



**Ninilchik Traditional Council
Child Care Assistance**

PROVIDER APPLICATION

CHECK LIST:

- State of Alaska Business License**
- Background Check(s) of all people over the age of 16 in the residence and people that will be in contact with children placed in your care**
- Completed Application**
- Signed Provider Responsibility and standards agreement**
- Completed Floor plan / Fire Escape**
- Emergency Child Record**

Payment process:

– Ninilchik Traditional Council will provide time sheets for the Child Care Providers. Each month the time sheet must be completed, signed and returned to the NTC office by the provider. Failure to do so on a monthly basis, in a timely manner will lead to a delay in payment of the Providers invoices. NTC has up to 30 calendar days to make payment and will require all necessary documentation to be submitted prior to payment. NTC will make payment to the provider up to the percentage certified, based on the rate set by the State of Alaska market rate survey including the Tribal Services Area and known as The Child Care Assistance Program Rate Schedule for the Gulf Coast of Alaska. It is the Providers responsibility to determine if they wish to collect the amount of the parents' percentage for Child Care services rendered. Child Care Providers are required to sign and return the receipt enclosed with NTC's payment, in the envelope provided, verifying receipt of payment. The Provider must function as an independent contractor and must comply with all applicable federal, state, and local laws and regulations. Payment will not be processed if the Provider's Business License expires or is revoked. Costs are not covered before the effective date of the license or after the expiration or revocation date. Payment is only processed after all required documentation is submitted and the application is approved. No retroactive payments will be issued. Payment for child care services will be valid on the day the application and all required documents have been submitted and approved by the NTC CCDF Program. Providers must agree to charge parents participating in the NTC CCDF Program the same rates as non-subsidized parents for the same services. Providers must agree not to discriminate against any NTC CCDF Program participant on the basis of race, color, creed, national origin or sex. Providers will not receive payment for child care services provided to the parents outside the days and times written on the NTC Child Care Certificate. Providers must submit rate changes to the parents and to the NTC CCDF program 30 calendar days prior to the effective date of change. Parents are required to submit written termination notice to NTC and the Provider 14 days prior to withdrawal from the program. Any form of fraud by parents or Providers will result in removal from the NTC CCDF Child Care Assistance Program. Repayment must be made of funds wrongfully obtained as stated in 19AAC 65.411 of the Alaska Administrative Code.

Provider Signature

Date

Non-discrimination statement

The provider must have an Alaska State Business License. The provider must function with the primary and sole purpose of providing child care and be an independent contractor. The provider must charge parent(s) participating in the NTC Child Care Assistance Program the same rate charged to non-subsidized parents for the same services. The provider may not discriminate against the NTC Child Care Assistance Program participant on the basis of race, color, creed, national origin, age or sex. Providers must allow parents open access to the facility whenever their children are in care. Providers must report serious injuries and deaths that occur in child care to NTC. Providers and household members must submit comprehensive background checks, and complete a safety inspection which is conducted by the NTC Child Care Department.

Provider Signature

Date

Ninilchik Traditional Council Program Standards for Child Care Providers:

- I am 18 years old or older.
- I agree to never leave the child(ren) unsupervised, I will arrange care with a qualified substitute provider.
- Smoke, carbon alarms and fire extinguishers are in place and in good working order.
- There are two separate exits in the home. One can be a window, large enough for an adult to exit.
- I will not provide care for more than 4 children unrelated to myself. I understand that I must never care for more than two children under the age of 30 months.
- I will inform the NTC child care staff if I have had a relinquished, refused, suspended or revoked child care license in the past 10 years.
- I will submit a Background Check for myself and all persons living in the home over the age of 18 who have contact with child(ren) in my care. I am aware that I must qualify under the Alaska Administrative Code, 4AAC 62.210 (b) and (d).
- I will prohibit any person or animal known to be dangerous to be around child(ren) in my care.
- All hazards (medicine, poisons, sharp objects, guns, etc.) are not accessible to children.
- I will provide proof of a TB test, completed in the past 24 months. If positive for TB, I will receive treatment under the care of a licensed physician.
- I will provide a smoke, drug, and alcohol-free environment in my facility. This includes my vehicle when transporting children.
- All children in my care will have age appropriate immunizations.
- I have no known infections or communicable diseases that may be a risk to the children.
- I will provide a healthy, safe, and clean environment.
- Parent(s) have completed an Emergency Record for each child. I will keep this in my possession for emergency purposes. Medicines will only be given to children with permission from the parent.
- Physical punishment of children in my care is prohibited.
- Parents will have full access to their children in my home at all times.
- NTC Child Care Staff will have full access to conduct unannounced home visits in my child care facility.
- I will follow safe practices in transporting children, using seatbelts and safety seats as required. I will acquire training and utilize Infant and Child CPR & First Aid practices. The facility shall take a first aid kit on field trips and outings as required by 7 AAC 10.1075(a)(2) or (3).
- Authority:** AS 44.29.020 AS 47.32.010 follow the procedures required by State Child Care.

I certify that the statements above have been met, and I agree to continue these requirements as long as I provide child care services. If I fail to meet these standards at any time, I will be removed from the NTC Child Care Assistance Program.

Provider Signature

Date

NTC CHILD CARE RATE SHEET

	Licensed Center Care & Group Homes					Licensed Home Care					Certified/Approved In Home Care				
	F/T Month	P/T Month	F/T Day	P/T Day	Hourly	F/T Month	P/T Month	F/T Day	P/T Day	Hourly	F/T Month	P/T Month	F/T Day	P/T Day	Hourly
Infant	775.00	465.00	47.00	28.00	5.25	802.00	481.00	48.00	29.00	4.50	500.00	303.00	29.00	17.00	3.50
Toddler	730.00	420.00	42.00	25.00	5.00	620.00	372.00	37.00	22.00	4.25	500.00	300.00	28.00	17.00	3.25
Pre-school	605.00	383.00	38.00	22.00	4.50	600.00	360.00	26.00	22.00	3.75	500.00	293.00	25.00	15.00	3.00
School Age	605.00	383.00	38.00	22.00	4.00	500.00	300.00	30.00	18.00	3.50	500.00	293.00	25.00	15.00	3.00

Infant: Birth through 18 months Toddler: 19 months through 36 months Pre-school: 37 months through 6 years School Age: 7 through 12 years.

- F/T month (Full-Time month) = 17 or more full days of care during a calendar month, based on a five-day-a-week schedule.
- P/T month (Part-Time month) = 17 or more partial days of care during a calendar month or care for one half month of full days.
- F/T day (Full day) = more than five (5) hours of care and up to and including ten (10) hours of care on a calendar day..
- P/T day (Partial day) = up to and including five (5) hours of care on a calendar day.
- Hourly care = care by the hour when more than 10 hours of care is needed on a calendar day or when only 1-2 hour of care is needed on a calendar day.

Please note any training, documentation and certificates related to child care:

This section applies only to State licensed Child Care Centers:

- | | |
|--|--|
| <input type="checkbox"/> Open <input type="checkbox"/> Closed - New Year's Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Martin Luther King Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - President's Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Memorial Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Independence Day | <input type="checkbox"/> Open <input type="checkbox"/> Closed - Labor Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Veteran's Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Alaska Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Thanksgiving Day
<input type="checkbox"/> Open <input type="checkbox"/> Closed - Christmas Day |
|--|--|

Other Please List: _____

Do you provide Childcare for Developmentally Disabled Children? Yes No

If yes, give the maximum and minimum rates charged. Minimum _____
 Maximum _____

Provider Signature

Date

NTC CHILDCARE ASSISTANCE PROGRAM Provider Responsibilities

As a Childcare provider participating in the NTC Childcare Assistance Program, I agree to adhere to the following:

- I understand that as a Childcare Provider for the NTC Childcare Assistance Program, I function as an independent contractor and I must comply with all applicable federal, state, and local laws and regulations.
- I understand that I must have either:
 - State Childcare License or,
 - I must qualify as a Legally Exempt Childcare Provider which include: (*Adults who care only for children related to them, Adults who care for four (4) or fewer unrelated children, Preschools certified by the Department of Education., Facilities where the parent is on-site and available to the children, or Temporary facilities lasting for fewer than five continuous weeks.*) I also understand that I must have an Alaska Business License, and a Background Check, as well as one for each adult (over 18) that reside in my household in the case of caring for children in my home.
- I agree to provide a copy of all required licenses or certificates to the NTC Childcare Assistance Program. I agree to meet health and safety codes required under this program. I understand that I will not be reimbursed for childcare if required licenses or certificates are not on file with the NTC Childcare Assistance Program.
- I also understand that the NTC Childcare Certificate becomes null and void if my business, community care, or other appropriate license expires and/or is revoked. I understand that I will not receive payments for childcare before the effective date or after the expiration or revocation date.
- I agree to charge the Parent(s) participating in the NTC Childcare Assistance Program the same rates that I charge to non-subsidized parents. I also agree not to discriminate against any NTC Childcare Assistance Program participant on the basis of race, color, creed, national origin, age, or sex.
- I certify that the Parent(s) will have open access to the facility when their children are in my care.
- I certify that space is available to meet the Parent(s) work and/or training schedule listed on the NTC Childcare Assistance Certificate. I understand that I must arrange for Alternative Childcare during an unscheduled facility closure.
- I understand that as a primary Childcare Provider, I will be paid for the subsidy amount billed as long as it does not exceed the maximum monthly subsidy amount. As a secondary Childcare Provider, payment is limited to the amount remaining after deducting the payment to the primary Childcare Provider from the monthly maximum subsidy. I understand that the Parent(s) are responsible for paying any balance due.
- I understand that payment for childcare services provided to the Parent(s) outside the days and times written on the NTC Childcare Certificate are the responsibility of the Parent(s) and will not be included on the Facility Attendance and Billing Report.
- I will submit my billing form within the NTC Childcare fiscal year: _____ to _____.
- I will submit a Facility Attendance/Billing Report to the NTC Childcare Assistance Program with Parent(s) signature(s) on my last working day of the month. I understand that all absences must be indicated and that the payment will be calculated on the basis of authorized units of care provided in the NTC Childcare Certificate.
- I understand that the NTC Childcare Assistance Program has 30 calendar days to process payment. I understand the NTC Childcare Assistance Program will not accept any inquiries in regards to payment prior to 30 calendar days.**
- I understand that payment information is private and will only be discussed with the Child Care Provider.**
- I will ensure that the NTC Childcare Assistance Program and the Parent(s) are provided a Written Termination Notice 14 days prior to withdrawing from this NTC Childcare Certificate.
- I understand that before I can receive payment from the Child Care Assistance Program, I must receive a copy of the Child Care Certificate stating how much assistance the parent is eligible to receive.

I certify I have received and agree to comply with the NTC Child Care Assistance Program Policies and Procedures, and have read and understand Program Standards and Provider Responsibilities under the NTC Childcare Assistance Program. I understand that it is fraud to misrepresent facts in order to receive payments for childcare services provided. I understand that any fraud may result in removal from the NTC Childcare Assistance Program, and I will have to repay any funds wrongfully obtained as stated in 19 AAC 65.411 of the Alaska Administrative Code.

Parent Name(s)

Printed Name of Facility/Childcare Provider

Date

Childcare Provider Signature

Facility Floor Plan and Fire Procedure:

Floor Plan:

1. Use the grid to draw a floor plan of your house
2. Show two exits from every room
3. Write down the outside meeting place

Exit Procedures:

1. Sleep with bedroom doors closed. They will hold back deadly smoke.
2. Teach everyone to recognize the sound of your smoke alarm
3. Test doors before opening them. If hot use your alternate escape. If cool, brace your shoulder against the door and open cautiously. Be ready to slam it if heat or smoke 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 are out.
8. Choose a specific meeting place so you can see everyone's out of the house.
9. Call the fire department from a neighbor's house – **911**

A large grid for drawing a floor plan, consisting of 30 columns and 30 rows of small squares.

