



Alaska Family Child Care Food Program

2207 E Tudor Rd Suite 34
Anchorage, AK 99508
Phone: (907) 274-2237
Fax: (907) 274-2238
Email: afccfp1@gci.net

The Alaska Family Child Care Food Program, trying to stay within regulations set forth by the Alaska Department of Education Child and Adult Care Food Program, has issued a new policy for all Child Care Providers to follow. This policy is in effect as of 3-1-2009. Please add it your Provider Handbook. Instructions on how to utilize the form are below.

Holiday Sign In/Out Sheet Instructions:

1. If holiday care is performed in your child care, you will need to use and submit a form for each family. If there are more than four children per family an additional form should be used.
2. When a child is dropped off at child care for the day on a holiday the parent must sign the child in supplying all information requested on the form. (Date, Child's name, Time In, Phone number.)
3. When a child is being picked up from child care for the day on a holiday the parent must sign the child out supplying the remainder of information requested on the form. (Time Out)
4. Providers will need to document their own children as well as their foster children on a form.
5. EACH month make a copy of this form(s) for your records.
6. EACH month submit the originals attached to your Menus and Meal Counts.
7. Providers who claim online will also need to complete these forms, keep copies for their records and mail the forms into the Office by the 5th of each month.

** If a claim is submitted without the Holiday Sign In/Out Forms all Holidays claimed for the month will be disallowed. No Exceptions.

** Providers may make additional copies of form for future claim months.

Holidays that apply are: New Year's Day(January 1st), Martin Luther King Day(January 17th), President's Day(3rd Monday in February), Easter (Sunday in March or April), Memorial Day(last Monday in May), Independence Day(4th of July), Labor Day (1st Monday in September), Veterans Day(November 11th), Thanksgiving (Third Thursday in November), Christmas Eve (December 24th) and Christmas Day(December 25th).