



Anchorage
School District



KCI & ASD PARENT HANDBOOK

2017-2018

*Part Day Head Start – Airport Heights, Creekside Park,
Gladys Wood, & Willow Crest Centers*

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WELCOME TO HEAD START

Welcome to Head Start

Dear Parents and Guardians:

Welcome to Kids' Corps Head Start and the Anchorage School District! You may be a Head Start "veteran" or you may be enrolling your first child in our program. Whatever the case, our goal is to work closely with you to make sure your child learns and grows in a safe, nurturing environment.

You have enrolled your child in a unique, high quality child development program. Some of the staff is Kids' Corps employees. Others are Anchorage School District personnel. Whatever our affiliation, we all recognize that you are your child's first and best teacher. Therefore, our doors are always open to you and your family. We promise to offer you many opportunities to be involved in your child's education during the coming year. Your ideas, concerns, suggestions and participation are vital. By working together, we can make sure your child develops the skills, knowledge and attitudes he or she needs to be successful in school and life.

Thank you for enrolling your child in the Kids' Corps/Anchorage School District Head Start program. We hope that you and your child enjoy a year of learning and discovery with us.

Sincerely,

Dirk Shumaker

Executive Director

MISSION STATEMENT

"We provide a head start to families with children who need it most"

OUR PRIMARY GOAL AS AN AGENCY

Promote school readiness and family well-being by providing a comprehensive program that fosters sound growth and development.

PROGRAM PHILOSOPHY

- Help each child to achieve school readiness by supporting good health and nutrition and sound physical, cognitive, language, social and emotional development
- Assure all enrolled families have access to all our services
- Embrace the diversity and uniqueness of the children and families we serve
- Encourage each family to engage in Head Start and Early Head Start
- Keep families at the center of decision making for their children
- Help families help themselves
- Engage our community to develop resources that promote the healthy growth and development of young children who live in poverty
- Provide a high quality program by using our resources effectively and responsibly

CENTERS & LOCATIONS

Centers & Locations

Kids' Corps, Inc. (KCI) and the Anchorage School District (ASD) provide Head Start services at four locations in Anchorage.

AIRPORT HEIGHTS CENTER

1510 Adler, Anchorage, AK 99508 Phone # 742-4550 / Fax # 742-4570

Principal: Michael Webb. **Program Option:** Part day program for children who are 4 years old as of September 1, 2017. **Hours of Operation:** Monday – Friday, 9:00 a.m. to 1:00 p.m., August – May. **Center Capacity:** 16 children. **Bus service** is provided at “corner stops” in the neighborhoods where the most eligible children live. **No fees.**

CREEKSIDE PARK CENTER

7500 East 6th Avenue, Anchorage, AK 99504 Phone # 742-1550 / Fax # 742-1577

Principal: Tim Andrews. **Program Option:** Part day program for children who are 4 years old as of September 1, 2017. **Hours of Operation:** Monday – Friday, 9:00 a.m. to 1:00 p.m., August – May. **Center Capacity:** 16 children. **Bus Service** is provided at “corner stops” in the neighborhoods where the most eligible children live. **No Fees.**

GLADYS WOOD CENTER

7001 Cranberry Street, Anchorage, AK 99502 Phone # 742-6760 / Fax # 742-6779

Principal: Cindy Hemry **Program Option:** Part day program for children 3 or 4 years old as of September 1, 2017. **Hours of Operation:** Monday – Friday, 9:00 a.m. to 1:00 p.m., August – May **Center Capacity:** 16 children **Bus Service** is provided at “corner stops” in the neighborhoods where the most eligible children live. **No Fees.**

WILLOW CREST CENTER

1001 West Tudor Road, Anchorage, AK 99503 Phone # 742-100 / Fax # 742-1044

Principal: Kristina Peterson. **Program Option:** Part day program for children who are 4 years old as of September 1, 2017. **Hours of Operation:** Monday – Friday 9:00 a.m. to 1:00 p.m., August – May. **Center Capacity:** 16 children. **Bus Service** is provided at “corner stops” in the neighborhoods where the most eligible children live. **No Fees.**

Teacher:

Assistant Teacher:

Family Advocate:

Center Director:

CENTERS & LOCATIONS

KCI SUPPORT STAFF

Located at 101 Davis Street
279-2021

Executive Director	Dirk Shumaker
Human Resources Manager	Katrina Letner
Finance Manager	Erin Oliver
Bookkeeper	Staci Erickson
Administrative Assistant	Kathleen Hart

Located at East Center
3710 E. 20th, Suite '2'
272-0133

Education Manager	Charles Freeman
Family Services, Health & EHS Manager	Rachel Schafer
Family Services Coordinator	Erika Espinosa
Disabilities & Mental Health Coordinator	Steffi Redhead
Education Coordinator	Gypsy Gardner
Health & Nutrition Coordinator	Kelsey Beecher
Health Assistant	Ayla Richardson
Enrollment Specialist	Miriam Vazquez-Mateo

ASD SUPPORT STAFF

Located at 5530 E. Northern Lights Blvd., Title I Office
742-4496

Title I Supervisor	Karin Halpin
Preschool Coordinator	Beth Snyder

PART DAY HEAD START

Part Day Head Start

CLASS DAYS:

Monday – Friday

Class is 4 hours

CLASS HOURS:

9:00 a.m. to 1:00 p.m.

HOME VISITS:

Two (2) Education Home Visits (minimally)

Two (2) Parent/Teacher Conferences at the school.

PROGRAM YEAR:

August 28, 2017 through May 23, 2018

2017 – 2018 SCHEDULE

First Day of Classes—August 28, 2017 ♦ Last Day of Classes—May 23, 2018

CLOSURE DATES

September 4, 2017	Labor Day Holiday – NO CLASSES
October 20, 2017	In-Service – NO CLASSES
October 25, 26, & 27, 2017	Parent/Teacher Conferences NO CLASSES
November 10, 2017	In-Service – NO CLASSES
November 23 & 24, 2017	Thanksgiving Holiday – NO CLASSES
December 22, 2017	In-Service – NO CLASSES
December 25, 2017 through January 5, 2018	Winter Break NO CLASSES
January 15, 2018	Martin Luther King's Birthday NO CLASSES
February 19, 2018	President's Day – NO CLASSES
February 20, 2018	In-Service – NO CLASSES
February 21, 22, & 23, 2018	Parent/Teacher Conferences NO CLASSES
March 9, 2018	In-Service – NO CLASSES
March 12 – 16, 2018	Spring Break – NO CLASSES
May 23, 2018	Last Day of Classes

PART DAY HEAD START

FEDERAL INCOME GUIDELINES FOR ALASKA 2017

Family Size	Maximum Income
1	\$15,060
2	\$20,290
3	\$25,520
4	\$30,750
5	\$35,980
6	\$41,210
7	\$46,440
8	\$51,670

- Families with more than 8 members, add \$5,230 for each additional member.
- ATAP recipients and foster children are automatically income eligible.
- A limited number of families may be over income.

ENROLLMENT INFORMATION

Non-Discrimination Statement

Kids' Corps, Inc. and ASD will not discriminate in enrollment with regard to religion, marital status (or changes in marital status), pregnancy, sex, color, race, or national origin of children and their families.

Steps to Enrollment

Submit ASD/KCI Enrollment Application with:

1. Child's Birth Certificate
2. Income Verification for Family

If eligible, the following health items are required by municipal licensing code before a child may attend class:

1. Current Physical Examination (within one year)
2. Current Immunization Record

Head Start Performance Standards require children to receive a dental exam within 90 Days of enrollment.

GENERAL INFORMATION

General Information

OPEN DOOR POLICY

Parents and guardians are encouraged to visit their child's school any time to observe or participate in activities.

INSURANCE

KCI Head Start carries liability insurance from Markel Insurance Corporation.

POLICIES AND/OR PROCEDURES

KCI's Policies and Procedures comply with the Head Start Federal Performance Standards. KCI will give all families at least fourteen (14) days written notice in advance of changes in policy and/or procedure.

SUMMARY OF THE PLAN FOR SUPERVISION

ASD/KCI classrooms always maintain a minimum staff/child ratio of at least one staff for every 10 children. An ASD principal at all sites supervises the classroom teacher. A KCI center director supervises the assistant teacher.

IF A CONCERN ARISES

Parents are encouraged to first discuss concerns with their child's teacher or assistant teacher/family advocate. If additional discussion is needed, contact the ASD principal or the KCI Education Manager.

SMOKING POLICY AT HEAD START SCHOOLS

ASD & KCI maintains a smoke-free environment at all school sites. Smoking is prohibited in any ASD building, on any ASD school property, by ASD & KCI employees within line of sight of any school or school activity, and within 50 feet of any ASD non-school building entry/open window

PARENT INVOLVEMENT

Parent Involvement

YOU, the parents, are the first and most important teacher for your child. There are many ways in which parents can be involved at school. Remember....***Volunteering can be fun!***

You can....

- Help in a classroom
- Help prepare class activities
- Read to your child
- **Participate in home visits**
- Participate in Parent Committee Meetings
- Join the Policy Council and help guide the program
- Learn new skills at monthly parent education meetings
- Volunteer once a month for Parent Volunteer days

Federal Head Start Performance Standards state that parents must be involved in making decisions that affect the quality of the program. As members of the Policy Council, parents have an opportunity to help KCI management and the Board of Directors make many important decisions. Policy Council members can:

- Serve on the planning committee and help develop grants
- Serve on a hiring committee (training provided)
- Serve on an advisory committee (health/nutrition, family services & parent involvement, early intervention/education, or transition)
- Learn how to conduct a meeting (Roberts Rules of Order)
- Share important information with other parents at Parent Committee Meetings

EMPLOYMENT OPPORTUNITIES FOR PARENTS

Parents are encouraged to apply for substitute and regular employment positions. Parents who apply are required to submit the same documentation as a regular employee. Substitutes for classroom positions are required to meet Head Start Performance Standards. Parents who serve on the Policy Council cannot work at Kids' Corps as a substitute or permanent employee and maintain their representation on the Policy Council. Parents who are hired as an employee of KCI cannot work directly with their child. Contact your Center Director or the Education Manager for more information.

PARENT INVOLVEMENT

POLICY COUNCIL ROLES AND RESPONSIBILITIES

WHAT POLICY COUNCILS DO

PARENTS ON THE POLICY COUNCIL HELP STAFF DEVELOP:

- The program's philosophy with long and short range goals
- The composition of the Policy Council and procedures for choosing members
- The criteria for recruitment, selection and enrollment of children in the program
- Decisions related to the hiring or termination of KCI Director and staff

POLICY COUNCILS HAVE OPERATING RESPONSIBILITY FOR:

- Working with the Board of Directors and staff to establish and maintain procedures for hearing and resolving community complaints about the program.

POLICY COUNCILS ALSO:

- Help develop center activities (Parent Committee Meetings)
- Attend Policy Council meetings once a month

Policy Councils Interact With.....

- KCI Board of Directors
- Advisory Committees
- Staff
- Parent Committee Meetings
- Legislative Representatives



Parents on the Policy Council have FUN!!!

Childcare and dinner is provided. Transportation and translation are available as needed.

Join Us Anytime

PARENT INVOLVEMENT

LET ME INTRODUCE YOU TO

YOUR



PARENT COMMITTEE MEETING

When your family enrolls in a KCI program, you automatically become a member of the parent committee for your center. Meetings take place once a month, in the evening and are a good source for fun, food and information.

At the parent committee, parents are encouraged to:

- Help plan activities and events for parents and children
- Join the policy council and/or an advisory committee (Health/Nutrition, Education, Dual Language Learners, Family Services/Parent Involvement, Early Head Start and Transition)
- Help classroom staff and other program staff to carry out the daily activities of the center

The parent committee formally elects representatives to the Policy Council in October. Ideally, we would love to have a representative from each classroom or at the very least, two parents for each center.

**YOUR IDEAS, ENERGY AND PASSION TO SEE YOUR CHILD SUCCEED IS
GREATLY VALUED - GET INVOLVED AND MAKE THE MOST OF YOUR
FAMILY'S KCI EXPERIENCE!**

PLAN TO JOIN US EACH MONTH



**PLEASE CONTACT YOUR CENTER DIRECTOR OR FAMILY ADVOCATE FOR
FURTHER INFORMATION**

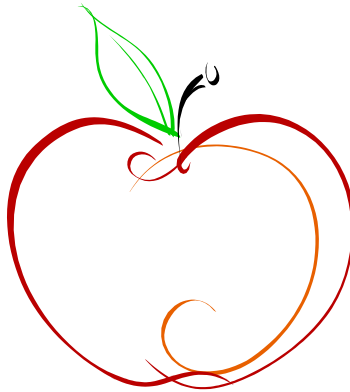
PARENT INVOLVEMENT

ADVISORY COMMITTEE DESCRIPTIONS

Kids' Corps, Inc. has seen the need to thoroughly incorporate the community and parents in the decision-making processes for our agency. Advisory Committees have been established and are established as the need arises.

Education Advisory Committee

The committee is responsible for reviewing curriculum, on-going assessments and outcomes. The committee makes recommendations to strengthen the educational services.



DLL COMMITTEE

This committee works to develop plans and strategies centered on children & families who speak a language other than English.



Health & Nutrition Advisory Committee

This committee is mandated by the HS Performance Standards. This committee is responsible for making recommendations to the program with regard to health & nutrition services delivered to the enrolled families



Transition Advisory Committee

This committee assists in determining methods for successful transitions for families into and out of the Head Start & Early Head Start program.



Early Head Start Advisory Committee

This committee works to ensure that KCI's Early Head Start program practices meet the unique needs of infants and toddlers and their families.

Family Services Advisory Committee

The focus of this group is to discuss family services practices, policies and forms and make adjustments as needed to meet the changing needs of the families enrolled in our program.

Please contact your center director or family advocate for further information.

FAMILY SERVICES

Family Services

KCI Head Start and ASD seeks to support families as they work together to achieve their family's goals. Family advocates meet with parents at home visits or at the ASD school site several times a year to assist them to:

- Identify their family's strengths, interests and needs
- Learn about community resources
- Utilize the social services available in the community
- Set and reach goals

Family advocates work at all sites and are available to assist families with enrollment, community referrals and resources.

CHILD ABUSE AND NEGLECT REPORTING

Children's safety always comes first. Alaska State law and the Municipality of Anchorage Code require Head Start staff and all licensed child care providers to report suspected or known cases of child abuse and neglect. ***Staff must report no matter where the suspected incidents occur.*** All incidents of suspected or known child abuse or neglect must be reported to the Office of Children's Services (269-4000) within 24 hours.



CHILD HEALTH & DEVELOPMENTAL SERVICES

Child Health & Developmental Services

KCI Head Start and ASD believe that early intervention improves a child's capacity to learn and develop.

The health education program offers parents information about:

- *Finding a "medical and dental home"*
- *Preventative health care*
- *Early intervention - height, weight, hearing, & vision screenings*
- *Child nutrition & oral health*
- *Communicable disease awareness*
- *Home safety and injury prevention*

Head Start and/or ASD regulations require the following:

- *Physical Exam (less than one-year-old)*
- *Dental Exam (within 90 days)*
- *Developmental Screenings (within 45 days of enrollment)*
- *Immunization Records (current)*

MEDICATION POLICY

Prescription medication may be given to a child at school. ALL MEDICATIONS MUST BE DELIVERED TO THE ASD SCHOOL NURSE BY THE PARENT/GUARDIAN. No medication can be sent to school on the bus. In order for your child to receive medications at school, a parent must sign an authorization form and a classroom health plan.

All medications given to children at the school must meet the following criteria:

1. Medicines must be in their original container.
2. Medicines must be prescribed by a physician.
3. Medicines must have the following information attached to the container:
 - a. Child's name
 - b. Expiration date
 - c. Amount of dosage to be given
 - d. Time schedule for administering medication

Medications must be picked up at the center by the parent/guardian when the prescribed dosage is completed.

OVER THE COUNTER MEDICATION

Over the counter medications can be administered by the school nurse as long as an authorization form has been signed and the medication is in its original package. This includes cough drops, sunscreen, insect repellent etc. If you have any questions, please contact your school nurse.

CHILD ILLNESS/COMMUNICABLE DISEASES

KCI asks for your cooperation to help assure that children have a happy and healthy school experience. It is important to make sure that children are feeling well when leaving for school in the morning.

CHILD HEALTH & DEVELOPMENTAL SERVICES

CHILDREN TOO ILL TO GO OUTSIDE ARE TOO ILL TO BE AT SCHOOL.

Due to the required child/adult ratio, KCI / ASD are unable to accommodate requests to keep children indoors during outside playtime

If a child becomes ill at school, the parent will be contacted to pick up the child as soon as possible. If KCI/ASD is unable to contact the parent, the emergency contact person listed on the emergency information form will be called.

If a child has any of the following, they will not be allowed to come to school:

- a) Quickly spreading rash, or rash associated with fever
- b) Earache with fever or behavior changes
- c) Lethargic, lack of responsiveness and unusual behavior for child such as not playing or eating
- d) Difficult or noisy breathing, deep hacking cough or severe congestion
- e) Fever over 100° axillary (armpit) or 101° orally (mouth) and behavior changes
- f) Diarrhea (two times the child's normal frequency of bowel movements in 24 hours)
- g) Vomiting 2 times or more in 24 hours
- h) Abdominal pain that continues for 2 hours or when associated with fever or other symptoms
- i) Mouth sores with drooling child can't control
- j) Skin sores that are weeping fluid and are on exposed surface that can't be covered
- k) Swollen joint or lymph nodes with fever or behavior changes
- l) Blood in urine or stool
- m) Symptoms that indicate the following diseases, until treatment administered: Strep throat, scabies, chickenpox, Rubella, Pertussis, Mumps, Measles, Hepatitis A, pinkeye with fever, live lice (to be sent home at end of the day)

A CHILD IS NOT READY TO RETURN IF HE /SHE HAS:

- Not fully recovered from an illness
- Is still too sick to take part in school activities or go outside
- Had a fever in the last 24 hours; a child should be fever free for 24 hours
- Had a communicable disease and is still considered contagious
- Has vomited within the last 24 hours

Parents may be asked to provide a statement from a physician stating that the child is no longer contagious. (The child could spread the illness to others.) It is hard for children to cope with group situations when they do not feel well.

If one case of a communicable disease develops in a class (for example, head lice or impetigo), a letter will be sent to all parents to alert them.

CHILD HEALTH & DEVELOPMENTAL SERVICES

HEAD LICE POLICY

- Upon detection of head lice (nits or live lice), parents will be contacted and the child will be sent home at the end of the school day for treatment.
- Families will be provided with information on treatment and household lice management.
- KCI can provide lice treatment products to families when necessary.
- All children in the class will be screened for head lice and the classrooms will be thoroughly cleaned and disinfected.
- A health alert will be sent home with all children in the class informing families that a case of head lice has been identified in the classroom. The health alert will include information on symptoms and treatment.
- Children returning to school after treatment for head lice will be examined by the school nurse or designee to verify absence of live lice prior to entering the classroom.
- Student is required to be **live lice free** to return to school the next day. Allow student to remain in school if no presence of live lice. A student may remain in school if only nits are found.
- Children will be screened again in seven to ten days after returning to class to ensure treatment was successful.

MINOR INJURIES

Any child who has an injury at the center will receive appropriate first aid. A Child Incident Report will be completed and a copy forwarded to the parent. KCI will notify the parent by telephone of any head injury or other injury requiring more than TLC (tender loving care) or a Band-Aid.

EMERGENCY TREATMENT

It is very important that parents remember to keep their child's Emergency Information Form up to date. Emergency forms must be updated every three (3) months or if changes occur.

In case of an emergency, staff will attempt to contact the parents immediately. If the emergency situation requires the attention of a physician, staff will call paramedics to take the child to the hospital emergency room. A staff member will remain with the child until the parent or emergency contact person arrives.



NUTRITION

Nutrition

Head Start and ASD serves a morning breakfast and lunch. Staff and volunteers eat with the children and the children are encouraged to taste new foods. There are also nutritional activities (children “cook” something together) to help children learn about foods and nutrition. KCI also encourages parents and guardians to bring only healthy food choices to any school function.

The ASD cafeteria provides all meals served in the ASD / KCI classrooms. Of the two meal choices each day, the most nutritious choice will be selected for the entire classroom. **No other foods may be brought into the classroom or bus by staff or parents unless special arrangements have been made and cleared with the KCI Health & Nutrition Coordinator and/or School Nurse.**

BIRTHDAYS AND HOLIDAY / FAMILY TRADITIONS

To be respectful of all families, KCI / ASD Head Start staff emphasize activities that encourage the acceptance of diversity, respect for others, self-concept and cultural identity.

Birthdays, holidays and other family celebrations may take place in the KCI / ASD Head Start classroom. The procedure is as follows:

- Parents/guardians contact the teacher at least one week in advance. The teacher will then notify all other parents of the event.
- The parent and teacher plan an activity that is developmentally appropriate and fits within the regular schedule of the classroom.
- The parent will volunteer in the classroom to present the activity
- Birthday cakes, cupcakes, candy, cookies etc. are not permitted.
- Foods that are representative of a family’s cultural traditions may be prepared by the parents and shared in the classroom.



EDUCATION & EARLY CHILDHOOD DEVELOPMENT

Education & Early Childhood Development

DEVELOPMENTAL SCREENINGS

ASD / KCI make sure that all children entering the program receive a developmental, sensory, and social/emotional screening. Parental permission and the child's developmental history are obtained before the screening. The screening procedure will be sensitive to the child's cultural and linguistic background. This developmentally appropriate process may identify children who need to be referred for more formal assessments (multidisciplinary evaluations).

Screenings are conducted within 45 days of the child's entry in the program. Trained staff uses a standardized screening tool called the Early Screening Inventory-Revised (ESI-R) for the developmental screenings and the Ages & Stages Questionnaires: SE for social / emotional screenings.

Areas evaluated are:

- Behavior
- Social Skills & Emotional Development
- Speech & Language
- Motor
- Cognitive
- Height & Weight
- Perceptual
- Vision (for acuity and strabismus or "lazy eye") & Hearing

Screening results are shared with parents.

DISABILITIES SERVICES

Children with diagnosed disabilities have been enrolled in Head Start since the program began in the mid-1960s. They may have speech, health, visual, hearing, or physical impairments. Children with behavioral difficulties, learning disabilities, and developmentally delayed are also served.

Children diagnosed with disabilities and their families receive a full range of Head Start services. Head Start staff members work closely with ASD and community agencies to identify and provide services to meet the needs of the children enrolled. Parental consent is required for any disability services.

HEAD START CHILD OUTCOMES

Head Start Performance Standards provide quality standards for all aspects of child development and family services. These performance standards require all Head Start programs to collect and share information with parents about their children's progress at Head Start.

ASD / KCI classroom staff will keep parents informed about how their child is progressing in the following ways:

- Parents receive a weekly "What I Learned This Week" report
- Parents and teachers meet for home visits two times a year – the first home visit is conducted within the child's first 45 days of enrollment
- Parent/teacher conferences are held twice a year at the child's center

EDUCATION & EARLY CHILDHOOD DEVELOPMENT

ASD / KCI classroom staff seek parent input in setting goals for children. If you have ideas or questions concerning your child's progress at Head Start, see your child's teacher.

Child outcomes are the basic skills your child needs for kindergarten success. Performance Standards identify eleven required child outcome “domains” and 38 “domain elements.” The following chart outlines the Head Start child outcomes.



EDUCATION & EARLY CHILDHOOD DEVELOPMENT

HEAD START CHILD OUTCOMES FRAMEWORK

DOMAIN

DOMAIN ELEMENT

Language Development

*Listening and Understanding
Speaking and Communicating*

English Language Development (for dual language learners only)

*Engagement in English Literacy Activities
Receptive & Expressive English Language*

Literacy

*Phonological Awareness
Book Knowledge & Appreciation
Print Awareness & Concepts
Early Writing & Alphabet Knowledge*

Social and Emotional Development

*Self-Concept & Self Control
Social Relationships
Emotional & Behavioral Health*

Mathematics

*Number & Operations
Geometry and Spatial Sense
Patterns and Measurement*

Science

*Scientific Skills and Methods (using tools for investigation)
Scientific Knowledge*

Creative Arts

*Music & Movement
Art
Dramatic Play*

Approaches to Learning

*Initiative and Curiosity
Engagement and Persistence*

Logic & Reasoning

*Reasoning and Problem Solving
Symbolic Representation*

Social Studies

*Family & Community
History & Events*

Physical Health and Development

*Fine & Gross Motor Skills
Health Status and Practice (hand-washing and tooth-brushing)*

CURRICULUM & EDUCATION

Curriculum & Education

Curriculum is the word used to describe what is planned and accomplished daily in the classroom. *ASD / KCI use Creative Curriculum as the overall curriculum. It is designed to meet individual and group needs of children. The curriculum guides staff in providing activities that prepare children for kindergarten. The Creative Curriculum:*

- Provides child assessment using the Teaching Strategies Gold Developmental Continuum
- Provides materials for you and your child for you to use at home
- Provides many literacy activities for school and home

In addition to Creative Curriculum, KCI uses the supporting curriculum strategies listed below:

Second Step Curriculum	Introduces problem solving strategies for anger control and impulsive behavior as they develop empathy for others
Cavity Free Kids	Promotes dental health
I Am Moving, I Am Learning	Physical activity and healthy food choice program for young children
Play Safe, Be Safe	Teaches fire safety
Growing Up Wild	Teaches children about wildlife in Alaska

LEARNING AREAS

ASD / KCI Head Start believe children acquire the skills they need for kindergarten through numerous activities. Through individual and group instruction, children learn concepts used for reading, writing, counting and problem solving. Teachers assist children in their learning process through conversation, asking questions and participating in creative activities.



CURRICULUM & EDUCATION

LITERACY

Literacy activities take place throughout the day at school. Children may be engaged in reading books, listening to stories, looking at books, writing their names, telling stories, tracing letters, singing songs etc. Literacy activities happen in all areas of the center, including the playground, bus and hallways during transitions.

BLOCK AREA Language Pre-Reading Math Problem Solving Cooperation Planning Fine Motor Cause and Effect	CREATIVITY (ART AREA) Language Creative Expression Follow-Through Materials Exploration Directions Listening Colors Counting	LIBRARY AND LISTENING Emergent Literacy Comprehension Discovering Listening
MATH AND SCIENCE (SAND AND WATER PLAY) Observing Coordination Math Science Cooperative Play Language Fine Motor	DRAMATIC PLAY Role Playing Sense of Self Planning and Organization Community Awareness Vocabulary Gender Identity Creativity	GROSS MOTOR AND OUTDOOR PLAY Body Coordination Creative Expression Rules Listening Cooperative Play Social Skills
PUZZLES, GAMES, AND TABLE TOYS Cognitive Fine Motor Problem Solving Emergent Reading Math Emergent Writing Memory Rules/Social Skills		

There is also time for children to choose activities and explore. This gives them the opportunity to practice what they have learned. Mastering new skills gives children the confidence and self-esteem to continue learning new skills.



“JUST PLAYING”

“Just Playing”

When I’m building in the block area, please don’t say I’m “Just Playing.”

For, you see, I’m learning as I play: about balance and shapes.

Who knows, I may be an architect someday.

When I’m getting all dressed up, setting the table, caring for babies,

Don’t get the idea I’m “Just Playing.”

For, you see, I’m learning as I play: I may be a mother or a father someday.

When you see me engrossed in a puzzle or some plaything at my school,

Please don’t feel the time is wasted in “Play.” For, you see, I’m learning as I play.

I’m learning to solve problems and concentrate: I may be in business someday.

When you see me learning to skip, hop, run, and move my body,

Please don’t say I’m “Just Playing.” For, you see, I’m learning as I play.

I’m learning how my body works: I may be a doctor, nurse, or an athlete someday.

When you see me sitting in a chair “reading” to an imaginary audience,

Please don’t laugh and think I’m “Just Playing.”

For, you see, I’m learning as I play: I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don’t pass it off as
“Just Playing.”

For, you see, I’m learning as I play: I may be a scientist someday.

When you see me tasting foods, please don’t think that because I enjoy it, it is

“Just Playing.” For, you see, I’m learning as I play.

I’m learning to follow directions and see differences: I may be a cook someday.

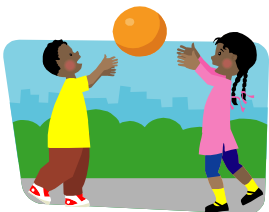
When you ask me what I’ve done at school today, and I say, “I Just Played,”

Please don’t misunderstand me. For, you see, I’m learning as I play.

I’m learning to enjoy and be successful in my work,

I’m preparing for tomorrow.

Today, I am a child and my work IS play!



DUAL LANGUAGE LEARNERS

Dual Language Learners



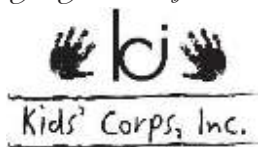
KCI Policy Statement

It is the policy of Kids' Corps, Inc. Head Start & Early Head Start to honor, respect & preserve the home language of every child & family we enroll.

Helping Your Child Learn Two Languages

- Some families wonder which language to use with their child. The answer: do what is comfortable for you. For most people this means using the language their family used with them. We call this the family language.
- Speaking to your child in your family language will actually support your child learning English. Continue to talk, read, rhyme & sing to your child in their family language so they can develop language & learn important concepts.
- Learning another language is a huge task for young children which takes both time AND support. Supporting your child by maintaining their family language will help them continue learning concepts while they begin to decode their new language.
- We encourage parents to come to their child's classroom to share their family language. Some ideas are: reading a book in your family language aloud to the class, showing the children how to do a project while using your family language, or writing names of objects in the classroom in your family language.

Speak your language with your child every day!



BENEFITS OF DUAL LANGUAGE LEARNING

- Children who grow up with more than one language develop better problem solving skills.
- Children who grow up with more than one language are better at multi-tasking.
- Bilingual children more easily solve problems that involve misleading cues.
- Bilingual children show the ability to focus on relevant task information, screen out irrelevant information.
- Benefits last into adulthood- the slowing down of cognitive process is not as fast for bilingual people.
- Being bilingual helps people retain memory as they age.

“Research shows that school aged dual language learners who receive support in their home language are less likely to be socially isolated, victims of bullying, and viewed negatively by teachers.”

Online Resources for Parents

Coloring Colorado: Helping Children Read & Succeed!
<http://www.colorincolorado.org/>

Children's Picture Book Database
<http://www.lib.muohio.edu/pictbks/welcome.php>

National Association for Bilingual Education
<http://www.nabe.org/>

Kids Clan: Bilingual Learner Resources
<http://www.kidsclan.com>

3710 East 20th Avenue, Suite 2

Phone: (907) 272-0133

www.kcialaska.org

TYPICAL PRE-SCHOOL CLASS DAY

Typical Pre-school Class Day

The following schedule is an example of what happens daily in a Head Start and ASD preschool part-day class.

Part Day Class Schedule – 4 Hours
Children Arrive/Greetings
Circle Time
Meal Time
Activity Centers Open
Outside Play
Indoor Child/Teacher Directed Activities
Clean-Up
Circle/Story Time
Meal Time
Transition for Departure
Departure

Remember to dress children in comfortable play clothes and shoes that are appropriate for the weather. **It is advisable to keep an extra set of clothes for your child at the center.** Please put your child's initials on all coats, boots, snow pants, hats and gloves.

KINDERGARTEN TRANSITIONING

Staff works with children and parents to prepare for kindergarten. Parents are encouraged to continue their involvement in their child's education after preschool. Each child has a portfolio containing work samples showing progress while in the preschool program. The portfolio is shared with parents during parent/teacher conferences and is given to parents when children leave the program. Kindergarten transition activities will be organized in the spring.

ANIMALS IN THE CLASSROOM

Animals such as newts, finches, guinea pigs, hamsters, or fish may be a regular part of the science or discovery areas. Animals may not be brought into the school unless they have been scheduled as part of a planned classroom activity through the field trip proposal & parent permission forms.

TELEVISION AND COMPUTER USE POLICIES

Television is not a part of the school curriculum. It is not used in the daily activities for children; however, a short video may be used to support a concept. Classroom computers are not wired to the Internet. Computers with age-appropriate software are used in classrooms to support individualized lesson plans.

OUTDOOR PLAY – COLD WEATHER

Outdoor play is a daily activity. Exercise and fresh air have positive effects on children and adults as long as they are dressed appropriately for the weather. Children who attend must go outdoors with their class. **Please do not request for your child to remain indoors.**

School Administrator may cancel outdoor play due to:

- Weather conditions such as ice or quality of air
- Weather alert or advisory by local authorities
- Low temperatures of 10 degrees below zero Fahrenheit with wind chill factored in.

All children's outdoor clothing needs to be labeled on the inside with the child's name.

TYPICAL PRE-SCHOOL CLASS DAY

Appropriate **winter** outdoor clothing includes:

- **Snowsuits or Winter Coat and Snow Pants**
- **Mittens or Gloves**
- **Hats**
- **Boots**
- **Socks**

For other seasons, depending on the weather, appropriate outdoor clothing is required. Such items may include jackets, sweaters, hats, and rain gear including boots.

PERSONAL BELONGINGS

KCI /ASD Head Start is not responsible for lost or damaged items brought to school. Therefore, please do not allow your child to bring toys or other personal items from home (except for scheduled show and tell days).



HOME VISITS & CONFERENCES

Home Visits & Conferences

The parents and teacher establish goals based on the child's progress in class and at home. The teacher shares information about program activities and training opportunities. Home visits and parent/teacher conferences provide opportunities for teachers and parents to help children develop skills they will need in kindergarten. Home visits should be scheduled for approximately an hour and a half at the parent's home. Parent/teacher conferences are half an hour at the child's school.

Home visits are opportunities for:

- Making connections between the home and program settings
- Learning more about parent-child interactions
- Developing positive relationships, which allow parents and staff to get to know one another
- Identifying learning opportunities in home environments
- Identifying techniques that can be generalized to other children in the family
- Focusing individualized attention on family strengths, interests and goals
- Allows communication with parents about their child's everyday routines and their child's progress



GUIDANCE & DISCIPLINE

Guidance & Discipline

To assure the Head Start and ASD experience is positive and pleasant for children; spanking, striking or other forms of physical punishment are not allowed at the centers. Name calling or the use of threats is not allowed at the centers, on the bus, on field trips, or any other Head Start activity by anyone. These guidelines apply to staff, parents, siblings, community volunteers, substitutes, and any other visitors.

KCI and ASD follow these principles in dealing with guidance and discipline:

- Positive reinforcement of appropriate behaviors
- Redirection of inappropriate behaviors
- Ignore certain behaviors
- Logical or natural consequences
- Consistency and follow through
- “Time-Out” (only if other efforts have been exhausted)

All children need to feel safe and to be safe at all times. If a child’s behavior is creating a potential hazard to himself, other children or staff, staff may gently but firmly restrain the child only long enough to remove him or her from danger. Parents are notified of the situation and may be required to pick up their child. If a parent is called to remove their child from a center the parent may be required to shadow the child before he/she can return. The Center Director may require the parent to shadow the child for the entire class schedule. A meeting will be held with the parent and center staff to develop a strategy to work with the child in class and at home. If the unsafe situation continues, it may be determined that KCI is no longer the appropriate setting for the child and he/she will be referred to an appropriate agency for services.

CLASS OBSERVATIONS

If parents or staff becomes concerned about a behavior or behavioral changes in a child, an individual observation by a Mental Health Consultant may be done. Individual observations are only done with the advance written approval of parent or guardian. The individual observation gives parents and staff recommendations for positive learning.

General classroom observations occur three times a year. They are conducted to assist staff in promoting the development and learning of the children. Focus areas of the observations are:

- Respect for individual and cultural differences
- Ability to form relationships
- Positive self-esteem
- Social responsibility
- Positive coping skills
- Social skills
- Non-gender bias
- Ability to express feelings appropriately

COMMUNICATION

Communication

Parents at all centers receive monthly newsletters, which include classroom menus and other important information. Families also receive flyers throughout the year, which tell them about special events and activities.

LIKE US & RECEIVE UPDATED INFORMATION:

Kids' Corps, Inc.
facebook.com/kcialaska
Website: www.kcialaska.org



Anchorage School District
742-4000
Website: asdk12.org

WEATHER CONDITIONS/CENTER CLOSURE

*When weather conditions or outdoor areas are not considered safe or healthy for children, outdoor time will be canceled. Staff will determine if the conditions are healthy before taking the children outside (determination is made by a combination of weather reports, temperatures, environmental alerts, etc.). Only in extreme cases will the school be closed. **If Anchorage School District classes are canceled, KCI schools will be closed as well.** Weather closure announcements are carried on the local radio and television stations:*

- ◆ KTUU TV (CH 2)



TRANSPORTATION

Transportation

PARENT TRANSPORTATION

Many families transport their children to school. Parents transporting their children need to sign in at the school office. Parents will also need to sign children in at the classroom with the child's name, time and the parent's signature. The same procedure is followed for signing out at the end of each class. Parents are expected to ensure their children arrive on time for the start of class. If a parent arrives early, they will be expected to stay with their child until the class starts. **See Parent Transport Procedure.**

HEAD START BUS TRANSPORTATION

ASD / KCI provide "corner stop" service to the neighborhoods where the most eligible children live. ASD & Forsythe provides drivers for the buses. The ASD bus picks up and returns children to the same "corner stop." Have children ready for the bus. The bus will not wait. **Parents or caregivers (16 years or older and listed on the Emergency Information Form) must walk with the child to and from the bus.** Weather and driving times may affect the schedule. A child may lose their bus privileges if they exhibit injurious behavior to themselves, other children or staff. On the ASD bus ride, attendants continue the learning process. Learning areas include:

- Language skills
- Songs and rhymes
- Stories
- Community helpers
- Games
- Identification signs
- Concepts such as "near" & "far"
- Colors & shapes

FAMILY PETS

KCI / ASD staff goes to families' homes to make home visits. If a family has a pet or shares a common yard with a pet that staff feels may present a danger, a plan may be needed to address safety.

CHANGE OF PICK UP AND/OR DROP OFF LOCATION

If moving, notify your family advocate or teacher. To accommodate changes, KCI and ASD may need to transfer the child to another bus route. If the new address is outside the bus transportation area, bus service will not be available.

TRANSPORTATION

FIELD TRIPS

Parents/guardians are required to sign a Field Trip Permission Form for each field trip. Parents and guardians are encouraged to attend their child's field trips. Kids' Corps will pay admission only for parents and/or direct guardians, and siblings below the age of five.

Some field trips require transportation. Children and staff ride KCI or ASD buses driven by Reliant personnel who have Commercial Driver's Licenses. Children and adults are required to use safety vests as required by Alaska State Law (AS 28.05.095).

Parents/guardians must give a minimum 3 day notice if they wish to ride the Head Start bus for a field trip; siblings are not allowed to ride the Head Start bus.



Kids' Corps, Inc.

A Message for Parents of Preschool Children

Here are some facts you should know:

Preschool children are quick and often unaware of danger.

Each year, many children are injured or killed when they suddenly dart into the path of a car.

- Most preschoolers are injured near their home or on their own street.
- Most crashes involving preschool children happen between 3 p.m. and 6 p.m.
- Most crashes involving preschoolers occur in fair and warm weather.
- Twice as many preschool boys are injured than preschool girls.



This is how you can prevent these tragedies:

Supervise preschoolers at all times. Preschoolers should not be allowed to cross the street alone.

Teach them who can help them cross the street safely.

Teach by explaining. Explain to your child the safe way you cross a street. Say: “When I cross a street, I always stop at the curb. I look for cars. I look left for any traffic coming, and then I look right for traffic coming that way. Then I look left again. When it is clear, I cross the street, and keep looking left and right.”

Teach by example. When you cross a street with your child, always:

- Stop at the curb.
- Look LEFT-RIGHT-LEFT for traffic in all directions.
- Cross when it is clear.
- Keep looking for cars as you cross.

Encourage your child. As you both safely cross the street together, praise the child for copying your safe actions or words. Practice what you teach at all times.

TRANSPORTATION

KIDS' CORPS, INC. HEAD START BUS TRANSPORTATION POLICY/PARENT AGREEMENT

Transportation boundaries are established to maintain routes within one hour. (Federal Head Start Performance Standards require that no child spends more than one hour on the bus per trip.)

The bus may arrive at a pick-up address at varying times.

KCI tries to keep within a 10 minute time-frame for pick-up. Example: if a child is scheduled to be picked up at 8:30 a.m., the bus may arrive between 8:20 to 8:40 on any given day.

Performance Standards require bus attendant to stay on bus at all times, (CFR 1310.15 (c)).

K.C.I. will not send a bus attendant to alert you of arrival.

Please have child ready to board when bus arrives. The bus routine is as follows.

- ☐ Parent/Guardian will escort child to the bus (exceptions may be made for special circumstances).
- ☐ Bus will depart only after child and bus attendant are safely secured.
- ☐ If parent/guardian does not bring child to bus after a 2 minute waiting period the bus will leave.
- ☐ Parents who miss the bus may bring their child to Head Start.
- ☐ For returning drop off, parents escort their child from the bus to their home.

DROP OFF PROCEDURE

The bus will not leave your child at an empty house. If no authorized person is home when the bus arrives, your child will be returned to the center or to the person listed as the emergency drop off on the Emergency Information Form. It will be your responsibility to pick up your child there.

Authorized persons are defined as those persons 16 years old or older and listed on the current Emergency Information Form. Authorized persons must provide picture identification when picking up your child from the bus or at the center. The parent/guardian must update the Emergency Information Form every 3 months.

If your child is sick or unable to attend school for some other reason, it is your responsibility to do the following:

- ☐ Call the center as soon as possible
- ☐ Place your "No Pick-Up" sign in a place where the bus driver will see it

Transportation may be cancelled due to weather conditions, staff absences, and mechanical failure or for other reasons. K.C.I. staff will notify you immediately if an individual route is cancelled. If bus service is cancelled and the center is open, you may transport your child to and from Head Start.

Loss of transportation privileges may result if children repeatedly miss the bus without notice. Family advocates will work with you to try to resolve bus attendance problems

Furthermore I understand that KCI has a contract with First Student, who provides the commercially licensed drivers for all KCI buses. I understand that although these drivers are not employees of KCI, they are subject to the same background checks, fingerprinting, and driving record checks required of all KCI staff. I give permission for my child to ride the KCI Head Start bus operated by First Student drivers.

I have reviewed the KCI Transportation Policy regarding my child and agree to abide by this policy. I understand that failure to do so may result in discontinuation of Head Start Transportation privilege.

HEAD START PARENT PARTNERSHIPS

Head Start Parent Partnerships

PARENTS RIGHTS AND RESPONSIBILITIES

Head Start Parent Rights:

To take part in major policy decisions affecting the planning and operation of the program.

To help develop adult programs which will improve daily living for me and my family.

To be welcomed in the classroom.

To be informed regularly about my child's progress in Head Start.

To always be treated with respect and dignity.

To expect guidance for my child from Head Start teachers, drivers and all other staff who will help the child's total individual development.

To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.

To take part in planning and carrying out programs designed to increase my skill in the areas of possible employment.

To become informed about all community resources concerned with health, education and the improvement of family life.

Head Start Parent Responsibilities:

To learn as much as possible about the program and to take part in major policy decisions.

To accept Head Start as an opportunity through which I can improve my life and my children's lives.

To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the entire program.

To provide parent leadership by taking part in elections, to explain the program to other parents and to encourage full participation.

To welcome teachers and family advocates into my home to discuss ways in which parents can help their children's development at home in relation to school experiences.

To work with the teacher, staff and other parents in a cooperative way.

To guide my children with firmness which is both loving and protective.

To offer constructive criticism to the program, to defend it against unfair criticism and to share in evaluating it.

To take advantage of programs and meetings designed to increase my knowledge about child development and my skills in areas of possible employment.

To become involved in community programs which help to improve health, education, and recreation for all.

KIDS' CORPS, INC. ATTENDANCE PROCEDURES

Kids' Corps, Inc. Attendance Procedures

Kids' Corps, Inc. encourages all families to have their children attend all class days as scheduled. Studies show that children who are chronically absent (missing more than 10% of class) have lower academic success in kindergarten and first grade and are less likely to read at grade level in third grade. These children stay behind throughout school and are less likely to graduate. There are many benefits for children who regularly attend school. Some benefits include but are not limited to: exposure to language and language development, math and reading skills, getting along with other children (social skills). If families are having challenges bringing their child to school, KCI will make all efforts to assist families in maintaining regular attendance.

IF YOUR CHILD IS ABSENT

- If your child is absent, call your child's center to leave a message for your child's teacher.
- Tell them why your child is absent
- Tell them when your child will return to class.

ATTENDANCE BECOMES A CONCERN

Attendance becomes a concern when.....

- There are absences without family contact
- **There are frequent absences during an extended period of time**
- There is an absence pattern (for example, if a child misses every Monday)
- There are frequently canceled home visits

WHEN ATTENDANCE BECOMES A CONCERN

If there is no contact after four or more consecutive absences, your family advocate will attempt to meet with you to create a plan to reestablish regular attendance. This process may require the completion of an attendance plan. The attendance plan will be reviewed from the time it was created with the family advocate and at every home visit. **Continued poor attendance will result in the child's withdrawal from the program.** If repeated attempts to contact you fail, a letter will be sent to your last known address advising that you need to contact your family advocate within 7 calendar days and complete an attendance plan to remain in Head Start.

PREARRANGED ABSENCE POLICY

Head Start families may prearrange absences for up to two (2) weeks during the program year. Longer periods of absence may be authorized on a case by case basis for reasons that include but are not limited to: serious health issues, family emergencies and non-scheduled days at the full day centers.

Parents must contact the center director or family advocate to make arrangements. If the child does not return to school on the scheduled return date, KCI will attempt to contact the parents or guardians. **If they cannot be contacted within three working days, the child will be withdrawn from the program and placed on a wait-list.**

KIDS' CORPS, INC. ATTENDANCE PROCEDURES

BUILD THE HABIT OF GOOD ATTENDANCE EARLY



**Help Your Child Succeed in School:
Build the Habit of Good Attendance Early**
School success goes hand in hand with good attendance!

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit attendanceworks.org and reachoutandread.org

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PARENT TRANSPORT PROCEDURE

Parent Transport Procedure

BRINGING CHILDREN TO SCHOOL

Parents will drop off their child at the time class begins. Morning classes start at 9:00 a.m. Upon arrival at school, parents are required to do the following:

- Escort the child to the classroom
- Sign the Daily Sign-In/Sign Out Sheet, noting the time of arrival
- Make contact with the teacher

PICKING UP CHILDREN FROM THE CENTER

Parents will pick up their child at the time class ends 1:00 p.m. Upon departure from the center parents are required to do the following:

- Sign the Daily Sign-In/Sign Out Sheet, noting the time of departure
- Make contact with the teacher

CHILDREN WHO ARE NOT PICKED UP AFTER CLASS

If a child has not been picked up by the close of class, staff will attempt to reach the parents. If staff cannot reach the parents, staff will contact the individuals listed on the Emergency Contact Form. If the parents or contact person **cannot be reached within 45 minutes**, staff will take the child to the principal's office or designee. Staff will also contact the Office of Children's Services to notify them of child abandonment.

*** ALL PERSONS DROPPING OFF OR PICKING UP CHILDREN FROM THE CENTER MUST BE SIXTEEN (16) YEARS OF AGE OR OLDER AND LISTED ON THE EMERGENCY INFORMATION FORM.**



KIDS' CORPS, INC. CONFIDENTIALITY PROCEDURE

Kids' Corps, Inc. Confidentiality Procedure

KCI respects your right to privacy. Parents/Guardians must sign an Authorization for Mutual Exchange of Information Form before any information will be released.

All staff and volunteers are informed of the Confidentiality Policy and reminded to keep all information regarding families confidential.

All staff shall be informed prior to beginning work and reminded regularly thereafter that any information concerning a KCI family is private and shall not be discussed with anyone outside the appropriate Kids' Corps staff without authorized parent/guardian permission. Staff who leaves KCI will be reminded of the confidentiality still binding them.

All documents, forms, and files regarding families in the program will be kept in a locked space when not in use.

There are some exceptions when written consent is not required:

- When the information is requested by a government agency for law-enforcement activity;
- When there is an appropriate court order, such as a subpoena;
- In emergency situations to protect the health or safety of an individual;
- In a program review or review audits conducted by Child Care licensing, Federal Head Start reviewers, or State agencies.



CHILD ABUSE & NEGLECT PROCEDURE

Child Abuse & Neglect Procedure

REPORTING SUSPECTED ABUSE

Kids' Corps Head Start and ASD are required to follow the Alaska State Child Abuse and Neglect Reporting Law (section 47.17). KCI and ASD are required to report any suspected or known abuse or neglect of a child to the Office of Children's Services. All reports are confidential.

WHAT IS CONSIDERED "ABUSE" AND/OR "NEGLECT"?

State law defines child abuse or neglect to include:

- **Physical injury** that harms or threatens a child's health or welfare;
- **Failure to care for a child**, including neglect of the necessary physical needs: (food, shelter, clothing, and medical attention), emotional, mental and social needs;
- **Sexual abuse**, including molestation or incest.

UNSUPERVISED CHILDREN

Lack of supervision may be considered child neglect. This could include children twelve (12) years of age or younger left unsupervised at home or unattended in a vehicle.

HELP IS AVAILABLE

The safety of young children is a primary concern of Kids' Corps. Staff is available to assist families who are in crisis or experiencing family problems.



UNSUPERVISED CHILD POLICY & PROCEDURE

Unsupervised Child Policy & Procedure

Leaving young children 12 years old and under unsupervised may fall under the category of child neglect. Alaska State Law requires that incidents of child abuse or neglect be reported to the office of children's Services (OCS). Kids' Corps are mandatory child abuse and neglect reporters.

It is the policy of this agency to insure the safety of all children. If any children are left alone in your residence, a KCI employee may enter your home to use the telephone or to assure that children are safe.

PROCEDURE

1. If upon a KCI or ASD employee's arrival at a Head Start child's home a child answers the door, the employee will attempt to determine if an adult is present.
2. If the staff person determines that an adult or appropriate caregiver is not home, the staff is legally mandated to make a report to the Office of Children's Services (OCS) and the Anchorage Police Department.
3. KCI staff may enter the home to assure the safety of the child. Staff will call the Anchorage Police Department (APD) at 786-8900 to request a child welfare check. The child's address will be given to the dispatcher.
4. Staff waits at the home until APD arrives.
5. Staff reports the incident to the family services specialist immediately.

