thread

connecting early care & education to alaska

CHILD CARE PROVIDER
REFERRAL DATABASE ENROLLMENT FORM

www.**thread**alaska.org

ENROLLMENT INSTRUCTIONS

1. **COMPLETE** the Enrollment Form

2. **DELIVER** pages 3 - 6 of this application to your regional **thread** office **in person, by mail, fax, or email**

   Southcentral Alaska
   3350 Commercial Dr. Ste 203
   Anchorage, AK 99501

   Fax: 907.265.3191
   Toll Free Fax: 1.877.563.1959

   Email: info@**thread**alaska.org

   Southeast Alaska
   3100 Channel Dr. Ste 215
   Juneau, AK 99801

   Fax: 907.789.1238

   Email: info@aeyc-sea.org

   Northern/Interior Alaska
   1908 Old Pioneer Way
   Fairbanks, AK 99709

   Fax: 907.479.2486

   Email: **thread**@thrivalaska.com

   Please allow 1-2 weeks for processing. You will be contacted once your information is entered.

3. **KEEP** your information current

   Contact us to update your information anytime it changes (rates, hours, phone number, etc.)

4. Questions about this form? Call your regional **thread** office

   Southcentral Alaska
   Tel: 907.265.3100
   Toll Free: 1.800.278.3723

   Southeast Alaska
   Tel: 907.789.1235
   Toll Free: 1.888.785.1235

   Northern/Interior Alaska
   Tel: 907.479.2214
   Toll Free: 1.866.878.2273

GENERAL

First Name: _____ Last Name: _____

Business Name: _____

Street Address: _____

City: _____ Zip: _____

Mailing Address (if different): _____

City: _____ Zip: _____

Facility Phone: _____ Secondary Phone: _____

Fax: _____ Email: _____

Website: _____

LICENSING Information (Take this information directly from your child care license)

License# _____ Expiration Date: _____

License Type / Type of Care: (as listed on your state license)

☐ Child Care Center ☐ Head Start ☐ Preschool

☐ Child Care Home ☐ Group Home ☐ Summer Camp

OPERATIONS (DAYS & HOURS OF OPERATION)

Ages Cared For: _____ thru _____

Months of Operation: _____ thru _____

Days of Operation: _____ thru _____

Hours of Operation: _____ to _____

TRANSPORTATION

Does your program provide transportation to and from a child's school? ☐ Yes ☐ No

Is your program within walking distance of public transportation? ☐ Yes ☐ No

Is your program within walking distance of a school? ☐ Yes ☐ No

List all the schools in your area including those that transport to your program:

_____

_____

DOES YOUR PROGRAM HAVE/OFFER

☐ Part Time Care ☐ Open Holidays ☐ Drop In Services ☐ Before School ☐ Temp/Emergency
☐ 24-Hour Care ☐ After School ☐ Rotating Schedule ☐ Evening Care ☐ Weekend Care
☐ Overnight Care

RATES/FEES (Fill in your program's fees according to the following table.)

AGE GROUP	DAILY RATE	MONTHLY PART TIME	MONTHLY FULL TIME
0-11 months (infant)			
12-18 months (infant)			
19-29 months (toddler)			
30-35 months (toddler)			
3-5 years (preschool)			
5-12 years (school age)			
13-15 years (school age)			

ENVIRONMENT

☐ Curriculum Based ☐ Respite Care ☐ No TV ☐ Multiple Caregivers
☐ Field Trips ☐ Faith Based ☐ Pet Free Environment ☐ Recreation Program
☐ Outdoor Equipment ☐ Limited TV ☐ Fenced Yard

MEALS

☐ Breakfast ☐ Morning Snack ☐ Lunch ☐ USDA Food Program
☐ Dinner ☐ Evening Snack ☐ Afternoon Snack ☐ Special Diet
☐ No Meals Provided

FINANCIAL ASSISTANCE ACCEPTED

☐ PASS I ☐ PASS II/III ☐ Tribal ☐ Office of Children's Services ☐ Military
☐ None Accepted

POLICIES

☐ Attendance Based Fees ☐ Open Door Policy ☐ Enrollment Based Fees
☐ Holiday Closures ☐ Multi-Child Discounts ☐ Potty Training
☐ Provider Sick Allowance ☐ Child Absence Allowance ☐ Safe Sleep
☐ Provider Vacation Allowance ☐ Notice of Termination ☐ Sub Provided

SAFETY

☐ CPR Certification ☐ First Aid Training ☐ Health Related Degree

☐ Liability Insurance ☐ Medication Administration Trained

SPECIAL NEEDS (Does your program provide care for any of the following?)

☐ Language ☐ Emotional/Behavioral ☐ Feeding Tubes ☐ Cognitive Disabilities

☐ Asthma ☐ Monitors ☐ Physical Disabilities ☐ Sensory Disabilities

☐ Shots/Medications ☐ Special Diets ☐ Allergies ☐ Medical Disabilities

CHILD CARE EXPERIENCE

☐ Under 1 year ☐ 1-3 Years ☐ 4-9 Years ☐ 10-20 Years

☐ 21+ Years ☐ Family Child Care ☐ Child Care Center ☐ Public School Early Ed

OWNER/ADMINISTRATOR EDUCATION (Check all that apply)

☐ High School Diploma/GED ☐ CDA (Child Development Associates) ☐ Early Childhood Ed Cert.

☐ Associates Other ☐ Bachelor's Other ☐ Master's Other

☐ Associates Child Related ☐ Bachelor's Child Related ☐ Master's Child Related

☐ PhD

ACCREDITATION (Has your program earned accreditation with any of the following organizations?)

☐ Montessori ☐ National Assoc. for Family Child Care

☐ American Camping Assoc. ☐ Dept. of Education & Early Development

☐ National Assoc. for the Education of Young Children ☐ National School Age Child Care Alliance

LEARN & GROW QUALITY INDICATORS:

☐ Level 1: Learning About Higher Quality ☐ Level 2: Moving Into Higher Quality

Child Care Referral Database Disclosure & Agreement: Inclusion in **thread's** database for child care referrals is a free service. **thread** reserves the right to suspend or remove any provider from the referral database at any time. **thread** is a mandated reporter of child abuse and neglect. In the event that we receive a complaint about your program, we are required to contact child care licensing and appropriate child protection agencies.

By signing below, I understand and agree to the following: I agree to allow **thread** to provide specific program information to families seeking child care referrals; this includes web referrals. I agree to keep my profile information up to date by contacting the **thread** office. The information provided is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Frequently Asked Questions

How does the Child Care Provider Enrollment process work? It takes 1-2 weeks to process your enrollment form and enter your program's information into our database. Once you are in our system, we are then able to refer your program to families.

How can I keep my program's information updated? It is very important to keep your profile up to date. The information we provide families about your child care program is only as good and accurate as the information you provide us. Contact us any time there are changes in your program (vacancies, phone, email address, etc.).

How do families get child care referrals from thread? Families may get child care referrals from **thread** over the phone, in our office Monday-Friday from 9 AM to 5 PM, or on our website 24 hours a day.

Are programs listed in any particular order in a referral results page or printout? Child care programs are listed randomly, not alphabetically. **thread** makes referrals only and does not recommend any one program over another. No one is given preferential treatment through our referral services.

Why should I enroll my child care program with thread? After successfully completing your **thread** Child Care Resource & Referral Enrollment Form, you will be eligible to:

- Be referred to families looking for child care through our referral service
- Receive announcements on provider trainings
- Enrich valuable data for child care industry statistics
- Receive our newsletter
- Receive information about opportunities **thread** has to support your program
- and more

thread is happy to serve you and your program. If you have any questions or need additional support please contact your regional **thread** office.