9620;
  - (6) the child care facility fails to comply with a final administrative order issued under AS 47.32.
- (b) A child care facility may voluntarily relinquish its license or withdraw an application for renewal.

#### **7 AAC 57.050. Self-monitoring reports**

Each year a child care facility shall submit to the department a self-monitoring report that provides the facility's assessment of its compliance with the applicable requirements of AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, and this chapter. A report must be submitted, on a form prescribed by the department,

- (1) no later than 30 days before the first anniversary date of the facility's biennial license; and
- (2) as part of the facility's biennial license renewal application under AS 47.32.060 .

#### **7 AAC 57.220. Child care facility operation and management**

(a) A child care facility with one or more employees shall provide personnel policies to those employees when they start employment at the facility. The personnel policies must include, as applicable,

- (1) personnel qualifications;

- (2) the job description applicable to each employee; and
  - (3) procedures for annual evaluation.
- (b) The governing body or owner of a child care facility shall, either directly or by delegation to the administrator,
- (1) provide for screening, scheduling, and supervising of employees and others who provide services in the facility;
  - (2) schedule work hours, so that the administrator or a child care associate is available to staff and children in a child care center that serves 30 or more children, except for short absences;
  - (3) ensure that each individual associated with the facility in a manner described in 7 AAC 10.900(b) has a valid criminal history check under 7 AAC 10.910(h) before employment or other service unless the department has granted a provisional valid criminal history check under 7 AAC 10.920 or a variance under 7 AAC 10.935;
  - (4) remove an employee or other caregiver from contact with children when the administrator has reason to believe that the employee or other caregiver
    - (A) has abused a child or furnished a child with alcohol, tobacco, or a controlled substance; or
    - (B) is in violation of 7 AAC 57.310(b) or 7 AAC 57.315; and
  - (5) ensure that the ability of an employee or other caregiver to perform assigned duties is not impaired by alcohol or a controlled substance while that person is in contact with children or is performing other job responsibilities.
- (c) Subject to the applicable provisions of 7 AAC 10.900 - 7 AAC 10.990, if the department directs a child care facility to take action under (b)(4) of this section, the department will inform the individual of the grounds for removal and provide the individual with an opportunity to bring to the department's attention any facts the individual believes are pertinent. The department will excuse or delay notification to the individual if the department determines that notification may put children at risk of harm. The department will not provide the individual with any information that is confidential under law or that may put children at risk of harm. If termination of association is required under 7 AAC 10.900 - 7 AAC 10.990, the provisions of 7 AAC 10.960 apply.
- (d) A child care facility shall adopt and compile facility policies, procedures, program descriptions, and forms, as applicable, into a policies and procedures manual. The child care facility shall make the manual available to employees and other individuals associated with the facility in a manner described in 7 AAC 10.900(b), and to the department upon request.
- (e) A child care facility's practices, and the practices of the facility's employees or other individuals associated with the facility in a manner described in 7 AAC 10.900(b), must conform to applicable statutes, 7 AAC 10.1000 - 7 AAC 10.1095, this chapter, and the facility's policies and procedures manual.
- (f) In this section, "controlled substance" means a drug, substance, or immediate precursor included in the schedules set out in AS 11.71.140 - 11.71.190.

**7 AAC 57.230. Records**

- (a) A child care facility shall
- (1) create written records necessary to demonstrate compliance with the applicable requirements of AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, and this chapter;
  - (2) retain records created under (1) of this subsection for at least three years from the date of each record's creation; and
  - (3) permit the department to review records, including personnel and evaluation records and applicable portions of board or other governing body minutes, to determine compliance with AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, and this chapter.
- (b) A child care facility shall maintain records on forms prescribed by the department or alternate forms that contain the same elements of the prescribed forms.
- (c) A child care facility shall maintain the confidentiality of information about a child and the child's family.

- (d) A child care facility shall maintain personnel records for employees and caregivers. For employees, these records must include starting and ending dates of employment, application materials, annual and interim performance evaluations, orientation and training documentation, and personnel action memoranda of commendation or reprimand. For other caregivers, records may be limited to starting and ending dates of service, application materials, and an evaluation notation.

#### **7 AAC 57.240. Reports**

- (a) In addition to the notice of changes required by AS 47.32.200 , and the notification requirements of 7 AAC 10.925, a child care facility shall report to the department
- (1) within 14 days, the addition, for 45 or more days in a 12-month period, of a member of the licensee's household; and
  - (2) not later than 30 days before one of the following planned changes is expected to occur:
    - (A) a change in the person operating the facility;
    - (B) a change in the name of the person operating the facility;
    - (C) a change in the name of the facility;
    - (D) a change of administrator;
    - (E) a change in the age of children served;
    - (F) a change in the number of children in care authorized by the facility's license;
    - (G) a change in hours of operation;
    - (H) the deletion or addition of a specialization under 7 AAC 57.800 - 7 AAC 57.810;
  - (3) the permanent departure of an individual, age 16 or older, associated with a child care facility in a manner described in 7 AAC 10.900(b) ; and
  - (4) a change in the plan of operation or other information included in the initial application submitted under 7 AAC 57.030.
- (b) A child care facility shall immediately report to the department the following occurrences in the facility:
- (1) the death of a child while in care;
  - (2) a serious injury or illness of a child while in care that requires attention by medical personnel outside of the facility;
  - (3) a fire or other emergency situation that affects the facility, reported as required by 7 AAC 10.1010(i) ;
  - (4) an unplanned change in any occurrence listed in (a) of this section.
- (c) A child care facility shall immediately report the following incidents involving a child in care to the child's parent:
- (1) the death of a child while in care;
  - (2) an injury or illness of a child in care that requires attention by medical personnel outside of the facility;
  - (3) the exposure of a child to a contagious condition such as lice or scabies or to a communicable disease other than a cold.

#### **7 AAC 57.300. Qualifications of an administrator**

- (a) The administrator of a child care home must be at least 18 years of age. The administrator of a child care center or a child care group home must be at least 21 years of age.
- (b) An administrator must
- (1) have an understanding of the development of children;
  - (2) have the ability to care for children; and
  - (3) have the skills to work with children, family members, department staff, community agencies, and, if applicable, staff of the child care facility.

#### **7 AAC 57.310. Qualifications and responsibilities of employees and other individuals in a child care facility**

- (a) An individual associated with a child care facility in a manner described in 7 AAC 10.900(b) must be a responsible individual of reputable character who exercises sound judgment.

- (b) An individual associated with a child care facility in a manner described in 7 AAC 10.900(b) is subject to the applicable requirements of AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990 (Barrier Crimes, Criminal History Checks, and Centralized Registry). In addition, an individual may not work, with or without compensation, or reside in a child care facility or in any other part of the premises that house a child care facility, if the individual has the opportunity to gain access to the facility and
- (1) the individual's name appears on the centralized registry established under 7 AAC 10.955;
  - (2) the individual has a physical health problem, behavioral health problem, or domestic violence problem that poses a significant risk to the health, safety, or welfare of children in care; or
  - (3) the individual was the subject of a final adverse licensing action under AS 47.32.130 or 47.32.140(d)(5), (6), (7), or (9).
- (c) A caregiver must be able to
- (1) demonstrate respect for each child in care and the child's family;
  - (2) support behavior of children with positive guidance and set clear and consistent limits to promote the children's ability for self-discipline;
  - (3) provide children with a variety of age-appropriate learning and social experiences;
  - (4) demonstrate a positive attitude toward bottle weaning, diapering, toilet learning, and individual needs of children;
  - (5) respond appropriately to a child's needs, including responding to a baby's cry as promptly and effectively as possible;
  - (6) prevent exposure of children to high risk situations, including exposure to physical hazards and encounters with individuals or animals posing a possible danger;
  - (7) use strategies to prevent a child's aggressive behavior and to de-escalate volatile situations;
  - (8) act as a positive role model for children, especially with regard to respecting the feelings and rights of others; and
  - (9) provide an environment that respects the gender, culture, ethnicity, family composition, and special emotional, cognitive, and developmental needs of each child.
- (d) A child care facility with one or more employees or other caregivers shall obtain a completed application for employment or other work from each prospective employee or caregiver before allowing the applicant to have contact with children in care. The completed application must provide the information necessary to determine whether the applicant has the qualifications required under this section. In addition, the facility shall obtain at least three written references on a prospective employee, at least two of which are from individuals unrelated to the applicant, and at least one reference on any other caregiver, from someone unrelated to the caregiver. A reference must
- (1) be received directly by the child care facility from the individual making the reference;
  - (2) attest to the prospective employee's or other individual's ability to work successfully with children, act as a positive role model for children, and otherwise meet the requirements of this section; and
  - (3) if taken by telephone, be recorded immediately by written notes, dated and signed by the individual taking the reference.
- (e) For purposes of this section, the department will not consider an individual in a child care facility to lack contact with children in the facility merely because the facility supervises or agrees to supervise that individual.
- (f) In this section, "abuse, neglect, or exploitation of a child" has the meaning given the term "child abuse or neglect" in AS 47.17.290

**7 AAC 57.315. Child protection and criminal history check requirements**

- (a) An individual associated with a child care facility in a manner described in 7 AAC 10.900(b) is subject to the applicable requirements of AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990 (Barrier Crimes, Criminal History Checks, and Centralized Registry).
- (b) A child care facility and the department may require that an individual associated with a child care facility in a manner described in 7 AAC 10.900(b) provide an evaluation from a probation officer, health professional, or mental health professional affirming that the individual is free from problems that might pose a significant risk to the health, safety, or welfare of a child in the facility.



- (c) A child care facility shall ensure that individuals in the facility do not abuse or neglect a child in its care or engage in an exploitive or sexual act with a child in its care.
- (d) In addition to the criminal history check required under 7 AAC 10.900 - 7 AAC 10.990, the department may review the following available records of each caregiver, employee, and other individual, age 16 or older, who is associated with a child care facility in a manner described in 7 AAC 10.900(b) :
  - (1) child protection records;
  - (2) an evaluation, if requested under (b) of this section;
  - (3) child care licensing records.
- (e) An individual seeking to be licensed or to remain licensed as the owner of a child care facility shall submit to the department the signed release of information authorization and other items required to request a criminal history check under 7 AAC 10.910 for each person for whom a criminal history check is required under AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990.

**7 AAC 57.320. Caregiver age requirements and additional qualifications for adolescent caregivers**

A caregiver in a child care facility must be at least 18 years of age to be counted toward meeting the caregiver-to-child ratio requirements of 7 AAC 57.505, except that a caregiver 14 through 17 years of age may be counted if

- (1) the caregiver has completed a child care training course or has demonstrated competency in child care to the administrator's satisfaction;
- (2) the caregiver works under supervision of an adult caregiver;
- (3) the caregiver works within sight or sound of an adult caregiver; and
- (4) in a child care center, caregivers under 18 years of age make up no more than one-fourth of the total caregiving staff on duty.

**7 AAC 57.330. Additional employee qualifications for child care centers**

- (a) A child care center shall designate at least one full-time onsite child care associate for each 30 children who are present at the child care center.
- (b) A child care associate must meet the age requirements, qualifications, and college credit, CDA or Montessori credential, and continuing education requirements for an administrator under 7 AAC 57.300(a) , (b), (d), and (e).
- (c) A child care center may designate an onsite administrator to serve in the role of a child care associate for the first 30 children who are present at the child care center.

**7 AAC 57.340. Supervision of employees**

A child care facility with one or more employees shall ensure that an inexperienced caregiver is supervised by an experienced caregiver until the inexperienced caregiver is able to safeguard the health, safety, and welfare of the children in care.

**7 AAC 57.350. Orientation and training**

- (a) A child care facility with one or more employees shall provide an orientation to each caregiver that relates to the caregiver's duties and responsibilities and that includes
  - (1) the facility's policies and procedures;
  - (2) where appropriate, satisfying the individual needs of children;
  - (3) emergency procedures and health and safety measures; and
  - (4) the applicable requirements of 7 AAC 10.1000 - 7 AAC 10.1095 and 7 AAC 57.005 - 7 AAC 57.810.
- (b) The orientation required in (a) of this section must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.
- (c) Training hours required in this section are clock hours and, except as provided in (d) of this section, may include any training relevant to the caregiver's responsibilities, including health and safety, child growth and development, planning learning activities, guidance and discipline techniques, linkages with community services, communication and relations with families, and detecting and reporting child abuse

and neglect. Training must be documented. Documentation must include the date, subject, method of training, duration, and the name of the individual who conducted the training.

- (d) A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of training during the first year of employment, and at least one hour every two years thereafter. Training under this subsection must include
  - (1) recognizing and preventing shaken baby syndrome;
  - (2) preventing sudden infant death syndrome; and
  - (3) identifying infant and toddler developmental levels and needs.
- (e) Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and age-appropriate cardiopulmonary resuscitation (CPR), unless the courses for these certifications are not available within 60 miles by road of the facility. A currently certified emergency medical or trauma technician on duty at the child care facility satisfies the requirements of this subsection. If certification courses are not available, the facility shall ensure that sufficient caregivers to satisfy the requirements of this section, and that at least one caregiver on duty,
  - (1) is instructed in first aid and age-appropriate CPR procedures through distance learning training videos and other materials approved by the department; and
  - (2) completes and passes the first available first aid and CPR certification course offered within 60 miles by road of the facility.
- (f) Except as provided in the training requirements of 7 AAC 57.300 for the administrator, and of 7 AAC 57.330 for a child care associate, a child care center shall ensure that each caregiver receives at least 20 hours of training each year. The 20 hours must be in addition to the orientation required under (a) of this section and the training in first aid and CPR required under (e) of this section.
- (g) A caregiver in a child care home shall complete at least 12 hours of training annually. The 12 hours must be in addition to the orientation required under (a) of this section and the training in first aid and CPR required under (e) of this section.
- (h) A caregiver in a child care group home shall complete at least 20 hours of training annually. The 20 hours must be in addition to the orientation required under (a) of this section and the training in first aid and CPR required under (e) of this section.
- (i) A part-time caregiver shall complete at least 10 hours of training annually, if in a child care center or child care group home, and at least six hours of training if in a child care home. These hours must be in addition to the orientation required under (a) of this section and the training in CPR and first aid required under (e) of this section.
- (j) A caregiver may count orientation and pre-service training hours required under 7 AAC 57.030(a) that exceed six hours toward caregiver training hours required under (f), (g), and (h) of this section.

**7 AAC 57.400. Admission and planning for care**

- (a) A child care facility shall
  - (1) at or before a child's admission to the facility, obtain emergency information about the child from the child's parent, including
    - (A) information about any drug or other allergies;
    - (B) information about any medication the child is taking or medical or other treatment the child requires;
    - (C) information on how to contact the child's parent and at least one other local emergency contact individual;
    - (D) permission slips for emergency transport to health care facilities and for the provision of emergency care, signed by the parent;
    - (E) permission for emergency treatment, signed by the parent; and
    - (F) a hospital and physician of choice as designated by the parent;
  - (2) maintain the information on a form supplied by the department; and
  - (3) review and update information obtained under (1) of this subsection at least semi-annually, or more often if a parent provides changed or additional information.

- (b) A child care facility may not admit a child if the child's admission would place the facility beyond the conditions of the facility's license.
- (c) At or before the admission to a child care facility of a child who is identified as having special needs under 7 AAC 57.940, the facility shall collaborate with the child's parent in developing and implementing a plan of care for the child. The plan of care,
  - (1) must be approved by the parent and the caregiver responsible for the care of the child and must be signed and dated by the parent, the caregiver, the facility coordinator for special needs children, if any, and the administrator;
  - (2) must be based on the following information, to the extent that the parent consents, in writing, to disclose the information:
    - (A) results of medical and developmental examinations;
    - (B) assessments of the child's cognitive functioning or current overall functioning;
    - (C) evaluations of the family's needs, concerns, and priorities;
    - (D) the child's individualized family service plan (IFSP) developed under 4 AAC 52.142 or individualized education program (IEP) developed under 4 AAC 52.140, if any;
    - (E) other evaluations as needed;
  - (3) must address any specific services the child care facility will provide in functional outcome objectives, and the designated responsibility for provision and financing;
  - (4) must list any additional services, including educational or therapeutic services, the child is receiving from other service providers, and must identify the providers of those services; and
  - (5) may contain permission from the parent for the child care facility to contact providers of additional services and the child's IFSP coordinator, if any.
- (d) A child care facility shall review information provided about a child under (c) of this section in order to determine whether the facility can satisfy the child's needs. If, after reviewing that information and the application, the facility determines it can satisfy the child's needs, the facility may admit the child. If the facility has reason to believe that, even with reasonable accommodation, the facility cannot meet the child's needs, the facility may deny admission to the child.

**7 AAC 57.500. Supervision of children**

- (a) A child care facility shall ensure that the children in its care receive responsible supervision appropriate to their age and developmental needs. A child care facility shall create a staffing plan, if applicable, and a plan for supervision of children. In its plan for supervision, a child care center shall include indoor, outdoor, and high-risk area supervision, caregiver-to-child ratios, field trips, and a description of the way in which the requirements of (b) of this section will be met.
- (b) A child care facility shall ensure that children are always under supervision by a caregiver, except when providing a degree of freedom to a school-age child appropriate to the child's age and developmental level. A school-age child is permitted to participate in activities and visit friends away from the child care facility's premises as approved by the child's parents and the child care facility. The facility shall document this approval under (j) of this section.
- (c) A child care center shall ensure that
  - (1) children are supervised at all times, including when the children are sleeping;
  - (2) caregivers are within the same room as and within sight or sound of children, except as permitted by (d)(2) of this section;
  - (3) caregivers know the whereabouts of the children in their care at all times.
- (i) A child care facility shall prevent exposure of children to individuals, animals, and situations posing a possible danger. A child care facility may not allow a child to participate in a high-risk activity, including
  - (1) use of a mobile infant walker;
  - (2) a young child walking along a river edge; or
  - (3) a child of any age
    - (A) riding a motorized all-terrain vehicle or snowmobile;
    - (B) playing near any body of water or playing with propelled objects without constant supervision;
    - (C) boating without a personal flotation device or in dangerous water conditions; or

(D) jumping on a standard or large trampoline.

**7 AAC 57.505. Child-to-caregiver ratios**

(d) Except as provided in (e) and (f) of this section, a child care center shall maintain, during all hours of operation, the following child-to-caregiver ratio and the following maximum group size as required by 7 AAC 57.510:

<b>Age of Children</b>	<b>Number of Children</b>	<b>Term for Childs Age Group</b>	<b>Number of Maximum Group Size Caregivers</b>	<b>Ratio of Children to Caregivers</b>
Birth through 18 months	5	infants	1	10:2
19 to 36 months	6	toddlers	1	12:2
3 and 4 years	10	preschoolers	1	20:2
5 and 6 years	14	kindergartners	1	28:2
7 through 12 years	18	school age	1	36:2

**7 AAC 57.535. Behavior guidance**

(f) Corporal punishment of children in care is prohibited. For purposes of this subsection, "corporal punishment"

- (1) means the infliction of bodily pain as a penalty for a disapproved behavior; and
- (2) 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.

**7 AAC 57.540. Medications**

A child care facility shall store and administer medications as required by 7 AAC 10.1070.

**7 AAC 57.545. Reducing the spread of disease**

To reduce the spread of disease, a child care facility shall meet the applicable requirements of 7 AAC 10.1045 (Universal Precautions) and 7 AAC 10.1050 (Caregiver Hygiene).

**7 AAC 57.550. Health**

(a) At or before admission of a child, a child care facility shall obtain from the child's parent

- (1) a valid immunization certificate; or
- (2) evidence that the child is exempt from immunization.

(b) A valid immunization certificate is a copy of the child's original immunization record showing that, in a manner consistent with the timetable prescribed by the department's childhood immunization schedule, the child has received, or has begun and is continuing to receive, immunizations.

(c) The immunization record includes a statement or record by a physician, clinic, or health center indicating the date each required immunization was given.

(d) Evidence of exemption from immunization must include

- (1) a statement signed by a doctor of medicine (M.D.), a doctor of osteopathy (D.O.), a physician assistant, or an advanced nurse practitioner, licensed in this state, stating that immunizations would, in that individual's professional opinion, be injurious to the health of the child or members of the child's family or household;
- (2) an affidavit signed by the child's parent or guardian, affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the parent or guardian is a member; or
- (3) an entry, for a one-day exemption, that the child is attending the child care facility for the first time.

(e) A child care facility in a community where medical services are not available on at least a weekly basis may provisionally admit a child who does not have the immunization certificate or evidence of exemption

required under (a) of this section until the certificate or evidence can be obtained, but for no longer than 60 days.

(f) A satisfactory immunization audit report from the department during the previous 12 months will be accepted as evidence that the child care facility satisfied the requirements of (a) - (e) of this section.

(g) A child care facility may admit a mildly ill child or allow the child to remain in attendance if the child's needs do not compromise the care of other children.

(h) A child care facility that cares for a mildly ill child shall arrange a plan of care with the parent and provide a place where, under supervision, the child may rest or play quietly, apart from other children, if warranted.

(i) A child care facility may not admit a child who shows definite signs of a serious illness or of a highly communicable disease or allow the child to remain in attendance unless a medical provider approves the child's attendance.

(j) A child care facility shall provide an opportunity for supervised rest or sleep periods for each child under the age of five who is in care more than five hours, and for any other child, if desired by the child. For a child who is unable to sleep, the facility shall provide time and space for quiet play. The facility may place in a crib only an infant, a nonclimbing toddler, or a child identified as having special needs under 7 AAC 57.940, if appropriate.

### **7 AAC 57.565. Transportation**

(a) A child care facility that provides transportation, either directly or by use of another agency or individuals, shall meet the requirements of this section.

(b) A child care facility shall ensure appropriate use of seat restraints, as follows:

(1) each individual must be restrained with an individual seat belt or age-appropriate child safety device as required by AS 28.05.095 ;

(2) only one individual may occupy each seat belt or child safety device;

(3) children may not occupy the front seat if the vehicle is equipped with an operational airbag on the passenger side.

(c) A child care facility shall ensure children are transported in safe, smoke-free vehicles, as follows:

(1) each vehicle used to transport children must be in good repair, safe, and free of hazards, such as broken windows, holes in the floor or roof, or torn upholstery that allows children to remove the interior padding or hurt themselves;

(2) vehicles used to transport children in snowy, icy, or other hazardous weather conditions must be equipped with snow tires, chains, or other safety equipment as appropriate.

(d) A child care facility shall ensure safe procedures in transporting children, as follows:

(1) the driver or other adult in a vehicle shall ensure that each child younger than a kindergartner is received by a responsible individual;

(2) the facility shall develop procedures for pick-up and delivery of children; a child care center must post those procedures at the center.

### **7 AAC 57.610. Environmental health and safety**

A child care facility shall meet the applicable requirements for environmental health and safety set out in 7 AAC 10.1000 - 7 AAC 10.1095.

### **7 AAC 57.900. Compliance and enforcement**

The department will monitor and investigate a facility to determine compliance with AS 47.32, 7 AAC 10.1000 - 7 AAC 10.1095, and this chapter as provided in AS 47.32 and 7 AAC 10.9600 - 7 AAC 10.9620, and will take enforcement action as appropriate under AS 47.32.

### **7 AAC 57.940. Children with special needs**

For purposes of this chapter, a child has special needs if the child

(1) has been identified as not functioning according to age-appropriate expectations in the areas of affective, cognitive, communicative, perceptual, motor, physical, or social development to the

- extent that the child may require help, program adjustments, or related services on a regular basis in order to function in an adaptive manner;
- (2) requires health and related services of a type or amount beyond that typically required by a child in the child's age group; or
- (3) may require one or more of the following services:
- (A) specialized care for a particular condition;
  - (B) a specially trained caregiver;
  - (C) frequent monitoring of the child's health or medical needs;
  - (D) very close supervision;
  - (E) frequent intervention;
  - (F) aided physical movement.

### **7 AAC 57.990. Definitions**

- (a) In this chapter, unless the context requires otherwise,
- (1) "behavioral health problem" means a mental disorder, substance use disorder, or co-occurring disorder;
  - (2) "caregiver" includes an administrator, child care associate, employee, student intern, substitute, or other individual in a child care facility whose duties include care and supervision of children, with or without compensation;
  - (3) "center" means a child care center;
  - (4) "child care" or "care" means the supervision and provision of developmental opportunities, with or without compensation, to a child who does not have a parent present; "child care" or "care" includes services in or away from the child care facility;
  - (5) "child care associate" means an individual who meets the requirements set out in 7 AAC 57.330;
  - (6) "child care center" means a child care facility for 13 or more children;
  - (7) "child care group home" means a child care facility, usually in an occupied residence, for nine to 12 children;
  - (8) "child care home" means a child care facility, usually in an occupied residence, for no more than eight children;
  - (9) "child in care" means a child receiving care in a child care facility;
  - (10) "co-occurring disorder" means having both a substance use disorder and an emotional or psychiatric disorder;
  - (11) "CPR" means cardiopulmonary resuscitation;
  - (12) "department" means the Department of Health and Social Services;
  - (13) "domestic violence" has the meaning given in AS 18.66.990 ;
  - (14) "domestic violence problem" means the individual
    - (A) has been charged with, convicted of, found not guilty by reason of insanity for, or adjudicated as a delinquent for a crime involving domestic violence listed in AS 18.66.990 (3); or
    - (B) is or has been subject to a protective order issued or filed under AS 18.66 or a substantially similar law or ordinance of another jurisdiction;
  - (15) "facility" means a child care facility;
  - (16) "group home" means a child care group home;
  - (17) "home" means a child care home or a child care group home;
  - (18) "IFSP" means individualized family service plan;
  - (19) repealed 2/9/2007;
  - (20) "infant" means a child from birth to 19 months of age;
  - (21) "kindergartner" means a child age five or six;
  - (22) "nighttime care" means care between the hours of 10:00 p.m. and 6:00 a.m.;
  - (23) "owner" means the person licensed to operate a child care facility;
  - (24) "parent" means a birth or adoptive parent or a legal guardian;

- (25) "part-time caregiver" means an individual in a child care facility whose duties include care and supervision of children in care, with or without compensation, for 15 hours or less per week;
  - (26) "physician" has the meaning given in 12 AAC 40.990;
  - (27) "preschooler" means a child age three or four;
  - (28) "relative" means an individual who is related to another by marriage, blood relationship, or court decree; "relative" includes a parent, child, grandparent, great grandparent, brother, sister, stepparent, stepsister, stepbrother, aunt, uncle, great-aunt, great-uncle or step-grandparent;
  - (29) "school age" means age seven through age 18;
  - (30) "substance use disorder" means a diagnostic category that meets the criteria set out in the following documents, as amended from time to time and adopted by reference:
    - (A) the American Psychiatric Association's *Diagnostic and Statistical Manual of Mental Disorders*, Fourth Edition, Text Revision, dated 2000 (*DSM-IV-TR*);
    - (B) the *International Classification of Diseases - 9th Revision, Clinical Modification, 2006, (ICD-9-CM)*, based on information compiled by the United States Department of Health and Human Services, and published by the American Medical Association;
  - (31) "supervision of children" means the protective oversight of children including
    - (A) a prudent level of awareness of and responsibility for a child's ongoing activity;
    - (B) knowledge of the child care program provided by the facility, including applicable policies and procedures, the applicable requirements of this chapter, and children's needs; and
    - (C) the degree of supervision indicated by a child's age, developmental level, and physical, emotional, and social needs;
  - (32) "toddler" means a child age 19 months to age 36 months;
  - (33) "young child" means a child age birth up to age nine.
- (b) In AS 47.32, for purposes of this chapter, and in this chapter,
- (1) "administrator" means an individual who has general administrative charge and oversight over a facility subject to this chapter;
  - (2) "child" means an individual under 13 years of age, or an individual under 18 years of age with a developmental disability;
  - (3) "child care facility" means a facility described in 7 AAC 57.010(b) ;
  - (4) "license" means a license issued under AS 47.32 and this chapter;
  - (5) "licensee" means a person who has been issued a license under AS 47.32 and this chapter.

**Department of Health & Social Services**  
**Board Adopted by Reference**  
**12/11/09**

**7 AAC 10.900. Purpose and applicability; exceptions**

- (a) The purpose of 7 AAC 10.900 - 7 AAC 10.990 is to establish standards, requirements, and procedures dealing with barrier crimes and conditions, criminal history checks, and the centralized registry, including
- (1) the identification of offenses and conditions that would bar an individual from
    - (A) licensure, certification, or approval by the department;
    - (B) a finding of eligibility to receive certain payments from the department; and
    - (C) association with an entity or individual service provider in a manner described in (b) of this section;
  - (2) requirements for requesting a criminal history check and procedures to determine whether a barrier crime exists;
  - (3) requirements for maintaining compliance with AS 47.05.300 - 47.05.390, AS 47.32, and 7 AAC 10.900 - 7 AAC 10.990, including standards for association and requirements for continued monitoring and notification; and
  - (4) the establishment of a centralized registry as required by AS 47.05.330.
- (b) The provisions of 7 AAC 10.900 - 7 AAC 10.990 apply to an entity or individual service provider seeking licensure, certification, approval, or a finding of eligibility to receive payments from the department. Each individual who is to be associated with the entity or provider in a manner described in this subsection must have a valid criminal history check conducted under 7 AAC 10.900 - 7 AAC 10.990 if that individual is 16 years of age or older and will be associated with the entity or provider as
- (1) an administrator or operator;
  - (2) an individual service provider;
  - (3) an employee, an independent contractor, an unsupervised volunteer, or a board member if that individual has
    - (A) regular contact with recipients of services;
    - (B) access to personal or financial records maintained by the entity or provider regarding recipients of services; or
    - (C) control over or impact on the financial well-being of recipients of services, unless the only recipient whose financial well-being is affected is a
      - (i) relative of the individual who has authorized that individual to make financial decisions for that relative;
      - (ii) recipient who has executed a power of attorney for that individual to make financial decisions for that recipient; or
      - (iii) recipient for whom a court has authorized that individual to make financial decisions;
  - (4) an officer, director, partner, member, or principal of the business organization that owns an entity, if that individual has
    - (A) regular contact with recipients of services;
    - (B) access to personal or financial records maintained by the entity or provider regarding recipients of services; or
    - (C) control over or impact on the financial well-being of recipients of services, unless the only recipient whose financial well-being is affected is a
      - (i) relative of the individual who has authorized that individual to make financial decisions for that relative;
      - (ii) recipient who has executed a power of attorney for that individual to make financial decisions for that recipient; or
      - (iii) recipient for whom a court has authorized that individual to make financial decisions;



(5) except as provided in (c) and (d)(10) of this section, an individual who resides in a part of an entity, including a residence if services are provided in the residence, if the individual remains, or intends to remain, in the entity for 45 days or more, in total, in a 12-month period; or

(6) except as provided in (c) and (d) of this section, any other individual who is present in the entity and would have regular contact with recipients of services.

(c) A criminal history check under 7 AAC 10.900 - 7 AAC 10.990 is not required for a recipient of services, unless that individual is also associated with the entity or individual service provider in any manner described in (b)(1) - (4) of this section.

(d) A criminal history check under 7 AAC 10.900 - 7 AAC 10.990 is not required for the following individuals, if supervised access is provided in accordance with (e) of this section:

(1) a relative of a recipient of services, unless that relative is also associated with the entity or provider in any manner described in (b)(1) - (5) of this section;

(2) a visitor of a recipient of services, unless that visitor is also associated with the entity or provider in any manner described in (b)(1) - (4) of this section;

(3) an individual for whom the entity or provider submits evidence to the department of a fingerprint-based background check

(A) conducted and implemented under a process that meets or exceeds the standards of 7 AAC 10.900 - 7 AAC 10.990; and

(B) that is required

(i) as a condition for obtaining a professional license or certification under AS 08;

(ii) by federal law for an entity or individual service provider described in AS 47.05.300 ; or

(iii) as a condition of employment or association that is imposed by an entity or individual service provider described in AS 47.05.300 ;

(4) an employee, independent contractor, unsupervised volunteer, board member, officer, director, partner, member, or principal of the business organization that owns an entity if that individual is not associated with the entity or an individual service provider in any manner described in (b)(1) - (4) of this section;

(5) an approved relative provider under 7 AAC 41.200(e) ;

(6) a personal physician, an infant learning teacher, an attendant for a child with special needs as described in 7 AAC 57.940, a licenser, a fire marshal, a food services sponsor, or another similar individual who

(A) is not associated with the entity or provider under (b) of this section; and

(B) provides support services to the entity or provider or to a recipient of services;

(7) an individual who is a vendor or an industry representative, or who provides delivery, installation, maintenance, or repair services;

(8) an individual who resides in any part of an entity, including a residence if services are provided in the residence, if the individual remains in the entity or residence for less than 45 days, in total, in a 12-month period;

(9) a parent's designee to drop off and pick up a child in care, unless the designee is also associated in a manner described in (b) of this section with the entity providing child care;

(10) a parent who receives money from the department for purposes of paying an approved in-home child care provider under 7 AAC 41.370, and any other individual who resides in that parent's household; however, the exemption in this paragraph does not apply to an approved in-home child care provider who resides in the household;

(11) an occasional guest of the administrator or operator of an entity or of a provider.

(e) An entity or individual service provider must provide supervised access for an individual exempted under (d) of this section if the individual is present in the entity during hours of operation. Supervised access is not required in a residence where in-home child care is provided under 7 AAC 41.370.

(f) For purposes of (b)(5) and (d)(8) of this section, "individual who resides in any part of an entity" means an individual who dwells continuously in, or legally occupies, the premises housing the entity or provider, as evidenced by

(1) the individual's address on the individual's permanent fund dividend received under AS 43.23, driver's license, fishing or hunting license, or other official record; or

- (2) observation by another individual of the individual occupying the premises.

### **7 AAC 10.1000. Purpose and applicability**

- (a) The purpose of 7 AAC 10.1000 - 7 AAC 10.1095 is to protect public health, safety, and welfare by establishing environmental health and safety standards for entities listed in (b) of this section that are in addition to the requirements of 7 AAC 50, 7 AAC 57, and 7 AAC 75, as applicable.
- (b) Subject to (c) of this section, to be licensed by the department, the following entities are subject to the applicable requirements of 7 AAC 10.1000 - 7 AAC 10.1095:
  - (1) a residential child care facility, including a residential group home and a residential child care center;
  - (2) a foster home or a foster group home;
  - (3) a residential psychiatric treatment center;
  - (4) a maternity home;
  - (5) a child care facility required to be licensed under AS 47.32 and 7 AAC 57;
  - (6) an assisted living home.
- (c) If an entity is licensed for more than one category of care listed in (b) of this section, the entity is subject to the most stringent requirements applicable to those categories of care, even if an exemption might apply if licensed separately.

### **7 AAC 10.1002. Caregivers**

For purposes of 7 AAC 10.1000 - 7 AAC 10.1095, a caregiver is an individual in an entity whose duties include care, contact, and supervision of adults or children in care. A caregiver does not include

- (1) a parent or other relative of an adult or child in care, unless the parent or other relative is a caregiver or a member of the licensee's household;
- (2) a parent's designee to drop off and pick up a child in care, unless the designee performs the duties of a caregiver;
- (3) an official or individual providing support services to the entity or to an adult or child in care for fewer than five hours a week, such as an infant learning teacher, an attendant for a child identified as having special needs under 7 AAC 57.940, a licenser, a fire marshal, or a food service sponsor;
- (4) an employee of a delivery service who makes deliveries to the entity;
- (5) installation, maintenance, and repair service personnel who are present in the entity for less than two weeks;
- (6) an individual with an ownership or management interest in the entity who makes only occasional visits;
- (7) an occasional guest in the entity;
- (8) an individual residing in any part of the premises that house an entity, if the individual remains or intends to remain in the residence for less than 45 days, in total, in any 12-month period, and does not perform the duties of a caregiver; or
- (9) an individual coming into incidental contact with adults or children in care during an outing away from the entity.

### **7 AAC 10.1005. Pre-licensing inspection**

Subject to AS 47.32.050, before deciding whether to issue a license to an entity listed in 7 AAC 10.1000(b), the department may inspect the entity to determine whether the entity is maintained in a manner protective of life, health, safety, and welfare with respect to

- (1) bedrooms for an entity licensed to provide 24-hour or overnight care;
- (2) exits to the outside of the building;
- (3) smoke detectors, carbon monoxide detectors, and fire extinguishers;
- (4) storage and disposition of combustible waste material;
- (5) portable heating mechanisms, if any; and
- (6) other applicable requirements of this chapter or another applicable statute or regulation.

**7 AAC 10.1010. Life and fire safety**

- (a) An entity listed in 7 AAC 10.1000(b) must comply with the applicable life and fire safety requirements of this section and any additional or more stringent applicable standards established by a municipality to which the state fire marshal has deferred building fire safety inspection and enforcement activities under 13 AAC 50.075(c).
- (b) An entity must meet the requirements of (c) of this section if the entity provides
- (1) 24-hour or nighttime care for six or more adults or children; in this paragraph, "nighttime care" means care between the hours of 10:00 p.m. and 6:00 a.m.; or
  - (2) less than 24-hour care for six or more children, including the caregiver's children who are under age 12 or of limited mobility.
- (c) An entity described in (b) of this section must
- (1) meet the standards for life and safety specified in 13 AAC 50 and 13 AAC 55; the entity shall keep any information required by those standards available for department inspection;
  - (2) obtain any applicable state or municipal building code approval; that approval must also be obtained before making a modification to a licensed entity if the modification is one that requires that approval; for purposes of this paragraph, a state building code approval is an approval required under 13 AAC 50.027 and 13 AAC 55; and
  - (3) obtain a fire safety inspection report from each state or municipal authority responsible for those inspections, and continue to obtain those reports every two years, or more often if required by the authority; the entity is responsible for any fee charged by the authority for each inspection.
- (d) At the time of licensing, the department will inspect an entity licensed to provide care for five or fewer adults or children to determine if the entity meets the applicable requirements of this section. Based on the inspection, or if the department determines that it is necessary for purposes of public health, safety, or welfare, the department will request an advisory inspection report from one or more state or municipal building or fire safety authorities. The entity is responsible for any fee charged by the authority for each inspection.
- (e) An entity must have a disaster preparedness and emergency evacuation plan that
- (1) includes evacuation procedures that will ensure the complete evacuation of
    - (A) children in care, including children with limited mobility, within 150 seconds; or
    - (B) adults in care, including adults with limited mobility, as follows:
      - (i) if the entity does not have an automatic sprinkler system, the plan must ensure complete evacuation will be accomplished within three minutes;
      - (ii) if the entity has a central fire alarm system and an automatic retardant sprinkler system, the plan must ensure complete evacuation will be accomplished within 13 minutes;
      - (iii) if the entity has a central fire alarm system and an automatic suppressant sprinkler system, the plan must ensure evacuation will be accomplished as necessary under the circumstances;
      - (iv) if the entity has a central fire alarm system, and has a safe location that is remote or separated from the effects of any fire and to which the adults may be safely evacuated, the plan must ensure evacuation will be accomplished as required by the state or municipal fire safety authority responsible for inspecting the entity;
  - (2) describes in detail the procedures that will be followed for the complete evacuation of the entity, including specific procedures, as applicable, for
    - (A) children under 30 months of age;
    - (B) adults or children with limited mobility; and
    - (C) adults or children who otherwise may need assistance in an emergency, including an adult or child who is mentally, visually, or hearing impaired;
  - (3) includes procedures for other emergency situations or natural disasters that may affect the entity, including, as appropriate, tsunami, flooding, and earthquake emergencies;
  - (4) provides for drills to be conducted as required by (f) of this section;
  - (5) requires
    - (A) training of all employees in implementing the plan; and

- (B) participation of all employees who are on duty during the scheduled drill; and
- (6) for an assisted living home, provides that the procedures developed in the plan will be reviewed with each adult in care or that adult's representative before the adult begins to receive care.
- (f) An entity shall conduct emergency evacuation drills as required in this subsection. Subject to (g)(6) and (7) of this section, a drill may be postponed or modified during severe weather. The entity shall conduct a drill at least
  - (1) once each month if the entity is
    - (A) licensed to provide care for children younger than age 12;
    - (B) a residential child care facility; or
    - (C) a maternity home; or
  - (2) once every three months if the entity is
    - (A) a foster home where children in care are age 12 or older and have been in care at the entity for at least three months; or
    - (B) an assisted living home, for each shift at the assisted living home; complete evacuation of the home must occur at least once each year for each shift unless the entity conducts evacuations as described under (e)(1)(B)(iii) or (iv) of this section and has an emergency evacuation plan approved by the state fire marshal or a municipality to which the fire marshal has deferred building fire safety inspection and enforcement activities.
- (g) An entity shall make and retain a record of each required evacuation drill and make the record available to the department upon request. The record must include
  - (1) the date and time of the drill;
  - (2) the name of each employee on duty at the time of the drill;
  - (3) the name of each adult or child in care who was present at the time of the drill but did not participate in the drill, and the reason for nonparticipation;
  - (4) the amount of time required to complete the drill;
  - (5) a critique of the drill as described in (h) of this section; the requirement for including a critique does not apply to a foster home or foster group home, but the home shall include a brief evaluation of the evacuation;
  - (6) documentation of the reason for any postponement under (f) of this section, and the rescheduled date to conduct the postponed drill; and
  - (7) documentation of the reason for any modification under (f) of this section, and a description of the nature of the modification.
- (h) The critique required by (g)(5) of this section must include
  - (1) a review of actions taken by each employee;
  - (2) a review of responses by adults or children in care during drill;
  - (3) an evaluation of whether existing policies were followed and, if not, an explanation of why a policy was not followed;
  - (4) an evaluation of whether the policies followed were effective and, if not, a description of how any policy will be revised for future drills;
  - (5) for any critique that indicates a drill was ineffective in any way, an identification of factors contributing to an ineffective drill; and
  - (6) any suggestions for improving future drills.
- (i) If an emergency affects an entity, the entity shall notify the department by telephone, facsimile, or electronic mail no later than the following working day and shall, within five working days, submit a detailed written report to the department that includes the following:
  - (1) the date and time of the emergency;
  - (2) a description of the nature of the emergency;
  - (3) a description of how the evacuation was achieved, including the amount of time necessary to achieve evacuation;
  - (4) a critique of the evacuation that includes the information required under (h) of this section; except as provided in 7 AAC 10.1000(c), the requirement for including a critique does not apply to a foster home or foster group home, but the home shall include a brief evaluation of the evacuation;

(5) if the entity is a residential facility, and if the emergency rendered any part of the facility unsafe for occupancy, a description of how the entity will protect residents until the facility is safe for occupancy.

(j) In addition to the first aid kit required under 7 AAC 10.1075, an entity shall maintain one disaster kit that includes

- (1) at least one flashlight and batteries;
- (2) at least one battery-operated radio and batteries;
- (3) potable water;
- (4) nonperishable food; and
- (5) blankets.

(k) An entity that uses oil, wood, natural gas, or propane as a heating or cooking fuel shall ensure that an operating carbon monoxide detector is installed within each sleeping area, or no more than three feet from the entrance to that area, and is regularly inspected, tested, and serviced. In addition, if the entity is in a multi-level facility, at least one operating carbon monoxide detector must be installed on each level.

(l) An entity licensed to provide care for five or fewer adults or children shall ensure that

(1) the building occupied by the adults or children in care has at least two means of emergency escape that are remote from each other and that provide unobstructed access to the outside of the building; at least one means of emergency escape must be an exterior door; if one of the means of emergency escape is a window, the window must comply with the requirements of (3) of this subsection; an entity that is located in a single-family dwelling with only one exterior door may not provide care for more than five children, including children who are relatives of the administrator or foster parent unless the department approves an additional means of egress;

(2) the building occupied by the adults or children in care has at least one means of escape from any basement directly to the outside at or near ground level, if adults or children in care occupy the basement for any part of the day;

(3) unless prohibited by the state fire marshal for a window 20 feet or more above ground level, each bedroom has at least one fully-opening window that provides escape directly to the outside and that meets the following requirements:

(A) the finished sill height may not exceed

(i) 44 inches above the floor; the department will allow an entity to meet this requirement through the provision of a permanently installed step, the top of which is no more than 44 inches from the sill, if the step does not create a tripping hazard, block wheelchair access in the bedroom, or block a heating element; any request for a variance of the sill height requirement must be accompanied by written approval from the state fire marshal; or

(ii) 48 inches above the floor for a foster home or foster group home licensed under 7 AAC 50 on or before June 23, 2006, or an assisted living home licensed under 7 AAC 75 on or before June 23, 2006, if the home does not already meet the standard in (i) of this subparagraph; the home must meet the standard in (i) of this subparagraph if the bedroom is remodeled or a new bedroom is constructed;

(B) the net clear openable area must be a minimum of 5.7 square feet; for purposes of this subparagraph,

(i) the net clear openable height may not be less than 24 inches; if the height is 24 inches, the width may not be less than 34.25 inches; and

(ii) the net clear openable width may not be less than 20 inches; if the width is 20 inches, the height may not be less than 41.25 inches;

(4) a window screen is not used if it permanently prevents exit or if it cannot be easily removed for exit;

(5) the entity is free of any accumulation of combustible waste material and other fire hazards in or around the premises;

(6) at least one AC primary powered smoke detection device with battery backup, or at least one monitored battery powered smoke detection device, is located in each bedroom; in addition, if the entity is in a multi-level facility, at least one smoke detection device must be installed on each level; each device required under this paragraph must be less than 10 years old, or newer if

necessary to comply with the manufacturer's recommended replacement date; in this paragraph, "AC" means alternating current;

(7) at least one fully charged 2A:10BC dry chemical fire extinguisher is strategically located on each level of the facility, and is installed, inspected, tested, and serviced according to the requirements of 13 AAC 50.025(47);

(8) any flammable or combustible liquid is stored in a container with a tight-fitting lid specifically designed for holding flammable or combustible liquids, and ensure that these liquids are kept out of the reach of children, or adults with impaired judgment; and

(9) each heating device meets the applicable requirements of 7 AAC 10.1015.

### **7 AAC 10.1015. Heating and heating devices**

(a) An entity shall ensure that room temperature in the facility is maintained at the following applicable draft-free temperature, adjusted as needed for the majority of adults or children in care to be comfortable:

(1) 65 degrees Fahrenheit for an entity licensed to provide care for children;

(2) 68 degrees Fahrenheit for an entity licensed to provide care for adults.

(b) The entity shall ensure that

(1) each heating device is installed and maintained in a safe and serviceable manner and is

(A) vented to the outside if the device is fuel burning; vents or stacks leading from a heating unit must be air-tight at joints so that fumes, smoke, or unburned gases cannot pass from the device, vent, or stack into the entity;

(B) equipped with protective devices if presenting a hazard because of an exposed flame or heating element; heat sources must be shielded in a manner that prevents burn injury; the shield must be far enough from the heat source to prevent it from smoldering or burning; and

(C) not placed or located in sleeping quarters during sleeping hours, unless the entity does not have a separate sleeping area, or in exit ways or corridors at any time; and

(2) an open flame heater is not used, except for a fireplace that complies with 13 AAC 50, 13 AAC 55, and any applicable municipal building code; if a fireplace is used, it must have a protective screen or gate, and the area near the fireplace must be kept free of clutter and combustible or flammable material.

(c) The entity shall ensure that any portable electric heater is equipped with a tipover switch and is kept out of the reach of children, or adults with impaired judgment. A portable electric heater must be kept from flammable objects in accordance with the manufacturer's recommendations. The entity must develop and implement a policy that outlines the safe and proper use of portable heaters. Except as provided in 7 AAC 10.1000(c), the requirement to develop a policy does not apply to a foster home or foster group home.

### **7 AAC 10.1020. Water supply**

(a) An entity shall provide an ample supply of potable water from a system that complies with applicable provisions of 18 AAC 80.

(b) An entity listed in 7 AAC 10.1000(b) that was licensed before June 23, 2006, has until June 23, 2007 to comply with the requirements of this section, if the entity was approved by the licensing agency to use a rain catchment system as its source of potable water.

### **7 AAC 10.1022. Wastewater disposal**

An entity shall provide a domestic wastewater system that complies with applicable provisions of 18 AAC 72.

### **7 AAC 10.1025. Solid waste disposal**

An entity shall ensure that solid waste is conveyed, stored, and disposed of in a manner that

(1) minimizes the development of odor;

(2) prevents waste from attracting and harboring pests; and

(3) complies with applicable provisions of 18 AAC 60.

**7 AAC 10.1030. Toilet facilities, sinks, showers, and bathing facilities**

- (a) An entity shall ensure that plumbing in the entity is consistent with good public health practices. An entity located in a municipality with a population of 2,500 or more shall ensure that plumbing is sized, installed, and maintained as required by the applicable state plumbing code developed under AS 18.60.705 - 18.60.740, and by any applicable municipal plumbing code.
- (b) Except as provided in 7 AAC 10.1000(c), the requirements of this subsection do not apply to foster homes. An entity shall provide at least the number of toilets, handsinks, and bathtubs or showers set out in the following table:

**Minimum Plumbing Fixtures**

Based on average Number of Adults or Children in Care, Plus  
Employees and Family Members in the Entity During Operation\*

Type of Entity	Minimum number of Toilets	Minimum number of Hand sinks	Minimum number of Bathtubs or Showers
Child Care Center	One for 15 or fewer persons	One for 15 or fewer person	For a center licensed to care for infants or toddlers, at least one bathtub, portable tub capable of being filled, dumped, and cleaned, or sink used only for the purpose of bathing
	Two for 16 to 30 persons	Two for 16 to 30 persons	
	One additional toilet for each additional 15 or fewer persons	One additional hand sink for each additional 15 or fewer persons	
Residential Child Care facility	One for every six persons	One for every six persons	One for every six persons
Assisted Living Home			
Maternity Home			
Foster Group Home			

\* This number is calculated based on the anticipated number of individuals who will be in the entity each day, using a six-month average. Infants are not included for purposes of calculating the number of persons in the entity.

- (c) An entity shall provide and maintain clean and sanitary toilet facilities and ensure that in each toilet room.
  - (1) at least one easily cleanable waste receptacle is provided; if soiled diapers are kept in a waste receptacle until disposed of, that waste receptacle must be covered;
  - (2) toilet tissue is provided from a wall-hung or protected container at each toilet;
  - (3) if one or more partitions are used between toilets, each partition is raised at least 12 inches from the floor and is smooth and easily cleanable;
  - (4) each step stool, if provided, has a nonslip tread made of a water-impervious, durable material;
  - (5) each floor and wall is covered with smooth, durable, nonabsorbent, easily cleanable material; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home; and
  - (6) each toilet lid, seat, and handle and each handsink is kept clean and sanitary.
- (d) The entity shall ensure that each portable tub, bedpan, and potty-chair, as applicable, is emptied into a toilet, and is cleaned and sanitized in a utility sink or another place approved by the department. The entity shall ensure that the utility sink or other area is used only for this purpose and is cleaned and sanitized after each use. Except as provided in 7 AAC 10.1000(c), the requirement of this subsection regarding segregated use of the utility sink does not apply to a foster home or foster group home.

- (e) Except for a foster home or foster group home, or an assisted living home providing service for two or fewer residents, the entity shall ensure that each handsink is used only for its designated purpose and is equipped with soap and
- (1) at least one accessible single-use towel dispenser or heated air hand-drying device; the entity shall ensure that towels are discarded after each use;
  - (2) cloth towels if each towel is laundered after each use; or
  - (3) individual cloth towels assigned to each adult or child in care if each towel is used only by that adult or child; the entity shall ensure that the towels are cleaned or laundered at least every seven days and before assignment to another adult or child in care.
- (f) The entity shall ensure that a shower or other bathing facility is constructed with smooth, easily cleanable walls, and water-impervious, nonskid floors that slope uniformly to a drain. The entity shall ensure that the shower or other bathing facility is located in a room with mechanical or other adequate ventilation. Except as provided in 7 AAC 10.1000(c), the requirements of this subsection do not apply to foster homes or foster group homes.

**7 AAC 10.1035. Premises**

- (a) An entity shall ensure that

- (1) the premises and surrounding grounds are kept clean, sanitary, safe, and in good repair;
- (2) the entity is free of hazards, including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys, steep stairways, ice on walkways, and unsafe play areas;
- (3) insects, rodents, and other pests are controlled and that the entity is kept free of conditions that are likely to attract or harbor pests; any pesticide use is subject to the notice and other applicable requirements of 7 AAC 10.1093; if the department determines that the entity is not adequately controlling pests, the department may require the administrator to hire a commercial pest control applicator certified under 18 AAC 90, or to take other appropriate action if a commercial pest control applicator is not available in the community;
- (4) outdoor areas are well drained and free from deep depressions that may collect standing water; if necessary to ensure the safety of adults or children in care, the department will require that an outdoor recreation area be enclosed with landscaping, a fence, or another effective barrier that prevents or deters access to a busy roadway or other potential hazard; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home;
- (5) ventilation by natural or mechanical means is provided to keep air fresh and to prevent the accumulation of heat, steam, condensation, vapors, smoke, or fumes; openings to the outside must prevent the entrance of rodents, insects, and other pests; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home;
- (6) walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home;
- (7) lead-based paint is not used, and any painted surface is free from flaking;
- (8) stairways and steps have handrails and nonslip treads or covering; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home;
- (9) at any fixture that is accessible to adults or children, hot water temperature is no less than 100 degrees Fahrenheit, and no more than 120 degrees Fahrenheit;
- (10) self-dispensing or metering faucets, if used, provide a flow of water for at least 10 seconds;
- (11) an artificial light source is provided in each area of the entity; the light must be sufficient and appropriate for the activities performed in each area by employees, or by adults or children in care;
- (12) cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children and to adults with impaired judgment; for an entity licensed to provide care for six or more adults or children, the entity must provide a closet, storeroom, or other area separate from the area where adults or children in care are present for the storage of janitorial equipment and cleaning supplies;



(13) furniture and equipment is durable, safe, easily cleanable, and is kept clean and in good repair; and

(14) at least two feet of floor space is provided between each crib, mat, or bed; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home.

- (b) An entity licensed to provide care for adults with dementia or a cognitive impairment, including adults with a history of wandering or attempting to run away, shall ensure that a method is in place to alert staff when someone exits the entity. To meet the requirements of this subsection, the entity shall install a 15-second delayed exit door with an alarm at each exit, use a wander alarm system, or use another method approved by the department. If the entity wishes to use a delayed exit door, the entity must obtain approval from the municipal fire marshal.

#### **7 AAC 10.1040. General cleaning and sanitation standards**

(a) Except as provided in (b) of this section, in addition to the other cleaning and sanitation requirements of 7 AAC 10.1000 -

7 AAC 10.1095, an entity shall ensure that

- (1) each table or highchair used for food is in good repair, is easily cleanable, and is cleaned and sanitized after each use;
- (2) uncarpeted floors, low shelves, walls, door knobs, and other surfaces often touched by adults or children in care are cleaned and sanitized at a frequency to keep the surfaces clean and sanitary; in each carpeted area, the entity shall ensure that the carpet is vacuumed and shampooed at a frequency to keep it clean;
- (3) each interior waste receptacle is kept clean and emptied as often as necessary to prevent overflow;
- (4) any surface contaminated by a body fluid, including saliva, blood, mucus, vomit, urine, feces, and an injury discharge, is immediately cleaned and disinfected using universal precautions in accordance with 7 AAC 10.1045, including the use of gloves and the caregiver hygiene requirements of 7 AAC 10.1050(e);
- (5) cleaning that may present a hazard to adults or children is done only when a room is not occupied by adults or children in care; and
- (6) all bedding is laundered
  - (A) at least once every seven days;
  - (B) before assignment to another adult or child in care; and
  - (C) whenever soiled.

(b) Except as provided in 7 AAC 10.1000(c), the requirements of (a)(6) of this section do not apply to a foster home or foster group home.

#### **7 AAC 10.1045. Universal precautions**

An entity shall take precautions to reduce risk against the spread of a communicable, contagious, or infectious disease that could pose a significant threat to the health, safety, or welfare of adults or children in care. In addition to the applicable requirements of 7 AAC 10.1000 - 7 AAC 10.1095, precautions include

- (1) seeking and complying with current medical and sanitation advice on communicable, contagious, or infectious diseases;
- (2) adopting universal precautions, including the use of gloves, to handle potential exposure to blood, blood-contaminating body fluids, and injury discharges;
- (3) training staff, if any, in universal precautions and in the prevention of communicable, contagious, and infectious diseases;
- (4) ensuring that the caregiver hygiene requirements of 7 AAC 10.1050 are met;
- (5) encouraging children, or adults with impaired judgment, to wash their hands
  - (A) before food handling, preparation, serving, or table setting;
  - (B) before eating;
  - (C) after toileting;
  - (D) after handling pets or other animals; and

- (E) when hands are contaminated with a body fluid, including after nose wiping; and
- (6) encouraging children to wash their hands before and after participation in moist play, including molding clay or painting.

**7 AAC 10.1050. Caregiver hygiene**

- (a) A caregiver with a communicable disease, rash, or infection, or an acute respiratory infection, may not work in an entity in any capacity in which the caregiver likely could transmit that disease, rash, infection, or respiratory infection to an adult or child in care. The requirements of this subsection do not apply to a foster home or foster group home.
- (b) Caregivers shall conform to good hygienic practices, including those described in 7 AAC 10.1045 and this section.
- (c) A caregiver shall thoroughly wash the caregiver's hands with soap and warm running water and rinse with water
  - (1) before food handling, food preparation, food serving, eating, or setting a table;
  - (2) after toileting, diapering, or assisting with toileting or diapering;
  - (3) before and after assisting with toothbrushing;
  - (4) after handling animals, animal waste, or animal cages;
  - (5) before and after giving medication, except as provided in (d) of this section;
  - (6) before and after participation in moist play including molding clay, painting, and cooking; and
  - (7) whenever hands are contaminated with a body fluid, including after nose wiping.
- (d) If the caregiver is administering medication to more than one adult or child and during the process touches the adult or child, or a surface that might be contaminated, the caregiver may use a bacteriocidal or viricidal hand rinse or hand dip between each administration instead of handwashing.
- (e) If a caregiver uses gloves, the caregiver shall wash the caregiver's hands immediately after the gloves are removed even if the hands are not visibly contaminated. The use of gloves does not preclude or substitute for handwashing.
- (f) If a caregiver provides toothbrushing assistance, the caregiver shall dispense the toothpaste from a shared container in a manner that will not contaminate the toothpaste container. The requirements of this subsection do not apply to a foster home or foster group home.

**7 AAC 10.1055. Incontinence care**

- (a) Except as provided in (b) of this section, an entity that provides incontinence care shall develop, and ensure that each caregiver follows, written incontinence care procedures that minimize the spread of disease and the risk of contamination to hands and surfaces. In addition, the entity shall ensure that
  - (1) sufficient quantities of incontinence pads are available and neatly stored;
  - (2) the entity has an adequate supply of additional bedding and mattress pads;
  - (3) an impervious bag is used for the disposal of soiled pads; and
  - (4) nonlatex gloves and handwashing supplies are available to prevent contamination, and are used in accordance with the universal precautions described in 7 AAC 10.1045.
- (b) An assisted living home serving five or fewer residents, a foster home, and a foster group home are not required to have written procedures, but must ensure that procedures used minimize the spread of disease and the risk of contamination, and otherwise meet the requirements of this section.

**7 AAC 10.1060. Additional provisions for entities licensed to provide care for children**

- (a) In addition to other applicable requirements of 7 AAC 10.1000 - 7 AAC 10.1095, an entity licensed to provide care for infants and children shall
  - (1) if infants or toddlers are in care, install and use safety gates to prevent access to stairs;
  - (2) install outlet covers in all electrical outlets that are not in use and that are accessible to children under age five; and
  - (3) use safe and sanitary equipment and supplies for diapering and toileting, including easy accessibility for the caregiver to wash the caregiver's hands after changing a diaper or assisting a child with toileting.

- (b) An entity that provides care for more than one child who uses bottles and pacifiers shall label the bottles and pacifiers with each child's name.
- (c) An entity that reuses bottles, bottle caps, and nipples shall, before reuse,
  - (1) wash them in a dishwasher, using a long wash cycle with hot water, and a heated drying cycle; or
  - (2) boil them in water for at least five minutes.
- (d) An entity that provides diapering shall develop, and ensure that each caregiver follows, written diaper changing procedures that minimize the spread of disease and the risk of contamination to hands and surfaces. Except as provided in 7 AAC 10.1000(c), a foster home or foster group home is not required to have written procedures, but must ensure that procedures used minimize the spread of disease and the risk of contamination.
- (e) In addition to the requirements of (d) of this section, an entity other than a foster home or foster group home shall ensure that
  - (1) the diaper changing area
    - (A) is not located in a food preparation area and is not used for temporary placement or serving of food; and
    - (B) has one accessible handsink located in, or immediately adjacent to, that area;
  - (2) each surface used for changing diapers is smooth, durable, nonabsorbent, and easily cleanable;
  - (3) sufficient quantities of clean diapers are available and are neatly stored;
  - (4) nonlatex gloves and handwashing supplies are available to prevent contamination, and are used in accordance with universal precautions described in 7 AAC 10.1045;
  - (5) for soiled clothing or cloth diapers, solid waste contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in
    - (A) an impervious bag to be given to the parent for laundering, if applicable; or
    - (B) an easily cleanable container with a firmly fitted cover; the container must be
      - (i) lined with plastic;
      - (ii) designed to prevent the caregiver from contaminating the exterior surface of the container or the caregiver when inserting a soiled diaper;
      - (iii) provided within the caregiver's reach of the diaper changing area; and
      - (iv) emptied, cleaned, and sanitized daily;
  - (6) each diaper changing surface is cleaned and sanitized after each use; if a single-use, disposable cover is placed on the diapering surface before diapering, the entity shall ensure that the cover is disposed of immediately after diapering; the use of a single-use, disposable cover does not preclude or substitute for cleaning and sanitizing the surface or area after each use even if the surface or area is not visibly contaminated;
  - (7) after a soiled disposable diaper is removed, it is folded inward and resealed before disposal into a container described in (5)(B) of this subsection;
  - (8) if single-use, disposable wipes are used during diapering, the disposable wipes are discarded after use; if a nondisposable cloth is used, that cloth must be placed immediately, without rinsing, in
    - (A) an impervious bag to be given to the parent for laundering, if applicable; or
    - (B) a container described in (5)(B) of this subsection;
  - (9) diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and
  - (10) children do not handle diaper changing supplies.
- (f) The entity shall ensure that individual cloth towels used for bathing, toothbrushes, and combs used by a child in care are stored separately to prevent contamination and are labeled with the child's name. If a storage rack is used, the rack must be cleaned and sanitized or replaced when visibly soiled and after contamination with blood or another body fluid. Except as provided in 7 AAC 10.1000(c), the requirements of this subsection do not apply to a foster home or foster group home.
- (g) Except for toys brought by children for personal use, the entity shall ensure that
  - (1) toys used by children are kept clean and sanitary;

(2) if a toy has been mouthed or is otherwise contaminated, that toy is cleaned and sanitized before use by another child; except as provided in 7 AAC 10.1000(c) , the requirements of this paragraph do not apply to a foster home or foster group home; and

(3) toys used by children age three or older are cleaned at least once every seven days or when soiled; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home or foster group home.

(h) If a water play table is used by children, the entity shall ensure that

(1) water in the table is maintained at 2 - 10 parts per million chlorine solution during use; the entity shall frequently use chemical test strips to ensure that proper chlorine concentration levels are maintained;

(2) each child using the table has hands washed before and after playing at the water play table;

(3) a child with open sores or wounds does not play at the table;

(4) water is discarded after each day of use; and

(5) the table is cleaned and sanitized after each day of use.

(i) Except as provided in (k) of this section, an entity that provides a play area for use by children in care shall ensure that the play area is free of hazards that can cause injury, including

(1) selecting and maintaining play equipment so that it

(A) is securely anchored, unless it is portable and self supporting;

(B) is free of entrapment, pinch, or crush points;

(C) is free of sharp points, corners, or edges; and

(D) provides clearance between the equipment and any objects that may cause injury; and

(2) covering areas around and under play equipment that has a fall height of three feet or more with shock absorbing material such as pea gravel, sand, or sawdust; concrete or asphalt may not be used under play equipment; in this paragraph, "fall height" means the vertical distance between a play surface and the area around and under the play equipment.

(j) Subject to (k) of this section, an entity shall ensure that each crib, crib mattress, cot, mat, and playpen is cleaned and sanitized

(1) at least once every seven days;

(2) before assignment to another child in care; and

(3) whenever soiled.

(k) Except as provided in 7 AAC 10.1000(c) , the requirements of (i) and (j) of this section do not apply to a foster home or foster group home.

#### **7 AAC 10.1065. Food service and preparation**

(a) An entity for which a food service permit is required by the Department of Environmental Conservation shall meet the applicable requirements of 18 AAC 31. If that department has set minimum standards for an entity, the entity shall meet those minimum standards.

(b) Except for a foster home or foster group home, an entity providing care for children shall ensure that any meals or snacks brought from a child's home are labeled with the child's name and the date.

(c) An entity that is exempt under 18 AAC 31.012 or 18 AAC 31.014 from the requirements of 18 AAC 31 shall maintain sanitary facilities for the proper care, storage, refrigeration, and preparation of food. The entity shall ensure that

(1) for purposes of AS 17.20.020, food served is not adulterated; and

(2) fruits and vegetables are thoroughly washed with potable water before use.

#### **7 AAC 10.1070. Medications**

(a) Subject to 12 AAC 44.965, or another applicable statute or regulation, an entity listed in 7 AAC 10.1000(b) shall meet each applicable requirement of this section unless the entity has an onsite pharmacist and consequently follows a more stringent procedure for that requirement, including a procedure required under 12 AAC 52, or by federal law, and the department has been informed in writing of the more stringent procedure and has approved its use for purposes of this section.

(b) If, as part of health-related services provided in an assisted living home, the home supervises the self-administration of medications, supervision must be performed in accordance with AS 47.33.020 .

- (c) Except as provided in (d) and (g) (4) of this section, an entity subject to this section shall
- (1) ensure that each stored medication, including each nonprescription medication, is in its original container and properly labeled with the name of the adult or child for whom it is intended, the name of the medication, the dosage, expiration date, and directions for administration; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to nonprescription medication used communally in a foster home or foster group home;
  - (2) store medications in a manner that prevents access by unauthorized persons;
  - (3) store controlled substances in a locked, permanently affixed storage container; for a controlled substance that requires refrigeration, the storage container must be locked; the entity shall establish written procedures for maintaining a record that accurately accounts for the receipt and each use of each controlled substance, and for periodically reconciling the record; except as provided in 7 AAC 10.1000(c), the requirements of this paragraph do not apply to a foster home, foster group home, or a child care facility;
  - (4) store medications, including controlled substances, in accordance with the manufacturer's recommendations; and
  - (5) ensure that nonprescription medications and health products, including nonaspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent, are used only at the dose, duration, or method of administration specified on the manufacturer's label.
- (d) The provisions of (c) of this section do not apply to a medication that a resident of an assisted living home is allowed to keep in that resident's room.
- (e) The following entities subject to this chapter may be delegated the task of administration of medicine under 12 AAC 44.965:
- (1) a foster home for an adult;
  - (2) a foster group home for adults;
  - (3) an assisted living home.
- (f) An entity not listed in (e) of this section may administer medication if
- (1) within the scope of the person's own license;
  - (2) under other legal authority; or
  - (3) under the supervision of another licensed health care provider.
- (g) An entity authorized to administer medication may do so only under the following conditions:
- (1) the entity must first obtain written permission for the administration of prescription medication from the adult or that adult's representative, or the parent of a child in care upon admission into the entity, or when a new medication is prescribed; if the department is the child's legal guardian, the entity must first obtain written permission from the department;
  - (2) the entity may administer prescription medication and special medical procedures only in the dosage, at the intervals, or in the manner prescribed by a physician or other person legally authorized to prescribe medication or medical procedures;
  - (3) if an entity providing care for children has not obtained written permission from the child's parent for the administration of a commonly used nonprescription medication or medication contained in the first aid kit required by 7 AAC 10.1075, the entity shall document telephone permission to administer that medication; a foster home, a foster group home, or an entity providing care for a child for whom the department is the legal guardian is not required to obtain permission from the child's parent for the administration of nonprescription medication, but shall administer nonprescription medication as authorized by the department in the placement agreement;
  - (4) the entity shall have a written policy for the use of any commonly used nonprescription medication for oral or topical use kept on hand by the entity for the communal use of any adult or child in care for whom the medication may be indicated; the requirements of this paragraph do not apply to a foster home or foster group home, or to an assisted living home serving two or fewer residents;
  - (5) prescription medicine must be kept in
    - (A) the original container showing the date filled, the expiration date, instructions, and the physician's or other medical professional's name; or

- (B) medicine sets filled by a pharmacist, a licensed medical professional, or a resident's representative; the prescription date filled, the expiration date, instructions, and the physician's or other medical professional's name must be affixed to or stored with each medicine set;
- (6) in an entity with one or more employees, only one designated employee in each shift may administer medication, the designated employee shall record and initial the time each dose is administered;
- (7) unused medication must be returned to the parent of a child in care when the medication is no longer needed, except that a foster home, foster group home, or an entity providing care for a child for whom the department is the legal guardian shall discard the unused medication
  - (A) in a manner that prevents access by children in care; and
  - (B) in accordance with instructions from the manufacturer, if any;
- (8) an assisted living home shall ensure that unused medication is properly discarded and shall notify the resident or resident's representative of the disposal of the medication.
- (h) The entity shall ensure that medication requiring refrigeration is grouped together, stored in a manner to prevent contamination of food, and labeled as required by this section. A residential child care facility or an assisted living home that provides care for six or more residents shall keep medication in a separate refrigeration unit that is not used to store food.
- (i) In addition to complying with the other requirements of this section, a residential psychiatric treatment center
  - (1) shall ensure that the record of the prescription and administration of prescription and nonprescription medications is kept in each child's files and in another master medications file arranged to show in chronological order the prescription and administration of medications to each child, with records sorted by each child's name, showing each diagnosis for each child;
  - (2) shall make the records described in (1) of this subsection available for department review for the purpose of identifying and preventing abuse, or inappropriate or unnecessary use of prescription or nonprescription medications;
  - (3) may not use a medication for the purpose of sedating or controlling the behavior of a child; however, subject to 7 AAC 50.870, a medication may be used for chemical restraint in a residential psychiatric treatment center; in this paragraph, "chemical restraint" has the meaning given in 7 AAC 50.990;
  - (4) may not administer a psychotropic or neuroleptic class medication to a child unless the use of the medication is part of the child's treatment plan developed under 7 AAC 50.840 and use of the medication has been consented to by the child's parent, Indian custodian, or guardian after both the clinical director and the prescribing physician have given sufficient information and counseling to the parent, Indian custodian, or guardian to ensure that the parent, Indian custodian, or guardian can give an informed consent to or refusal of the use of the medication; the information and counseling must discuss the option of not using the medication, the potential benefits and disadvantages of the medication, and alternative medications or therapies that might reasonably be used to treat the same condition; and
  - (5) may not discharge or threaten to discharge a child because the child's parent, Indian custodian, or guardian declines to give consent to the use of any recommended medication.
- (j) In this section,
  - (1) "controlled substance" means a drug, substance, or immediate precursor included in the schedules set out in AS 11.71.140 - 11.71.190;
  - (2) "Indian custodian" has the meaning given in 25 U.S.C. 1903(6).

**7 AAC 10.1075. First aid kit and procedures**

- (a) An entity shall review, and shall post or make readily available, first aid procedures. The entity shall post and keep current emergency telephone numbers, including the number for the poison control center, near one or more telephones in the entity. The entity shall maintain
  - (1) at least one first aid kit described in (c) of this section that is kept at the entity;

(2) at least one additional first aid kit described in (c) of this section for field trips or outings away from the entity; and

(3) an abbreviated first aid kit for a neighborhood walk of 30 minutes or less; the requirements of this paragraph do not apply to an assisted living home; an entity may use the kit described in (2) of this subsection for a neighborhood walk if the kit is not needed for a field trip or outing, and if a kit described in (c) of this section is kept at the entity; for purposes of this paragraph, an abbreviated kit must contain, at a minimum, the following:

(A) disposable nonporous, nonlatex gloves;

(B) tweezers;

(C) adhesive bandages;

(D) bandage tape;

(E) sterile gauze pads;

(F) a cold pack;

(G) a CPR barrier device or mask;

(H) potable water;

(I) for an entity providing care for children, the emergency child record information required by 7 AAC 57.400(a);

(J) medication that may be needed on the walk.

(b) The entity shall restock each first aid kit after use to ensure compliance with this section.

(c) Except as provided in (a) (3) of this section, each first aid kit must include at least the following items, checked regularly to ensure that any expiration date is not exceeded, and kept within a container that will hold all of the items:

(1) disposable nonporous, nonlatex gloves;

(2) sealed packages of alcohol wipes or antiseptic for thermometer cleaning only;

(3) scissors;

(4) tweezers;

(5) a thermometer;

(6) adhesive bandages;

(7) bandage tape;

(8) sterile gauze pads;

(9) flexible roller gauze;

(10) triangular bandages;

(11) safety pins;

(12) an eye dressing;

(13) a note pad with a pen or pencil;

(14) activated charcoal, for use only under the direction of a poison control center or another medical professional;

(15) a cold pack;

(16) a current American Academy of Pediatrics or American Red Cross standard first aid text or equivalent first aid guide;

(17) a CPR barrier device or mask;

(18) the telephone number for the poison control center;

(19) potable water;

(20) splints, including small child-size splints if children are in care;

(21) soap;

(22) a working flashlight;

(23) for a field trip or outing away from a child care facility, other than a foster home or foster group home, and for each child participating in the trip or outing,

(A) the emergency child record information as required by 7 AAC 57.400(a) ; and

(B) written permission for use of medication; only medication that is or may be needed during a field trip or outing may be included in first aid kit, and only for the length of the field trip or outing.

**\*Editor's note:** Information about the first aid text or guide referred to in 7 AAC 10.1075 may be obtained from the American Academy of Pediatrics at its website: <http://www.aap.org/>, or by writing to the American Academy of Pediatrics, 141 Northwest Point Boulevard, Elk Grove Village, IL 60007-1098 (telephone 847-434-4000). Information may be obtained from the American Red Cross at its website: <http://www.redcross.org/>, or by writing to American Red Cross National Headquarters, 2025 E Street, NW, Washington, DC 20006 (telephone 202-303-4498).

#### **7AAC 10.1080. Firearms and ammunition**

- (a) Firearms and ammunition are prohibited in an assisted living home licensed for six or more residents, and in a child care center, a residential child care facility, and a maternity home.
- (b) An entity that is not subject to (a) of this section shall ensure that any firearms are unloaded and stored in a locked gun safe or other locked place that is not visible or accessible to adults or children in care. The entity shall ensure that ammunition is stored separately from the firearms in a place inaccessible to adults or children in care.
- (c) The entity shall inform each adult in care or that adult's representative, parents of children in care, or social workers, care coordinators, or case managers, as applicable, if firearms are present in the entity.
- (d) Before a foster home allows a child to handle a firearm, the home shall submit a firearms safety plan acceptable to the department that addresses the firearms safety instruction approach the home will use.

#### **7 AAC 10.1085. Smoking**

- (a) In addition to the applicable requirements of AS 18.35.300 - 18.35.365, an entity listed in 7 AAC 10.1000(b) is subject to the applicable requirements of this section.
- (b) Smoking is prohibited in a child care center, a residential child care facility, and a maternity home.
- (c) Smoking in a foster home or foster group home must be limited to outside the home, or in a well-ventilated area away from the immediate living area, and only after submitting a plan acceptable to the department that addresses how children in care will be protected from smoke.
- (d) Smoking is prohibited in a child care home and a child care group home while children are in care. The home must ensure that, while children are in care,
  - (1) cigarettes or other smoking products, and ashtrays, lighters, or other smoking accessories are not visible or accessible to children; and
  - (2) the home does not smell of smoke from cigarettes or other smoking products.
- (e) Any vehicle used to transport children must be smoke-free.
- (f) If smoking is allowed in an assisted living home, a designated smoking and a nonsmoking area must be provided. A designated smoking area may not be in a common area. The designated smoking area must be separated from common areas by a closed door or partition that protects nonsmokers from smoke. The designated smoking area must be provided with natural or mechanical ventilation sufficient to provide fresh air and to prevent the accumulation of smoke and smoke odor.

#### **7 AAC 10.1090. Animals**

- (a) An entity shall ensure that any animal kept in the entity has no communicable disease, has immunizations required under state and federal law, and is free of internal and external parasites. The entity must show proof of compliance with required immunizations to the department upon request.
- (b) The entity shall inform each adult in care or that adult's representative, parents of children in care, social workers, care coordinators, and case managers, as applicable, if any animal is present in the entity.
- (c) Psittacine birds may not be kept in a child care center.
- (d) A psittacine bird may be kept in an assisted living home if the bird
  - (1) receives prophylactic antibiotics before introduction into the assisted living home; and
  - (2) is isolated at least 45 days in a room separate from a room occupied by any other birds in the home.
- (e) Except for a child care center subject to (c) of this section, a parakeet, pigeon, or other similarly small-sized psittacine bird may be kept in another entity listed in 7 AAC 10.1000(b) only if the bird
  - (1) receives prophylactic antibiotics before introduction into the entity; and



(2) is isolated at least 45 days in a room separate from a room occupied by any other birds in the entity.

(f) Ducklings and chicks may be incubated or hatched in an entity, except in a room where infants or toddlers are present, if

(1) children do not handle the ducklings or chicks; and

(2) the ducklings and chicks are removed from the entity when hatched.

(g) Amphibians, ferrets, reptiles, and wild, poisonous, or predatory animals may not be kept in an entity listed in 7 AAC 10.1000(b). A foster home or foster group home, or an assisted living home serving two or fewer residents, may have amphibians, ferrets, or reptiles, if approved by the department. The prohibition of this subsection on predatory animals does not apply to domestic dogs and domestic cats.

(h) The entity shall ensure that

(1) any birds, fish, and other animals allowed by this section are kept in appropriately designed cages or aquariums; the requirements of this paragraph do not apply to domestic dogs and domestic cats;

(2) the area around a cage or aquarium is smooth, nonabsorbent, impervious to water, and easily cleanable, and is cleaned and sanitized at a frequency to keep the area clean and sanitary;

(3) animal waste is removed daily, or at a frequency to prevent odor or contact with adults or children in care;

(4) each cage is lined with an impervious material and is cleaned at a frequency necessary to prevent a health risk to adults or children in care;

(5) bowls used for providing food and water for animals are cleaned at a frequency necessary to prevent a health risk to adults or children in care; and

(6) cleaning of animal waste

(A) is conducted when adults or children in care are not present; except as provided in 7 AAC 10.1000(c), the requirements of this subparagraph do not apply to a foster home or foster group home; and

(B) is not conducted in an area used for food preparation or service.

(i) The entity shall

(1) disclose to the department information regarding any animal in the entity, if that animal has (A) been the subject of a past contact with an animal control official because of aggressive behavior or biting; or

(B) a history of aggressive behavior or biting, regardless of whether the animal has been the subject of a past contact with an animal control official;

(2) notify the department within 24 hours of any occurrence of aggressive behavior or biting by an animal in the entity, including whether the occurrence resulted in a contact with an animal control official;

(3) immediately remove from contact with adults or children in care, an animal described in (1) or (2) of this subsection; and

(4) permanently remove from the entity an animal described in (1) or (2) of this subsection, if the department determines that the animal is a threat to the life or safety of adults or children in care.

(j) In this section, "psittacine bird" means a bird classified as part of the family *Psittaciadae*, including parrots, macaws, and parakeets.

### **7 AAC 10.1093. Pesticide use and notification**

(a) An entity shall, whenever practical, use a nonchemical method, including good sanitation practices, structural repair, and window screens to control pests. Pesticide use, including the use of a certified applicator if required, is subject to applicable requirements of the Department of Environmental Conservation under 18 AAC 90. The requirements of (b) - (g) of this section do not apply to a foster home or foster group home, but the home must notify the department before any major fumigation or other application that would require residents of the home to be temporarily relocated.

(b) Except as provided in (e) and (f) of this section, at least 24 hours before the application of a pesticide to any area of an entity used by or accessible to adults or children in care, an entity that provides care for six or more adults or children shall notify each adult or that adult's representative, each parent of a child

in care, social workers, care coordinators, and case managers, as applicable, regarding the application. A notice under this subsection must include

- (1) a description of the area where the pesticide will be applied;
  - (2) the date and approximate time of application; if the application will be outdoors, the notification must include three dates in chronological order in case an application is cancelled due to weather;
  - (3) the common or brand name of each pesticide to be used;
  - (4) the targeted pests to be controlled by the pesticide;
  - (5) a contact name and telephone number at the entity; and
  - (6) a statement that, upon request, the entity will provide
    - (A) a list of each active ingredient in the pesticide;
    - (B) the EPA registration number; and
    - (C) the telephone contact number, if any, on the label of the pesticide for additional information about each pesticide.
- (c) The notification required by (b) of this section may be made by individual notice delivered by telephone, face-to-face oral communication, electronic mail, postal mail, or facsimile. The entity may develop a registration system to provide this notification only to those persons who wish to receive notification. If the entity develops a registration system, the entity shall provide written notice at the time of admission or enrollment that pesticides may be used in or around the entity and explain how to register to be notified at least 24 hours before a pesticide treatment. If written notice is given, the notice may not be included with a notice being provided on another matter.
- (d) Except as provided in (f) of this section, immediately before application of a pesticide, the entity shall post the area where the pesticide is to be applied with a sign that is at least 8 1/2 x 11 inches and that reads "Pesticide Treated Area: KEEP OUT" in block letters at least one inch high. The entity shall ensure that the sign remains posted and that children, or adults with impaired judgment, are kept out of the treated area for at least 24 hours or until the reentry interval, if any, on the pesticide label has expired, whichever period is longer.
- (e) An entity may authorize an immediate pesticide treatment without prior notification if the administrator determines that an emergency exists. An emergency includes an immediate and unanticipated threat to the health or safety of adults or children in care. The provisions of (d) of this section must be met.
- (f) The following pesticide applications are not subject to the notification or posting requirements of (b) through (e) of this section:
- (1) the application of an antimicrobial pesticide;
  - (2) an application during which the entity remains unoccupied by adults or children in care for a continuous 72-hour period after the application;
  - (3) the application of a rodenticide in a tamper-resistant bait station, or in an area inaccessible to children or to adults with impaired judgment;
  - (4) the application of silica gels and other ready-to-use pastes, foams, or gels that will be applied in an area inaccessible to children or to adults with impaired judgment.
- (g) An entity shall keep records of pesticide applications for at least two years after application. Records required to be kept under this subsection must be made available for department review and must include
- (1) a copy of each notice issued under this section, if a child care center authorizes a pesticide application under (f) of this section, the information required under (b) of this section must be included in the record;
  - (2) the date of the application;
  - (3) the name and employer of the individual who applied the pesticide, including the individual's certification number;
  - (4) the rate of the application;
  - (5) the concentration of the pesticide applied; and
  - (6) the total amount of pesticide product used.
- (h) In this section,
- (1) "active ingredient" has the meaning given in 18 AAC 90.990; the definition of "active ingredient" in 18 AAC 90.990, as revised as of May 17, 2006, and as amended from time to time, is adopted by reference;

- (2) "antimicrobial pesticide" has the meaning given in 18 AAC 90.990; the definition of "antimicrobial pesticide" in 18 AAC 90.990, as revised as of May 17, 2006, and as amended from time to time, is adopted by reference;
- (3) "label" has the meaning given in 18 AAC 90.990; the definition of "label" in 18 AAC 90.990, as revised as of May 17, 2006, and as amended from time to time, is adopted by reference;
- (4) "rate of application" has the meaning given in 18 AAC 90.990; the definition of "rate of application" in 18 AAC 90.990, as revised as of May 17, 2006, and as amended from time to time, is adopted by reference;
- (5) "rodenticide" has the meaning given in 18 AAC 90.990; the definition of "rodenticide" in 18 AAC 90.990, as revised as of May 17, 2006, and as amended from time to time, is adopted by reference.

**7 AAC 10.1095. Toxic substances; poisonous plants**

(a) An entity shall ensure that

- (1) each cleaning material, detergent, aerosol can, pesticide, poison, and other toxic material is
  - (A) stored in the original labeled container; the requirement in this subparagraph does not apply to a spray bottle that contains a commercial sanitizing solution or a bleach-water solution used to sanitize toys, tables, counters, and other surfaces throughout the day, if that bottle is appropriately labeled and is stored as provided in (B) of this paragraph;
  - (B) inaccessible to children or to adults with impaired judgment, and stored separately from medication and food;
  - (C) used
    - (i) according to the manufacturer's instructions;
    - (ii) for the intended purpose;
    - (iii) in a manner that will not contaminate a play surface, a food service area, or a food preparation area; and
    - (iv) in a manner that is not a hazard to adults or children in care;
- (2) only nontoxic arts and crafts materials are used; and
- (3) a poisonous plant is not in an entity where children, or adults with impaired judgment, are in care, except as provided in (b) of this section.

(b) The department may allow a poisonous plant that is a common household plant, including a poinsettia, a dieffenbachia, an English ivy, a mother-in-law, and a philodendron, to be present in an entity described in (a)(3) of this section, if the department finds that children in care or adults with impaired judgment will be protected from harm. The entity shall submit to the department a written list of all poisonous plants maintained in the entity, and a description of how the entity will protect children, or adults with impaired judgment, from being harmed by the plants. If the department allows one or more poisonous plants to be present in the entity, the entity shall inform each adult's representative, parents of children in care, social workers, care coordinators, and case managers, as applicable, of any poisonous plant present in the entity, and describe how the entity will protect children, or adults with impaired judgment, from harm.

(c) In this section, "poisonous plant"

- (1) means a plant, tree, or shrub that can cause injury or death, if a portion of that plant, tree, or shrub is ingested or touched; and
- (2) includes certain
  - (A) flower garden plants, including autumn crocus, bleeding heart, chrysanthemum, daffodil, four-o'clocks, foxglove, hyacinth, hydrangea, iris, jonquil, lily of the valley, morning glory, narcissus, and snow on the mountain;
  - (B) house plants, including bird of paradise, castor bean, dumbcane (also known as dieffenbachia), English ivy, holly, jequirty bean (also known as rosary pea), Jerusalem cherry, mistletoe, mother-in-law, oleander, philodendron, poinsettia, and rhododendron;
  - (C) trees and shrubs, including black locust, boxwood, chokecherry, elderberry, English yew, horse chestnut, buckeye, juniper, oak, water hemlock, and yew;

(D) vegetable garden plants, including asparagus, sprouts and green parts of potato, rhubarb leaves, and green parts of tomato; and

(E) wild plants, including belladonna, bittersweet, buttercups, Indian hemp, jack-in-the-pulpit, jimson weed, larkspur, monkshood, certain mushrooms, nightshade, poison hemlock, poison ivy, poison oak, poison sumac, tobacco, and skunk cabbage.

**Department of Education & Early Development**  
*Teaching and Learning Support*  
**PROCESS FOR APPEAL**

*Alaska Administrative Code*  
**Chapter 40 Appeal Rights**

**Review and Appeals of Actions and decisions Regarding Funding**

**4 AAC 40.010 Purpose and application.**

- (a) The provisions of this chapter apply to applicants to seek review and appeal of actions and decisions of the Department of Education and Early Development regarding money appropriated to the Department of Education and Early Development under AS 14 or AS 44.27, for payment to school districts and other applicants.
- (b) The purpose of this chapter is to provide a process for a school district or other applicant that believes money to which it is entitled has been denied or withheld by the department to appeal that action.
- (c) The provisions of this chapter do not apply if a specific process for appeal of a decision of the department is set out elsewhere in statute or regulation.

AS 14.17.920

**\*Editor's note:** As of Register 151 (October 1999), the regulations attorney made technical revisions under AS 44.62.125 (b)(6) to reflect the name change of the Department of Education to the Department of Education and Early Development made by ch. 58, SLA 1999, and the corresponding title change of the commissioner of education.

**4 AAC 40.020. Notice of appeal**

- (a) A district or other applicant that is aggrieved by a final action of the department regarding a payment or award of money as described in 4 AAC 40.010 may file a notice of appeal with the commissioner by registered mail. The notice of appeal must be postmarked no later than 30 calendar days after receipt of notice of the final action being appealed.
- (b) The notice of appeal must contain
  - (1) a copy of the written action being appealed;
  - (2) an itemized listing of each alleged violation of statute or regulation upon which the appeal is based;
  - (3) a statement of the facts supporting each alleged violation of statute or regulation; and
  - (4) the specific relief sought.
- (c) the notice of appeal must be signed
  - (1) by the superintendent, if the appeal is filed by a district; or
  - (2) by the chairman or presiding officer of the board, committee, or organization making application, if the appeal is filed by an applicant other than a district.
- (d) Failure to raise an issue in the notice of appeal waives the issue in the subsequent proceedings under this chapter.

**4 AAC 40.030. Administrative review**

- (a) Within five working days after receipt of the notice required under 4 AAC 40.020(a) , the commissioner will appoint a person to act as a designee to review all issues set out in the notice of appeal.
- (b) Within 15 working days after appointment under (a) of this section, the commissioner's designee will make a written decision to grant, modify, or deny the relief sought, and provide the district or applicant a copy of that decision. The decision of the commissioner's designee must be based upon
  - (1) the information provided in the notice of appeal;
  - (2) records of the department; and
  - (3) other available relevant information.

#### **4 AAC 40.040. Hearing**

- (a) A district or other applicant may request a formal hearing on the decision of the commissioner's designee under 4 AAC 40.030(b) if the commissioner's designee does not grant the relief sought in the notice of appeal.
- (b) The request for hearing must be in writing, must be transmitted to the department by certified mail, and must be postmarked no later than 15 calendar days after the date the district or applicant received the decision under 4 AAC 40.030(b). The request must set out
  - (1) the list of exhibits that the district or applicant intends to introduce at the hearing;
  - (2) names of persons to be called as witnesses at the hearing; and
  - (3) whether the district or applicant will be represented by counsel.
- (c) Within 15 days after receipt of the request for hearing made under (a) of this section, the commissioner will appoint a hearing officer who is not an employee of the department.
- (d) Within five days after appointment, the hearing officer will schedule a prehearing conference with the parties to the appeal for the purpose of
  - (1) setting a time, date, and location for the hearing;
  - (2) providing a schedule for the parties' exchange of exhibits, witness lists, and legal briefing, if requested;
  - (3) authorizing formal or informal discovery procedures as the hearing officer determines are necessary for the fair and orderly conduct of the hearing; and
  - (4) addressing other scheduling and procedural matters raised by the parties or the hearing officer.
- (e) The hearing will be held within 30 days after the date of appointment of the hearing officer unless extended by the hearing officer on request of a party. The hearing will be recorded and will be conducted according to the following rules of evidence:
  - (1) oral evidence may be taken only on oath or affirmation;
  - (2) each party or party's counsel, but not both, may call and examine witnesses, introduce exhibits, cross-examine opposing witnesses on matters relevant to the issues even though those matters were not covered in the direct examination, impeach a witness regardless of which party first called the witness to testify, and rebut the evidence against that party;
  - (3) the hearing need not be conducted according to technical rules relating to evidence and witnesses; however, relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of a court rule which makes improper the admission of the evidence over objection in a civil action; hearsay evidence may be used to supplement or explain direct evidence but is not sufficient by itself to support a finding unless it would be admissible over objection in a civil action; the rules of privilege are effective to the same extent that they are recognized in a civil action; irrelevant and unduly repetitious evidence may be excluded;
  - (4) the burden of proof is on the party making the appeal; the hearing officer shall determine whether the department had a reasonable basis for its decision, based upon substantial evidence in the record.
- (f) The hearing officer will submit a recommended decision to the commissioner within 15 working days after the hearing officer receives the hearing transcript. The recommended decision must outline all of the relevant issues presented, and include findings of fact and conclusions of law on each relevant issue.
- (g) The commissioner shall adopt all, part, or none of the hearing officer's recommended decision submitted under (f) of this section, or may remand the matter back to the hearing officer with written instructions for further hearing or directions for further deliberation. The commissioner shall notify the district or applicant by certified mail of the commissioner's decision on the appeal, including findings of fact and conclusions of law supporting the commissioner's decision; or in the case of a remand, of the time schedule authorized for further hearing or deliberation. The commissioner shall notify the district or applicant of the commissioner's decision on the appeal or decision to remand within 15 working days after the commissioner's receipt of the hearing officer's recommended decision.
- (h) , (i) Repealed 2/11/89.
- (j) Expenses incurred by the district or other applicant with respect to the hearing are the sole responsibility of the district or applicant.
- (k) The commissioner's decision under (g) of this section is a final administrative decision of the department for purposes of appeal to the superior court under the Alaska Rules of Appellate Procedure.

#### **4 AAC 40.050. Definitions**

In this chapter,

- (1) "board" means the State Board of Education and Early Development;
- (2) "commissioner" means the commissioner of education and early development;
- (3) "department" means the Department of Education and Early Development;
- (4) "district" means a school district.

# Section IV

## Forms & Information



# *Alaska Regulations for Immunizations Required for School Enrollment*

As amended 3/22/2008

## **4AAC 06.055. Immunizations required**

- (a) Before entry in a state public school district of nonpublic school offering pre-elementary education through the 12<sup>th</sup> grade, or any combination of these grades, a child shall be immunized against:
  - (1) diphtheria, tetanus, polio, pertussis, measles, mumps, hepatitis A, hepatitis B, and rubella, except rubella is not required in children 12 years of age or older; and
  - (2) beginning July 1, 2009, varcella.
- (b) This section does not apply if the child
  - (1) Has a valid immunization certificate consisting of
    - (A) a statement by a physician listing the date that each required immunization was given: or
    - (B) a copy of a clinic or health center record listing the date that each required immunization was given;
  - (2) has a statement signed by a doctor of medicine (M.D.), doctor of osteopathy (D.O.), physician assistant, or advanced nurse practitioner licensed to practice in this state, stating that immunizations would, in that individual's professional opinion, be injurious to the health of the child or members of the child's family or house hold; or
  - (3) has an affidavit signed by his parent or guardian affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant is a member.
- (c) A student registering in a school in a community where regular medical services are not available on at least a weekly basis and who does not have the required immunizations, may be provisionally admitted to a pre-elementary, elementary, or secondary program for a reasonable period of time for the prevailing circumstances but not exceeding 90 days after enrollment. No children will be provisionally admitted except in exceptional circumstances. Where exceptions are granted, they shall be reported to and discussed with the epidemiology section of the division of public health, Department of Health and Social Services, who will then be responsible for determining that the required immunizations are completed during the provisional period.
- (d) If a parent or guardian is unable to pay the cost of immunization, or immunization is not available in the district of community, immunization shall be provided by state or federal public health services.
- (e) Immunizations shall be recorded on each pupil's permanent health record form.
- (f) School districts shall initiate action to exclude from school any child to whom this section applies but who has not been immunized as required by this section.
- (g) A homeless child or youth, within the meaning of 42 U.S.C. 11434(a) (2) (McKinney-Vento Homeless Assistance Act), revised as of January 8, 2002, and adopted by reference, who does not have a record of the required immunizations, may be provisionally enrolled in a public school program for a period of time not exceeding 30 days if a parent or legal guardian has signed a witnessed statement that the child has received the required immunizations and the child's immunization records are not immediately available. A district shall report each provisional enrollment under this subsection to the epidemiology section of the division of public health, Department of Health and Social Services. The Division of Public Health, with the assistance of the district's homeless liaison, will be responsible for locating the required immunization records. If the immunization records are not located during the provisional period, or the records indicate that the child has not received the required immunizations, the child must be immunized as described in (a) and (b) of this section to continue being enrolled in the public school program. The Division of Public Health, with the assistance of the district's homeless liaison, will be responsible for ensuring that the child receives the required immunizations.

**Alaska Department of Education & Early Development**  
**Guidance for Provisional Enrollment for Homeless Students without**  
**Proof of Immunizations**  
Effective 3/22/2008

Homeless student may now be provisionally enrolled in a public school program for a period of up to 30 days while proof of immunization records are being obtained *if a parent or legal guardian has signed a witnessed statement that the child had received the required immunizations and the child's immunization records are not immediately available*. Alaska regulation 4 AAC 06.055 (g) was amended effective March 22, 2008. The following frequently asked questions are intended to guide school districts in implementing this new regulation.

**1. What form is required for the parent or guardian to sign?**

The *Immunization Statement for Provisional School Enrollment*, form 05-08-060, is available on the Department of Education (EED) website at <http://education.alaska.gov>. It can also be found on the Forms & Grants section of the website at <http://education.alaska.gov/forms/home/cfm> under "Homeless."

**2. Who can witness the signature of the parent or guardian on the form?**

The school district's homeless liaison is responsible for facilitating the enrollment of the homeless student and should have the form available for signature. The homeless liaison may witness, or any adult may witness the signature.

**3. How do I find out who the homeless liaison is for the school district?**

Contact the school district office. Information about school districts is available on the EED website at <http://education.alaska.gov/tls/TitleX/DistrictReps.cfm>.

**4. When does the 30 day provisional enrollment period start?**

The 30 day provisional enrollment period starts the day the child enrolls in a public school program. This should also be the first day of attendance.

**5. What happens if a student changes schools during the 30 day provisional enrollment period?**

If a student moves from one school to another within the same school district, the immunization records must be located within the 30 days of first enrollment within that school district within the school year. If a student moves to a new school district, the date of first enrollment in the new school district within the school year will be the date of the 30 day provisional enrollment period in the new school district.

**6. What happens when school starts for a new school year?**

If the child was previously enrolled in a school in the district but becomes homeless during the summer, the first day of the new school year would be considered the first day of enrollment in the public school program for that year. If an immunization was due during the summer, the child must show proof of that immunization for the new school year enrollment, or the parent must sign the witnessed statement in order for the provisional enrollment period to locate the immunization records.

**7. What happens if the immunization records cannot be located or if the records show that the student does not have all the required immunizations?**

If records cannot be located by the end of the 30 provisional enrollment period, or if the records show that the student does not have all the required immunizations, then the student must be immunized in order to remain enrolled in a public school program.

**8. Who must be notified when a homeless student is provisionally enrolled while waiting for immunization records?**

Provisional enrollments must be reported to the Division of Public Health. As this is a new procedure, districts must be sure to track which students have been provisionally enrolled and provide that information to the public health nurse. Updated information will be sent out as it becomes available.

**9. Where can I find more information about issues related to the education of homeless students?**

Information about the education of homeless students may be found on the EED website at [www.eed.state.ak.us](http://www.eed.state.ak.us) under the Educators and Administrators at the top of the page. Look for “Education Programs” on the left side and scroll down to “Homeless Education (Title X-C)”. You may also call the toll free number 1-877-854-5437 to reach the State Coordinator for Homeless Education.

## Required Immunization Statement for Provisional School Enrollment

I, \_\_\_\_\_, verify that \_\_\_\_\_  
Name of Parent or Guardian Name of Student  
has received the immunizations required for school attendance and that I will assist the school in locating those records by providing information about previous school enrollments and immunizations. I understand that if the immunization records are not located within 30 days, or if the records indicate that the student has not received one or more required immunizations, that my child must receive the required immunization or my child will not be allowed to remain enrolled in school.

\_\_\_\_\_  
**Parent/Guardian's Signature** **Date**

Witnessed by:

\_\_\_\_\_  
**Signature/Title** **Date**

Date of enrollment/attendance: \_\_\_\_\_

Complete and attach the *Authorization for the Release of Immunization/TB Records* form.

This statement signed by a parent, guardian or unaccompanied youth that indicates the student has received the required immunizations and completion of the *Authorization for Release of Immunization/TB Records* form and satisfies the No Shots/No-School Regulations (4 AAC 06.055) for immediate enrollment of homeless students in a public school program for a period of 30 days. During that period of time, the Division of Public Health, with the assistance of the district's homeless liaison, will be responsible for locating the immunizations. The child must be immunized as required in order to continue being enrolled in the public school. The Division of Public Health, with the assistance of the district's homeless liaison, will be responsible for ensuring that the child receives the required immunizations. (For compliance with regulation 4 AAC 06.055(g) effective 3/22/2008)

**For more information or assistance, contact your school district's homeless liaison  
Or  
Alaska's Homeless Education State Coordinator at 1-877-854-5437**

Infancy Thru- Preschool Page 1 of 3	Alaska Immunization Compliance Standards Infancy Thru Preschool EFFECTIVE July 1, 2009					
	<i>Diphtheria, Tetanus, Pertussis (DTP/DTaP/DT)</i>		<i>Polio (OPV, IPV)</i>		<i>Measles, Mumps, Rubella (MMR)</i>	
	Required spacing		Required spacing		Required spacing	
Dose #	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
<b>1</b>	Not valid before 6 wks of age	By 3 mos of age	Not valid before 6 wks of age	By 3 mos of age	Not valid before 1st birthday	By 16 mos of age
<b>2</b>	1 mo after #1	3 mos after #1	1 mo after #1	3 mos after #1		
<b>3</b>	1 mo after #2	3 mos after #2	1 mo after #2	1 yr after #2		
<b>4</b>	4 mos after #3	1 yr after #3				
	An additional dose is required if minimum spacing requirements are not met.  A child who has received 6 or more doses does not require more, regardless of spacing.		An additional dose is required if minimum spacing requirements are not met.		An additional dose is required if minimum spacing requirements are not met.	

**For compliance purposes:**

**Age** = age in calendar weeks or months (e.g., "by 6 wks of age" or "by 2 mo of age")

**Interval** between doses calculated as 28 days = 1 month

**"Maximum"** (under required spacing) - refers to the maximum time period before a child who has not completed the required number of doses would be "out of compliance." Doses received *after* the "maximum" intervals are medically acceptable and bring the child back into agreement with compliance standards.

**"Kindergarten"** - For the purposes of these guidelines, a "child in kindergarten" is one who was born by September 1 at least five years prior to kindergarten entry. For example, a child entering kindergarten in 2009 must have been born before September 1, 2004. Definition follows kindergarten age criteria established by the AK Dept of Education and Early Development.

Infancy Thru Preschool Page 2 of 3	Alaska Immunization Compliance Standards Infancy Thru Preschool EFFECTIVE July 1, 2009					
	Hepatitis A		Hepatitis B		Varicella "Chickenpox"	
	Required spacing		Required spacing		Required spacing	
Dose #	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1	Not valid before 1 <sup>st</sup> birthday	By 25 mos of age	At birth	By 2 mos of age	Not valid before 1st birthday	By 19 mos of age
2	6 mos after #1	19 mos after #1	1 mo after #1	3 mos after #1		
3			2 mos after #2 <b>and</b> at least 4 mos after #1	18 mos after #2		
	An additional dose is required if minimum spacing requirements are not met.		An additional dose is required if minimum spacing requirements are not met.		An additional dose is required if minimum spacing requirements are not met.	

**For compliance purposes:**

**Age** = age in calendar weeks or months (e.g., "by 6 wks of age" or "by 2 mo of age")

**Interval** between doses calculated as 28 days = 1 month

**"Maximum"** (under Required spacing) - refers to the maximum time period before a child who has not completed the required number of doses would be "out of compliance." Doses received *after* the "maximum" intervals are medically acceptable and bring the child back into agreement with compliance standards.

**"Kindergarten"** - For the purposes of these guidelines, a "child in kindergarten" is one who was born by September 1 at least five years prior to kindergarten entry. For example, a child entering kindergarten in 2009 must have been born before September 1, 2004. Definition follows kindergarten age criteria established by the AK Dept of Education and Early Development.

## Special Information about Hib Compliance

**BRAND OF VACCINE USED** – At least three brands of Hib vaccine currently are licensed in the United States. For children beginning Hib immunization in infancy, two brands require 4 total doses, while one requires only 3. **For purposes of compliance**, the 3-dose schedule shown below will be used, regardless of the type of vaccine received.

Infancy Thru Preschool Page 3 of 3	Alaska Immunization Compliance Standards for Hib Hib is required <u>only for children under 5 years of age</u>		
Dose #	Hib		
		Required spacing	
		<i>Minimum</i>	<i>Maximum</i>
<b>1</b>	6 wks-59 mos of age	Not valid before 6 wks of age	By 3 mos of age
<b>2</b>	6 wks-11 mos of age	1 mo after #1	3 mos after #1
	12-14 mos of age	1 mo after #1*	3 mos after #1*
	15-59 mos of age	2 mo after #1	3 mos after #1
<b>3</b>	6 wks - 11 mos	Not valid <i>for compliance</i> if received before 12 mos of age	Not applicable
	12-59 mos	2 mos after #2 (Not valid <i>for compliance</i> if received before 12 mos of age)	3 mos after #2
<p><i>An additional dose is required if:</i></p> <ul style="list-style-type: none"> <li>Minimum spacing requirements are not met.</li> </ul> <p><i>An additional dose is <b>NOT</b> required if:</i></p> <ul style="list-style-type: none"> <li>Child is 5 yrs of age and older.</li> <li>Child received at least one dose after 15 mo of age.</li> <li>Child received 2 doses after 12 mos of age with a minimum interval of 2 mos.</li> </ul> <p>+ If a child received dose #1 after 12 mo of age, a minimum of 2 months is required between dose #1 and #2. To remain in compliance, the child must receive dose #2 a maximum of 3 months after dose #1. If the child receives dose #2 at least 2 months after dose #1, no additional doses are needed.</p>			



## Immunization Disease History & Exemption Documentation Requirements

### **Disease History for School/Child Care/Head Start and Preschool:**

#### **For ALL required immunizations:**

- The State form (enclosed) must be used for documentation of disease history. (Previously written, and dated prior to July 1, 2009, medically valid documentation will be grandfathered.)
- Documentation must be signed by an Alaska-licensed MD, DO, ANP, or PA, stating the child has had the disease.
- Titer results are not required to be filed in school/child care records.

### **Medical Exemptions for School/Child Care/Head Start and Preschool:**

#### **For ALL required immunizations:**

- The State form (enclosed) must be used for documentation of medical exemptions. (Previously written, and dated prior to July 1, 2009, medically valid documentation/forms will be grandfathered.)
- Documentation must be signed by an Alaska-licensed MD, DO, ANP, or PA, stating the child is exempt.

### **Religious Exemptions for School/Child Care/Head Start and Preschool:**

#### **For ALL required immunizations:**

- The State religious exemption form (enclosed) does not have to be used; however, the exemption must contain the exact wording as detailed in the State regulation. Modification to the wording of the State regulations may make the exemption invalid. Statements of "philosophical" or "personal" opposition will invalidate the exemption.
- Notarization of the exemption form is not required for State compliance purposes, however, school districts, private schools, and child care facilities should develop their own policies about whether they will accept religious exemptions that have not been signed by a notary public.



**ALASKA IMMUNIZATION REQUIREMENTS  
MEDICAL EXEMPTION & DISEASE HISTORY FORM**

Alaska Immunization Regulations 4 AAC 06.055 and 7 AAC 57.550 require that all children in Alaska public/private schools, certified preschools, and licensed child care facilities be immunized, unless he/she is exempt due to medical contraindications, disease history, or religious reasons.

If a MEDICAL exemption is requested, complete the required information below and return this form to the school, preschool, or child care facility.

\_\_\_\_\_  
*Name of Child*

\_\_\_\_\_  
*Date of Birth*

**The following section must be completed by an Alaska-licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Nurse Practitioner (ANP), or Physician Assistant (PA).**

**MEDICAL EXEMPTION**

In my professional opinion, the following immunizations would be injurious to the health of the above named child or members of the child's family or household.

**Check "all vaccines" or appropriate single antigen(s)**

All vaccines

Diphtheria

Tetanus

Pertussis

Measles

Mumps

Rubella

Polio

Hepatitis A

Hepatitis B

Varicella

Hib

**DISEASE HISTORY**

**Check appropriate antigen(s) – immunity due to history of disease**

Diphtheria

Tetanus

Varicella

Measles

Mumps

Rubella

Polio

Hepatitis A

Hepatitis B

**For Pertussis & Hib – History of disease does not infer immunity. Vaccination is recommended.**

Check one:  MD  DO  ANP  PA

\_\_\_\_\_  
NAME [Please Print] of MD, DO, ANP or PA

\_\_\_\_\_  
SIGNATURE of MD, DO, ANP or PA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinic Name

\_\_\_\_\_  
Phone Number

Revised 01/06/09

**ALASKA IMMUNIZATION REQUIREMENTS  
RELIGIOUS EXEMPTION FORM**

All children in Alaska public/private schools, preschools and child care facilities must be immunized in accordance with Alaska Immunization Regulations 4 AAC 06.055 and 7 AAC 57.550, unless he/she is exempt for medical or religious reasons.

Religious exemption requests must be signed by the child's parent or guardian and contain the wording found in the Alaska Administrative Code **7 AAC 57.550 for child care** affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the parent or guardian is a member; or **4 AAC 06.055 for school** affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant is a member.

If a RELIGIOUS exemption is requested, complete the information below and return this form to the school, preschool, or child care facility.

\_\_\_\_\_  
*Name of Child*

\_\_\_\_\_  
*Birth date*

*NOTE: Personal or philosophical exemptions are not allowed under Alaska regulations.*

**To be completed by the child's parent or guardian.**

**I/We affirm that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant/parent/guardian is a member.**

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone*

State of \_\_\_\_\_

Judicial District \_\_\_\_\_ SS.

The Foregoing Instrument was acknowledged before me by

\_\_\_\_\_ on this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_.

Witness my hand and seal.

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Notary's printed name

My commission expires \_\_\_\_\_

**ALASKA IMMUNIZATION REQUIREMENTS  
RELIGIOUS EXEMPTION FORM**

All children in Alaska public/private schools, preschools and child care facilities must be immunized in accordance with Alaska Immunization Regulations 4 AAC 06.055 and 7 AAC 57.550, unless he/she is exempt for medical or religious reasons.

Religious exemption requests must be signed by the child's parent or guardian and contain the wording found in the Alaska Administrative Code **7 AAC 57.550 for child care** affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the parent or guardian is a member; or **4 AAC 06.055 for school** affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant is a member.

If a RELIGIOUS exemption is requested, complete the information below and return this form to the school, preschool, or child care facility.

\_\_\_\_\_  
*Name of Child* *Birth date*

*NOTE: Personal or philosophical exemptions are not allowed under Alaska regulations.*

**To be completed by the child's parent or guardian.**

**I/We affirm that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant/parent/guardian is a member.**

\_\_\_\_\_  
*Signature of Parent or Guardian* *Date* *Telephone*

State of \_\_\_\_\_

Judicial District \_\_\_\_\_ SS.

The Foregoing Instrument was acknowledged before me by

\_\_\_\_\_ on this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_.

Witness my hand and seal.

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Notary's printed name

My commission expires \_\_\_\_\_

## REPORTING CHILD ABUSE AND NEGLECT IN ALASKA

**Alaska law (AS 47.17) requires pre-elementary school providers to report child abuse and neglect.** Pre-elementary school workers who, in the performance of their professional duties, have reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect, must immediately (as soon as reasonably possible - no later than 24 hours) report that information to the nearest office of the state's Department of Health and Social Services, Office of Children's Services (OCS).

A written description of child abuse reporting procedure should be available to all staff members at the school and parents made aware of the school's policy and responsibility to report suspected child abuse or neglect. A school form should be used to record information about the incident and kept on file at the school.

If you have a reasonable suspicion, even if you are not sure about the existence of abuse or neglect, you are obligated to report. It is not your responsibility to determine whether your suspicions are correct or to investigate those suspicions. It is also not your responsibility to determine if the abuse or neglect occurred in the child's home or the school facility.

If you cannot contact the nearest office of Office of Children's Services for any reason, and immediate action is necessary for the well being of the child, make your report to a police agency. An officer will take immediate action to protect the child and, at the earliest opportunity, will notify the nearest office of Office of Children's Services.

There may be times when you wonder whether something constitutes abuse or neglect, or if your suspicions are adequate to warrant reporting. Please contact Office of Children's Services nearest you for more information. See this packet for OCS contact information.

State law defines child abuse or neglect to include the following actions by those responsible for the child's welfare:

- **Physical injury** that harms or threatens a child's health or welfare.
- **Failure to care for a child** including neglect of the necessary physical (food, shelter, clothing, and medical attention), emotional, mental and social needs.
- **Sexual abuse**, including molestation or incest.
- **Sexual exploitation**, including permitting or encouraging prostitution.
- **Mental injury** - an injury to the emotional well-being or intellectual or psychological capacity of a child, as evidenced by an observable and substantial impairment in the child's ability to function in a developmentally appropriate manner.
- **Maltreatment** - a child has suffered substantial harm as a result of child abuse or neglect due to an act or omission not necessarily committed by the child's parent, custodian or guardian.



**Office for Children's Services**  
**Regional and Local Offices**

<b>Southeastern Regional Office</b>	<b>Anchorage Regional Office</b>	<b>Southcentral Regional Office</b>	<b>Northern Regional Office</b>
3025 Clinton Dr., Second Floor Juneau, AK 99801  (907) 465-3235 (907) 465-1669 fax	323 E. 4 <sup>th</sup> Avenue Anchorage, AK 99501  (907) 269-4000 1-800-478-4444 (907) 269-3901 fax	695 E. Parks Hwy, Unit Three Wasilla, AK 99654  (907) 357-9780 (907) 357-9763 fax	751 Old Richardson Hwy, Suite 300 Fairbanks, AK 99701 (907) 451-2650 (907) 451-2058 fax

<b>Anchorage Field Office</b> 323 E 4 <sup>th</sup> Avenue Anchorage, AK 99501 (907) 269-4000 (907) 269-3939 fax	<b>Delta Field Office</b> PO Box 686 2395 Kimball Delta Junction, AK 99373 (907) 895-4452 (907) 895-4769fax	<b>Homer Field Office</b> 3670 Lake St., Ste 100 Homer, AK 99603 (907) 235-7114 (907) 235-2484fax
<b>Aniak Field Office</b> PO Box 149 Anyaraqmuite Office Ctr., Ste 107 Aniak, AK 99557 (907) 675-4377 (907) 675-4290fax	<b>Dillingham Field Office</b> PO Box 1290 104 Main Street Dillingham, AK 99576 (907) 842-5237 (907) 842-5924 fax	<b>Juneau Field Office</b> 3025 Clinton Dr., 1st Floor Juneau, AK 99801 (907) 465-1650 (907) 465-2648 fax
<b>Barrow Field Office</b> PO Box 1049 1250 Agvik St., Suite 269 Barrow, AK 99723-1049 (907) 852-3397 (907) 852-3392 fax	<b>Fairbanks Service Unit</b> 751 Old Richardson Hwy, Suite 300 Fairbanks, AK 99701 (907) 451-2650 (907) 451-2616 fax	<b>Kenai Field Office</b> 145 Main St. Loop, Rm 100 Kenai, AK 99611 (907) 283-3136 (907) 283-9093 fax
<b>Bethel Field Office</b> PO Box 328 State Building Bethel, AK 99559 (907) 543-3141 (907) 543-4143 fax	<b>Gakona Field Office</b> PO Box 267 Mile Post 2, Tok Highway Gakona, AK 99586 (907) 822-3089 (907) 822-5109 fax	<b>Ketchikan Field Office</b> 415 Main St., Room 201 Ketchikan, AK 99901 (907) 225-6611 (907) 247-6611fax
<b>Craig Field Office</b> PO Box 254 333 Cold Storage Rd., Ste 106 Craig, AK 99921 (907) 826-3266 (907) 826-3807 fax	<b>Galena Field Office</b> PO Box 239 Front St., Bldg. 1, Gana A Yoo Galena, AK 99741 (907) 656-1667 (907) 656-1707fax	<b>King Salmon Field Office</b> PO Box 537 King Salmon Mall King Salmon, AK 99613 (907) 246-6642 (907) 246-3529 fax

**Office for Children's Services**  
**Regional Offices, continued**

<p><b>Kodiak Field Office</b>  316 Mission Rd., Ste 215  Kodiak, AK 99615  (907) 486-6174  (907) 486-4104 fax</p>	<p><b>Petersburg Field Office</b>  (also serves Wrangell)  #16 Sing Lee Alley  PO Box 1089  Petersburg, AK 99833  (907) 772-3565  (907) 772-4254 fax</p>	<p><b>St. Mary's Field Office</b>  PO Box 390  One Dixon Circle  St. Mary's, AK 99658  (907) 438-2200  (907) 438-2202 fax</p>
<p><b>Kotzebue Field Office</b>  PO Box 370  750 2<sup>nd</sup> Ave., Suite 5  Kotzebue, AK 99752  (907) 442-3226  (907) 442-2426</p>	<p><b>Nome Field Office</b>  PO Box 910  320 Front Street  Nome, AK 99762  (907) 443-5247  (907) 443-2100 fax</p>	<p><b>Unalaska Field Office</b>  PO Box 490  Unalaska, AK 99685  (907) 581-1236  (907) 581-3272 fax</p>
<p><b>Mat-Su Field Office</b>  695 E Parks Hwy, Unit 3  Wasilla, AK 99687  (907) 357-9797  (907) 357-9762 fax</p>	<p><b>Seward Field Office</b>  PO Box 148  410 Adams Street  Seward, AK 99664  (907) 224-5236  (907) 224-7436 fax</p>	<p><b>Valdez Field Office</b>  PO Box 2740  213 Meals, Room 5  Valdez, AK 99686  (907) 835-4789  (907) 835-2651 fax</p>
<p><b>McGrath Field Office</b>  PO Box 81  3 Amos Avenue  McGrath, AK 99627  (907) 524-3848  (907) 524-3610</p>	<p><b>Sitka Field Office</b>  208 Lake St., Suite 2G  Sitka, AK 99835  1-800-478-8605  (907) 747-5542 fax</p>	<p><b>Wrangell Field Office</b>  (served by Petersburg)  PO Box 1089  Petersburg, AK 99833  (907) 772-3565  (907) 772-4254 fax</p>

# Emergency Evacuation Drill Report

Emergency evacuation drills are required to be conducted once each month. A drill may be postponed or modified during severe weather: however, the reason for any postponement / modification must be documented and the drill rescheduled.

Facility Name: \_\_\_\_\_ Date of Drill: \_\_\_\_\_

Date of Rescheduled Drill: \_\_\_\_\_ Reason for Postponement: \_\_\_\_\_

Time Drill Started: \_\_\_\_\_  a.m.  p.m. Time Evacuation Completed: \_\_\_\_\_  a.m.  p.m.

1. Was everyone evacuated within 150 seconds?  Yes  No

If "No," please explain: \_\_\_\_\_

\_\_\_\_\_

2. Describe responses of the children during the drill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. List the names of children present who did not participate and reasons for non-participation.

Name of child:

Reasons for non-participation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Names of employees on duty during drill:

Actions taken by each employee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Were existing policies followed?  Yes  No If "Yes" please proceed to #6.

If "No" please explain and then proceed to #7:

\_\_\_\_\_

\_\_\_\_\_



6. Were the existing policies effective?  Yes  No

If "No", describe how the policy will be revised for future drills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List any suggestions for improving future drills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Was this drill modified? For example, did you use an alternative route?  Yes  No

a) List reasons for modification(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Describe nature of the modification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

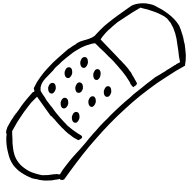
Name and position of person completing this form:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



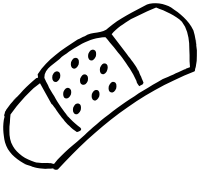
Facility: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_

**PRE-ELEMENTARY SCHOOL FACILITY  
 FIRST AID/DISASTER PREPAREDNESS KIT CHECKLIST**

Check box  if found in first aid kit

Kit 1	Kit 2	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. Disposable nonporous, nonlatex gloves
<input type="checkbox"/>	<input type="checkbox"/>	2. Sealed packages of alcohol wipes or antiseptic for thermometer cleaning only
<input type="checkbox"/>	<input type="checkbox"/>	3. Scissors
<input type="checkbox"/>	<input type="checkbox"/>	4. Tweezers
<input type="checkbox"/>	<input type="checkbox"/>	5. Thermometer
<input type="checkbox"/>	<input type="checkbox"/>	6. Adhesive bandages
<input type="checkbox"/>	<input type="checkbox"/>	7. Bandage tape
<input type="checkbox"/>	<input type="checkbox"/>	8. Sterile gauze pads
<input type="checkbox"/>	<input type="checkbox"/>	9. Flexible roller gauze
<input type="checkbox"/>	<input type="checkbox"/>	10. Triangular bandages
<input type="checkbox"/>	<input type="checkbox"/>	11. Safety pins
<input type="checkbox"/>	<input type="checkbox"/>	12. Eye dressing
<input type="checkbox"/>	<input type="checkbox"/>	13. Note pad with a pen or pencil
<input type="checkbox"/>	<input type="checkbox"/>	14. Activated Charcoal, for use only under the direction of a poison control center or another medical professional <b>(not currently enforced)</b>
<input type="checkbox"/>	<input type="checkbox"/>	15. Cold pack
<input type="checkbox"/>	<input type="checkbox"/>	16. Current American Academy of Pediatrics or American Red Cross standard first aid text or equivalent first aid guide
<input type="checkbox"/>	<input type="checkbox"/>	17. CPR barrier device or mask
<input type="checkbox"/>	<input type="checkbox"/>	18. Telephone number for the poison control center
<input type="checkbox"/>	<input type="checkbox"/>	19. Potable Water
<input type="checkbox"/>	<input type="checkbox"/>	20. Splints, including small child-size splints
<input type="checkbox"/>	<input type="checkbox"/>	21. Soap
<input type="checkbox"/>	<input type="checkbox"/>	22. Working flashlight
<input type="checkbox"/>	<input type="checkbox"/>	23. Emergency Child Record Card and written permission for use of medication for field trips and outings away from the facility and for each child participating in the trip or outing.
<input type="checkbox"/>	<input type="checkbox"/>	24. Container that will hold all of the above items

**Remember:** Restock each first aid kit after use and check regularly to ensure that any expiration date is not exceeded. **Note:** If a child has a special health need you may want to include additional supplies in your kit (Ex. Epipen, asthma inhalers, etc.)



**PRE-ELEMENTARY SCHOOL FACILITY  
REQUIRED ITEMS FOR YOUR ABBREVIATED\* FIRST AID KIT**

Check box  if found in abbreviated first aid kit

- 1. Disposable nonporous, nonlatex gloves
- 2. Tweezers
- 3. Adhesive bandages
- 4. Bandage tape
- 5. Sterile gauze pads
- 6. Cold pack
- 7. CPR barrier device or mask
- 8. Potable water
- 9. Emergency Child Record information required by 7AAC 57.400 (a)
- 10. Medication that may be needed on the walk

\*An abbreviated first aid kit may be used for a neighborhood walk of 30 minutes or less.

**Remember:** Restock each first aid kit after use to ensure compliance with this section.

**REQUIRED ITEMS FOR YOUR DISASTER KIT**



Check box  if found in disaster kit

- 1. (at least) One flashlight and batteries
- 2. (at least) One battery-operated radio and batteries
- 3. Potable water
- 4. Nonperishable food
- 5. Blankets

Emergency preparedness organizations and government agencies such as the Red Cross and the Department of Homeland Security recommend maintaining enough supplies on hand to see members through 72 hours.

# ENROLLMENT FORM

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Siblings enrolled at the facility: \_\_\_\_\_

## How to reach parent(s) or legal guardian:

MOTHER	_____	FATHER	_____
Home address	_____	Home address	_____
Home phone	_____	Home phone	_____
Work phone	_____	Work phone	_____
Authorized to pick child up?	_____	Authorized to pick child up?	_____

## The following people are also authorized to pick my/our child up from school:

Name	_____	Relationship	_____
Address	_____	Hm phone	_____
	_____	Wk phone	_____
Name	_____	Relationship	_____
Address	_____	Hm phone	_____
	_____	Wk phone	_____

Can these people be called in an emergency situation?  Yes  No

## Person to be called in case of an EMERGENCY when parent(s) cannot be reached:

Name	_____	Relationship	_____
Address	_____	Hm phone	_____
	_____	Wk phone	_____
Name	_____	Relationship	_____
Address	_____	Hm phone	_____
	_____	Wk phone	_____
Usual Physician Name:	_____	Phone	_____
Address	_____		
Usual Hospital Name:	_____	Phone	_____
Address	_____		

List any allergies including allergic reactions to medications:

\_\_\_\_\_  
**Signature of Parent or Legal Guardian**

\_\_\_\_\_  
**Date**

## CONSENT FOR EMERGENCY MEDICAL OR SURGICAL CARE

This authorizes \_\_\_\_\_ to give permission to any doctor, nurse or hospital to provide emergency medical or surgical care for \_\_\_\_\_ in the event that I cannot be contacted immediately. It is understood that a conscientious effort will be made to locate me, or my spouse before any action will be taken. I understand my obligation to keep my preschool provider informed of my whereabouts. I will assume the cost of necessary medical or surgical care.

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Signature of Parent or Legal Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

### CHILD EMERGENCY INFORMATION

**Child's Name:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_  
**Mother:** \_\_\_\_\_ **Father:** \_\_\_\_\_  
**Home address:** \_\_\_\_\_ **Home address:** \_\_\_\_\_  
**Mailing address:** \_\_\_\_\_ **Mailing address:** \_\_\_\_\_  
**Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_  
**Work location & phone:** \_\_\_\_\_ **Work location & phone:** \_\_\_\_\_  
**Child's regular doctor/medical care provider and hospital:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Name and contact information of person(s) who can take responsibility for the child if parent cannot be reached in an emergency (at least one local contact is required):** \_\_\_\_\_  
**Medication or medical or other treatment required by the child:** \_\_\_\_\_  
**Allergies (including foods, drugs, others):** \_\_\_\_\_  
**Special dietary needs:** \_\_\_\_\_  
**Person(s) authorized to pick up child from Pre-Elementary School:** \_\_\_\_\_  
**Siblings enrolled with care provider:** \_\_\_\_\_  
**Other information you wish to provide (optional):** \_\_\_\_\_  
**Signature of parent or guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Updated:** \_\_\_\_\_

*\*\*The information on this sheet must be updated at least semi-annually and when new information becomes available.\*\**

### CHILD EMERGENCY INFORMATION

**Child's Name:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_  
**Mother:** \_\_\_\_\_ **Father:** \_\_\_\_\_  
**Home address:** \_\_\_\_\_ **Home address:** \_\_\_\_\_  
**Mailing address:** \_\_\_\_\_ **Mailing address:** \_\_\_\_\_  
**Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_  
**Work location & phone:** \_\_\_\_\_ **Work location & phone:** \_\_\_\_\_  
**Child's regular doctor/medical care provider and hospital:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Name and contact information of person(s) who can take responsibility for the child if parent cannot be reached in an emergency (at least one local contact is required):** \_\_\_\_\_  
**Medication or medical or other treatment required by the child:** \_\_\_\_\_  
**Allergies (including foods, drugs, others):** \_\_\_\_\_  
**Special dietary needs:** \_\_\_\_\_  
**Person(s) authorized to pick up child from Pre-Elementary School:** \_\_\_\_\_  
**Siblings enrolled with care provider:** \_\_\_\_\_  
**Other information you wish to provide (optional):** \_\_\_\_\_  
**Signature of parent or guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Updated:** \_\_\_\_\_

*\*\*The information on this sheet must be updated at least semi-annually and when new information becomes available\*\**

**CONSENT FOR EMERGENCY TRANSPORTATION AND MEDICAL CARE**

This authorizes \_\_\_\_\_ to transport or authorize emergency transportation and  
(Name of Pre-Elementary School Provider)

gives permission to medical or hospital personnel to provide emergency medical care for

\_\_\_\_\_, if I cannot be contacted immediately.  
(Child's Name)

I understand that a conscientious effort will be made to locate me, or my child's other parent or guardian, or emergency contact before any action is taken. I understand my obligation to keep my Pre-Elementary School provider informed of my whereabouts. I will assume the cost of necessary medical or surgical care including emergency transportation.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Date

**CONSENT FOR EMERGENCY TRANSPORTATION AND MEDICAL CARE**

This authorizes \_\_\_\_\_ to transport or authorize emergency transportation and  
(Name of Pre-Elementary School Provider)

gives permission to medical or hospital personnel to provide emergency medical care for

\_\_\_\_\_, if I cannot be contacted immediately.  
(Child's Name)

I understand that a conscientious effort will be made to locate me, or my child's other parent or guardian, or emergency contact before any action is taken. I understand my obligation to keep my Pre-Elementary School provider informed of my whereabouts. I will assume the cost of necessary medical or surgical care including emergency transportation.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Date

# CHILD HISTORY FORM

Child's Name \_\_\_\_\_ Sex:  Male  Female

Child's Nicknames \_\_\_\_\_

Brothers and Sisters of child \_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Age \_\_\_\_\_

Other Person(s) living in home \_\_\_\_\_ Relationship \_\_\_\_\_

If the child is adopted, foster child, step child, or the parents are divorced, please provide any information regarding the child's past history or custody arrangements that will be helpful to staff.

Languages spoken at home: \_\_\_\_\_

Does the child take a nap: \_\_\_\_\_ Is the child right or left handed? \_\_\_\_\_

Food allergies: \_\_\_\_\_

Food preference or dislikes: \_\_\_\_\_

Can the child use the toilet independently? \_\_\_\_\_

Any special words? \_\_\_\_\_

Favorite books? \_\_\_\_\_

Favorite movies/TV shows? \_\_\_\_\_

Favorite indoor/outdoor activities? \_\_\_\_\_

Does your child enjoy playing with other children? \_\_\_\_\_

Does your child have any special fears? \_\_\_\_\_

Current interests? \_\_\_\_\_

Discipline methods you find most effective: \_\_\_\_\_

How does your child respond to correction? \_\_\_\_\_

Areas of child's development that most please or annoy you: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICATION ADMINISTRATION AUTHORIZATION  
PRE-ELEMENTARY SCHOOL FACILITY**

I authorize the administration of \_\_\_\_\_ for \_\_\_\_\_  
(Name of medication) (Child's name)

Prescribed dose and schedule for administering or circumstances under which medication should be given:  
\_\_\_\_\_  
\_\_\_\_\_

Dates to administer medication: From: \_\_\_\_\_ To: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Permission to administer medication obtained over the telephone from:  
\_\_\_\_\_  
(Name of parent/guardian) (Time)

on \_\_\_\_\_  
(Date) (Caregiver who placed call)

**MEDICATION ADMINISTRATION AUTHORIZATION  
PRE-ELEMENTARY SCHOOL FACILITY**

I authorize the administration of \_\_\_\_\_ for \_\_\_\_\_  
(Name of medication) (Child's name)

Prescribed dose and schedule for administering or circumstances under which medication should be given:  
\_\_\_\_\_  
\_\_\_\_\_

Dates to administer medication: From: \_\_\_\_\_ To: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Permission to administer medication obtained over the telephone from:  
\_\_\_\_\_  
(Name of parent/guardian) (Time)

on \_\_\_\_\_  
(Date) (Caregiver who placed call)



## RECORD OF ADMINISTRATION OF MEDICATION

Date	Time	Initials	Dosage	Directions for Administration

**NOTE TO PARENTS:** Alaska pre-elementary school regulations require that medication only be administered under the following conditions:

- Permission from the parent to give medication, either via documented telephone or written permission.
- Medication must be kept in the original container and labeled with the child’s name, the name of the medication, dosage, expiration date, and directions for administration.
- Over-the-counter medication must be administered as specified on the manufacturer’s label, unless written instructions are provided by a physician. Non-prescription medications and health products, including non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen and insect repellent, are used only at the dose, duration or method of administration specified on the manufacturers label.
- Designated caregiver in each shift administers the medication and initials and records the time each dose is given.
- Unused medication provided by parents is returned to them, when the medication is no longer needed.
- Facilities must have a written policy for the use of any commonly used, nonprescription medication for oral or topical use kept on hand for use by any child, with parental consent.

# ACCIDENT REPORT

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Time \_\_\_\_\_

Description of accident or illness:

Emergency procedure that was administered by: \_\_\_\_\_

Time: \_\_\_\_\_

If you wish to discuss this further, please contact me at:

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Date)

**(Copy to parents, original in child's file)**

## FIELD TRIP PERMISSION FORM

I give permission for \_\_\_\_\_ to attend the following field trip:

Location \_\_\_\_\_ Date \_\_\_\_\_

Transportation will be provided by \_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

Daytime Phone Number \_\_\_\_\_

.....

## WALKING FIELD TRIP PERMISSION FORM

I give permission for \_\_\_\_\_ to go on walking field trips in the vicinity of the school. This permission slip will be kept in the child's file for repeated occasions.

I do not need to be notified about walking field trips.

I would like to be notified about walking field trips.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

Daytime Phone Number \_\_\_\_\_

## Facility Notification of an Emergency

If an emergency affects your facility you must:

- a) Notify the Pre-Elementary School Program Office of the emergency either by telephone, fax, or email **no later than the following working day.**
- b) Submit a detailed written report to the Pre-Elementary School Program Office **within five working days.**

Facility Name: \_\_\_\_\_

Date of Emergency: \_\_\_\_\_

Administrator: \_\_\_\_\_

Time of Emergency: \_\_\_\_\_

1. Description of the nature of the emergency:

---

---

---

2. Description of how the evacuation was achieved:

---

---

---

3. Time necessary to achieve evacuation: \_\_\_\_\_

4. Describe responses of the children during the evacuation:

---

---

---

5. Names of employees on duty  
evacuation:

Review of action(s) taken by each employee during the during the  
evacuation:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

6. Were existing policies followed?  Yes  No If "Yes" please proceed to #7  
If "No" please explain and then proceed to #8:

---

---

---

7. Were existing policies effective?  Yes  No  
If "No", describe how the policy will be revised for future drills:

---

---

---

8. List any suggestions for improving future drills:

---

---

---

9. Additional comments or information:

---

---

---

**Name and position of person completing this form:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ORIENTATION CHECKLIST FOR NEW CAREGIVERS  
PRE-ELEMENTARY SCHOOL FACILITY**

Name of Caregiver: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Required orientation items 1 through 3 are to be completed within 8 weeks of hire. Each item listed is to be explained and/or relevant materials provided to all new employees.

REQUIRED ORIENTATION	DATE	EMPLOYEE INITIALS	SUPERVISOR INITIALS
1. Personnel policies including:			
Personnel qualifications			
Job description for employee's position			
Procedure for annual evaluation			
2. Facility's policies and procedures including:			
Responsibilities of the caregiver			
Mandatory reporting requirements for child abuse and neglect			
Satisfying the special needs of specific children where appropriate			
Emergency procedures			
Health and safety measures			
3. The requirements of 4 AAC 62.005 - 4 AAC 62.990 - Pre-Elementary School Facility Licensing Regulations			
4. Facility's operations manual is available to the employee			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator or Supervisor Signature

\_\_\_\_\_  
Date

# PERSONNEL RECORDS WORKSHEET PRE-ELEMENTARY SCHOOL/PRESCHOOL FACILITY

FACILITY: \_\_\_\_\_ REVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_

Full Name	Position	Meets Age Range	Date of Hire	Three Complete Character References	No CPS or Licensing Problems	No Charges or Convictions for Specified Prohibited Crimes	No Domestic Violence, Alcohol, or Substance Abuse	No Physical, Health, Mental or Behavior Problems	Expiration Date of Infant & Child CPR	Expiration Date of First Aid	Date of Annual Performance Evaluation	Orientation (in addition to Annual Training)	Annual Training (20 hrs/Ctr 12 hrs/Home) Record Hrs	Qualifications/ Experience or End Date if Former Employee

NOTE: EMPLOYEES, SUBSTITUTES, AND VOLUNTEERS MEET CAREGIVER QUALIFICATIONS PRIOR TO CONTACT WITH CHILDREN

- **Pre-Elementary School Associate** - Requires same education/training qualifications as Administrator.
- **Employees & Substitute Providers** - Require application materials, 3 character references, start/end dates, evaluation notations.
- **Regular Volunteers** – Works for more than eight hours in a 30-day period. Require 1 reference, and records may be limited to start and end dates, application materials, and an evaluation notation.
- **Occasional Volunteers** - Are exempt from application and reference requirements and employee records may be limited to start and end dates.

## SAMPLE - Disaster Preparedness and Emergency Evacuation Planning Information

### Building Evacuation

- Evacuate the building using the nearest **exit or alternate exit if nearest exit is blocked**
- **Staff shall assist persons** with disabilities and children under 30 months of age
- Staff shall take child emergency cards, attendance sheets & staff information sheets
- Staff shall take attendance of children, staff & visitors once outside the building
- All facility occupants shall go to the following evacuation assembly point: \_\_\_\_\_
- Staff shall follow directions given by any Emergency Personnel
- Staff shall not leave until given the “all clear” signal by the Administrator, Police and/or Emergency Personnel

### Earthquakes

- Go to one of the following designated “Safe places”: \_\_\_\_\_
- Drop, cover, and stay under heavy furniture, a table, against an inside wall or in a doorway
- Stay away from windows until the shaking stops
- After shaking stops, check yourself and the children for injuries and then move towards the nearest exit or alternate exit
- Evacuate the building

### Lock Down

- In the following emergencies (intruder, trespasser, bomb threat, violence, hostage situation, terrorist, or suspicious object) you may need to initiate a “lock down” as follows:
  - ✓ If staff and children are outside they should seek shelter
  - ✓ All outside doors should be locked. Do not let anyone into a locked building
  - ✓ Call 911; provide as much information as possible
  - ✓ Notify parent(s)
  - ✓ All curtains, shades or blinds should be closed and children and adults must move away from windows
  - ✓ Lights should be turned low or completely off
  - ✓ Staff shall reassure children and engage children in quiet activities
  - ✓ Do not allow children and/or families into the building until it is cleared by the pre-elementary school administrator (if applicable), police and/or emergency personnel
  - ✓ Be prepared to evacuate if required by police and/or emergency personnel

### Inclement Weather

- Follow forecasts and be prepared when venturing outside
- Listen to local radio or television stations or a NOAA Weather Radio for updated information and instructions
- Avoid loose or dangling power lines and report them to the power company, police and/ or fire department
- Avoid driving and other travel until conditions have improved
- Notify parent(s) to let them know the facility’s plans for evacuation
- Use the telephone for emergency calls only
- Contact the media to provide information for parents on the facility’s status
- Contact 911 if emergency medical care is needed

### Missing Child

- Conduct a search of all areas of the facility including closets, cabinets, etc., and immediate surrounding areas
- Notify Police immediately once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child
- Notify parent(s)
- Continue searching while waiting for the police and parent(s) to arrive
- The administrator is to remain at the facility as the point person and to gather information/description of the child to share with authorities



## **SAMPLE- Disaster Preparedness and Emergency Evacuation Planning Information**

### **When there is no water**

- Report disruption of water or broken pipes immediately to the administrator (if applicable)
- Use bottled water for drinking, toilet flushing, etc.
- Use alcohol hand sanitizer or wipes for hand washing, sanitation, etc.

### **Fire**

- Call 911 from the nearest phone if possible
- Evacuate the building and go to the following assembly point: \_\_\_\_\_
- Staff shall take child emergency cards, attendance sheets & staff information sheets
- Staff shall take attendance of children, staff & visitors once outside the building
- Advise emergency personnel of anyone still in the building
- Do not re-enter the building until authorized by emergency personnel

### **Hazardous Material**

- If an emergency or if anyone is in immediate danger, call 911
- Move away from the site of the hazard to a safe location
- Alert others to stay clear of the area
- Follow the instructions of the police and/or emergency personnel
- Notify emergency personnel if you have been exposed or have information about the release of the hazardous material

### **Flooding**

- Turn off utilities at main panel if possible
- Heed evacuation orders from public officials
- Close or evacuate the facility, if necessary
- Do not walk or drive through flooded areas

### **When there is no heat**

- Report the loss of heat immediately to the administrator (if applicable) and/or owner /operator
- Move the children and staff to the unaffected areas of the facility
- Provide blankets to keep children and staff warm
- The administrator shall decide whether to close or keep the facility open

### **When the Electrical Power goes out**

- Report the loss of the electrical power immediately
- For information about a prolonged outage, contact your local electric company: \_\_\_\_\_
- Check the circuit breakers or fuses on the service panels
- Turn off and unplug computers and other voltage sensitive equipment
- Staff and children should move cautiously to areas with natural light or emergency lighting
- Exits may be indicated by lighted signs if the emergency power is operating
- Avoid opening refrigerators and freezer compartments where food is stored

### **Medical Emergency**

- Perform First Aid and/or CPR as needed
- Call 911
- Notify parent(s)
- Fill out accident report

### **Utility Disruption**

- If electrical power, heat or water is not restored within 2 hours the staff will contact the Administrator (if applicable) to decide to close or keep the program open

# Get Out Alive!

## Disaster Preparedness and Emergency Evacuation Plan

A Licensed or Approved Pre-Elementary School Facility must have a disaster preparedness and emergency evacuation plan that includes evacuation procedures that will ensure the complete evacuation of children in care, including children with limited mobility, within 150 seconds (2 ½ minutes). For further information, refer to 7AAC 10.1010 (Licensed Providers) or 7AAC 41.220 (Approved Providers).

### Your Emergency Plan requires

- Smoke detectors, fire extinguishers, and carbon monoxide detectors as required by regulation.
- Escape routes marked on a floor plan. **Doors and windows must be identified.**
- Specified meeting place outside your home.
- Written plan must describe the procedures that will be followed for the complete evacuation of the facility and explain your plan to evacuate everyone within 150 seconds, **including children under 30 months of age, children with limited mobility, and children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired.**
- Written plan must include procedures for other emergency situations or natural disasters that may affect the facility, including, as appropriate, tsunami, flooding, and earthquake emergencies.
- Emergency evacuations drills are to be conducted and recorded monthly.
- Practice emergency evacuation drills at different times of the day and using alternate exits.
- One disaster kit in addition to the required first aid kit(s).

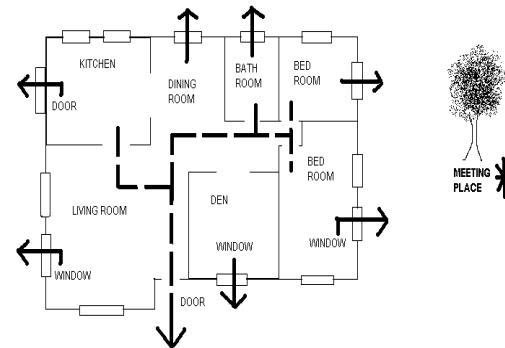
### Additional Resources

[www.72hours.org](http://www.72hours.org)  
[www.ready.gov](http://www.ready.gov)  
[www.redcross.org](http://www.redcross.org)  
[www.ak-prepared.com](http://www.ak-prepared.com)  
[www.naeyc.org/families/disaster.asp](http://www.naeyc.org/families/disaster.asp)

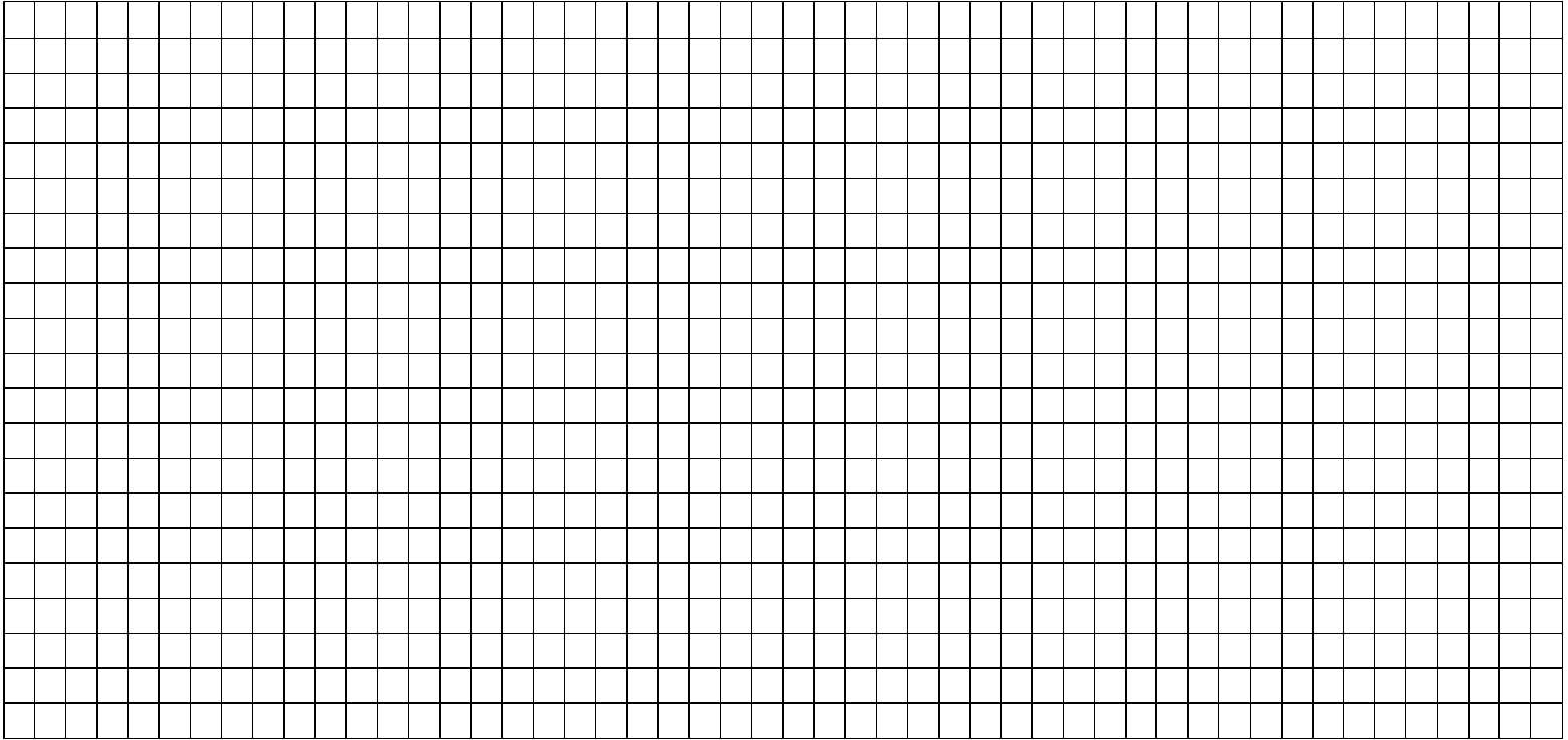
[www.fema.gov](http://www.fema.gov)  
[www.childtrauma.org](http://www.childtrauma.org)  
[www.naccrra.org/emergency](http://www.naccrra.org/emergency)  
[www.muni.org/oem/index.cfm](http://www.muni.org/oem/index.cfm)

Contact your local emergency preparedness office for further

### Sample Escape Plan



## Drawn Floor Plan:



## Floor Plan:

1. Use the grid to draw a floor plan of your facility (drawing does not need to be to scale).
2. Show exits from every room
3. Indicate location of outside meeting place.
4. Show smoke detector(s), carbon monoxide detector(s), and fire extinguisher(s) locations.

## Safety Tips:

1. Sleep with bedroom doors closed. They will hold back deadly smoke.
2. Teach everyone to recognize the sound of your smoke alarms.
3. Test doors before opening them. If hot, use your alternate escape route. If cool, brace your shoulder against the door and open it cautiously. Be ready to slam it if smoke or heat rush in.
4. Crawl low under smoke.
5. If your clothes catch on fire: stop, drop and roll.
6. Get out fast.
7. Don't go back inside once you're out.
8. Choose a specific meeting place so you can see that everyone is out of the house.
9. Call 911.





## Pre-Elementary School Facilities Children's Record Review

Facility \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

EMERGENCY CARD	CHILD'S NAME	DATE OF BIRTH	DPT/DTAP/DT	POLIO (OPV, IPV)	HIB	HEP B	MMR	VARICEL LA	HEP A	NOTES

Immunization Guide\* by the time the child is:

6 months	16 months	19 months	25 months	44 months	In Kindergarten 5 through 6 yrs	7 + years
2 DPT	3 DPT	3 DPT	4 DPT	4 DPT	5 DTP	3 DT(P)
2 Polio	3 Polio	3 Polio	3 Polio	3 Polio	3 Polio	3 Polio
2 Hib	3 Hib	3 Hib	3 Hib	3 Hib	3 Hep B	3 Hep B
2 Hep B	2 Hep B	2 Hep B	3 Hep B	3 Hep B	2 Measles	2 Measles
	1 MMR	1 MMR	1 MMR	1 MMR	1 Mumps	1 Mumps
		1 Varicella	1 Varicella	1 Varicella	1 Rubella	1 Rubella
			1 Hep A	2 Hep A	2 Varicella	2 Varicella
					2 Hep A	2 Hep A

\*The Immunization Guide does not state each age when an immunization is due. The Guide is strictly for use by the Pre-Elementary School Licensing program as a compliance measuring tool. If children in care do not meet these minimum milestones, the facility is not meeting the requirement of caring for children with current immunizations. For a more detailed list of required immunizations, it is necessary to contact the State of Alaska Immunology Program

7 + years: 2 doses of varicella will be required for children *through* the 6<sup>th</sup> grade. The second dose will not be required when the child enters 7<sup>th</sup> grade.

