KCI PARENT HANDBOOK

2018-2019

Full-day (fee based)East Center

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Welcome to Head Start

Dear Parents and Guardians:

Welcome to Kids' Corps Head Start! We are excited that you have enrolled your child (or children) at Kids' Corps. We look forward to working with you to make sure your child learns and grows in a safe, nurturing environment.

Our Head Start program is much more than "daycare." All of us at Kids' Corps recognize that you are your child's first and best teacher. Therefore, our doors are always open to you and your family.

Your participation is vital; we want to hear your ideas, concerns and suggestions. By working together, we can make sure your child is successful in school and life.

Thank you for enrolling your child at Kids' Corps. We hope that you and your child enjoy a year of learning and discovery with us.

Sincerely,

Dirk Shumaker

Executive Director

OUR MISSION STATEMENT

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

OUR PRIMARY GOAL AT KIDS' CORPS

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

OUR 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

Kids' Corps, Inc. (KCI) provides Head Start services at eight locations in Anchorage.

RIDGELINE TERRACE CENTER

185 Ridgeline Loop, Anchorage, AK 99501 • Phone # 334-1040 / Fax # 334-1040
Center Director: Kimber Olson
Program Options: Full day program for children who are 3 or 4 years old as of September 1, 2018.
Hours of operation: Monday – Friday, 8:30 a.m. to 3:00 p.m., September – June.
Center Capacity: 20 children
No bus service / No fees.

MT. VIEW CENTER

3350 Commercial Drive, Anchorage, AK 99501• Phone # 646-7884 / Fax # 279-0012
Center Director: Kimber Olson
Program Option: Part day program for children 3 or 4 years old as of September 1, 2018.
Hours of operation: Monday – Friday, 9:30 a.m. to 1:30 p. m, September – June
Center Capacity: 20 children / No fees
No bus service / No fees.

MULDOON CENTER

1251 Muldoon Road, Anchorage, AK 99504 • Phone # 333-5433 / Fax # 333-1496
Center Director: Emily Urlacher
Program Options: Part day program for children 3 or 4 years old as of September 1, 2018.
Hours of operation: Monday – Friday, 9:30 a.m. to 1:30 p.m., September – June.
Center Capacity: 34 children **/ No fees**
Bus service is provided door to door in neighborhoods where the most eligible children live.

EAST CENTER

3710 East 20th, Suite 2, Anchorage, AK 99508 • Phone # 272-0133 / Fax # 272-0312
Center Director I: Krystyna Cullom / **Center Director II**: TBD
Program Options: Full & part day program for children who are 3 or 4 years old as of September 1, 2018.
Hours of operation: Full day: Monday – Friday, 7:30 a.m. to 5:30 p.m., year round / **Fee based**
Part day: 9:30 a.m. to 1:30 p.m. (classroom #1, 2, 3 & 4). September – May. **No fees.**
Center Capacity: 100 children
Bus service is provided door to door in neighborhoods where the most eligible children live (part day classes only).

ASD

KCI Head Start also provides classroom services at 4 ASD elementary schools: Airport Heights, Creekside Park, Gladys Wood & Willow Crest. Please contact your family advocate for more information.

Center Staff

Teacher: _____

Assistant Teacher: _____

Family Advocate: _____

Center Director: _____

KCI SUPPORT STAFF

Administrative Office
Located at 101 Davis Street
279-2021

Executive Director	**Dirk Shumaker**
Human Resources Manager	**Katrina Ahlfield**
Bookkeeper	***TBD***
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**
Mentor-Coach	**Qiana Coleman**
Health & Nutrition Coordinator	**Kelsey Beecher**
Health Assistant	**Ayla Richardson**
Enrollment Specialist	**Miriam Vazquez-Mateo**
East Center Director I – Full Day Fee Based Classroom #5 & Classroom #1 (No fees)	**Krystyna Cullom**
East Center Director II – Part Day No Fees 4 Hours Classrooms 2, 3 & 4	**TBD**

Full Day Fee Based Head Start

HEAD START IS MORE THAN "CHILD CARE." We provide a comprehensive child development program for children who are 3 to 5 years old. To provide the quality, comprehensive services required by Head Start, staff participate in many hours of training each year. Please pay close attention to the closure dates listed below.

Hours of Operation: 7:30 a.m. - 5:30 p.m. Monday through Friday.

East Center is open year round with closures for holidays and closures for other reasons (in-service days for staff training, winter break, spring break, etc.).

KCI Full Day centers are designed for children with special needs and/or parents who are working or in a training program. Preference is given to families needing full time, full day services.

There are two home visits and three parent-teacher conferences during the year.

EAST CENTER

Serve Head Start eligible families with children age three to five years old. Some slots may be available for families who are over-income.

2018 – 2019 SCHEDULE

Class is 7:30 – 5:30 / Monday – Friday

First Day of Classes—September 4, 2018 ◆ Last Day of Classes—August 16, 2019

FULL DAY CLOSURES FOR 2018 – 2019

September 3, 2018	Labor Day Holiday NO CLASSES
October 19, 2018	In-Service Day – NO CLASSES
October 25 & 26, 2018	Parent/Teacher Conference NO CLASSES
November 22 & 23, 2018	Thanksgiving Holiday NO CLASSES
December 21, 2018	In-Service – NO CLASSES
December 24, 2018 through January 4, 2019	Winter Break NO CLASSES
January 21, 2019	Martin Luther King's Birthday NO CLASSES
February 18, 2019	President's Day – NO CLASSES
February 21 & 22, 2019	Parent/Teacher Conference NO CLASSES
March 11 - 15, 2019	Spring Break NO CLASSES
May 24, 2019	Parent/Teacher Conferences NO CLASSES
May 27, 2019	Memorial Day NO CLASSES
July 4, 2019	Independence Day NO CLASSES
August 16, 2019	Last Day of Class

Two-week pre-service break from 8/20/18 to 8/31/18 – full day class resumes on Tuesday, September 4th.

FULL DAY FEE BASED HEAD START

FEDERAL INCOME GUIDELINES FOR ALASKA 2017

Family Size	Maximum Income
1	$15,180
2	$20,580
3	$25,980
4	$31,380
5	$36,780
6	$42,180
7	$47,580
8	$52,980

- Families with more than 8 members, add $5,400 for each additional member.
- ATAP recipients and foster children are automatically income eligible.
- A limited number of families may be over income.

CHILD CARE CONTRACT INFORMATION

Kids' Corps accepts:

- Full month child care contracts only – self-pay is not allowed.

CHILD CARE TUITION

Age	Monthly Enrollment
Preschool (3-5 Years)	**$700.00**

Co-Payments must be made in exact amounts (check or cash – no credit cards accepted). There is no change available at the centers.

BILLING & PAYMENT POLICY

Childcare fees are due no later than the first of each month. A courtesy statement will be provided to parents with established Child Care Assistance contracts by the 10th of each month. Failure to pay or establish a payment plan by the third of the month will result in the child being offered a part-day program option, if available, or a prearranged absence for up to two weeks. A prearranged absence means the child cannot attend. If the fees are not paid after two weeks, the family will lose their eligibility for full-day services.

Payments may be made at your child's center or at the administrative office, 101 Davis Street, Anchorage, AK 99508. Payment by mail is also accepted.

Contact the KCI bookkeeper at (279-2021) immediately if you have questions about your bill.
Contact your Center Director or Education Manager if you need help setting up a payment plan.

All parents are responsible for renewing their contracts prior to the expiration of the contract.

FAILURE TO PAY

KCI reports all unpaid fees to Child Care Assistance. Failure to pay will result in suspension of Child Care Assistance benefits until all outstanding balances are paid in full.

CHILD CARE LATE PICK-UP CHARGES

East Center closes at 5:30 p.m. Parents are required to make arrangements to have their child picked up from the center by 5:30 p.m. After 5:30 p.m. parents will be assessed a late fee of $1.00 per minute per child. Multiple occurrences of late pick up could result in immediate withdrawal from the program or a required written plan for improvement, which, could result in the loss of services.

Late pick-up fees will be forwarded to accounting.

DAILY SIGN-IN & SIGN-OUT

Parents/guardians sign children in each day as they come to class with the child's name, time and the parent or guardian's signature. The same procedure is followed for signing out at the end of each class.

WITHDRAWAL FROM PROGRAM

A two-week **written** notice is required from parents when children are being withdrawn from the program. All co-pays and fees owed to KCI must also be paid in full before the child leaves the program.

ENROLLMENT INFORMATION

Non-Discrimination Statement

Kids' Corps, Inc. 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 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: 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 which meets the requirements of the Municipality of Anchorage Code 16.55.4.10.C.

POLICIES AND/OR PROCEDURES

KCI's Policies and Procedures comply with the Municipality of Anchorage Child Care Licensing Code and 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

KCI classrooms always maintain a minimum staff/child ratio of at least one staff for every 10 children. A Center Director at all sites supervises classroom staff. In the Center Director's absence, there is an assistant administrator or child development leader who provides on-site supervision (usually a teacher). In the absence of the Center Director and the assistant administrator or child development leader, the Education Manager will make arrangements for on-site supervision.

IF A CONCERN ARISES

Parents are encouraged to first discuss concerns with their child's teacher or family advocate. If additional discussion is needed, contact the center director, the family services coordinator or the education manager. If the agency is unable to address the concern, contact a Municipality of Anchorage licensing representative. The Municipality of Anchorage, Department of Health and Human Services Child and Adult Care Office is the agency responsible for licensing child centers. This agency supervises, monitors and investigates complaints involving childcare centers. The licensing representative conducts routine site monitoring visits and addresses complaints to see if corrective action is required.

Municipality of Anchorage
Department of Health and Human Services - Child Care Programs
825 L Street
PO Box 196650
Anchorage, AK 99524-0249
(907) 343 – 4758

SMOKING POLICY AT HEAD START SCHOOLS

KCI maintains a smoke-free environment at all centers, including any vehicle used to transport children. Smoking is prohibited inside the center and in the play yard.

East Center is a completely smoke free property.

KCI personnel may not smoke while responsible for the care of children and they may not expose children to second-hand smoke.

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 with 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 Parents "R" Us meetings
- Volunteer once a month for "Parent Volunteer Day"

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, education, or Early Head Start)
- 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 Municipality of Anchorage Child Care Licensing Code. 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 employees of KCI cannot work directly with their child. Contact your Center Director or the Education Manager for more information.

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

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 or after class 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, Family Services, and Early Head Start)
- 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

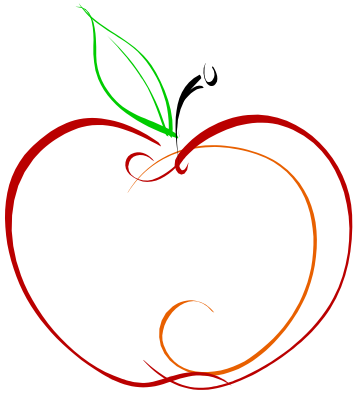
PARENT INVOLVEMENT

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.



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

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

KCI Head Start 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 Head Start Centers 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

KCI Head Start believes 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 Municipality of Anchorage 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 a Head Start center. ALL MEDICATIONS MUST BE DELIVERED TO KCI STAFF BY THE PARENT/GUARDIAN. Any children receiving medication must have a classroom health plan signed by the parent or guardian. 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

KCI reserves the right to not administer a medication, per our discretion.

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

OVER THE COUNTER MEDICATION

KCI staff will not administer over the counter medication without a prescription (cough syrup, cough drops, vapor patches, children's pain reliever, etc.). Parents may come to the center and give these medications to their child.

TOPICAL MEDICATION POLICY

KCI staff **does not** administer topical medications without a doctor's order. Topical medications are non-prescription items applied externally. Examples of such products are insect repellents, sunscreen, and lip balm.

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.

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

DUE TO THE REQUIRED CHILD/ADULT RATIO, KCI IS 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 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)

We will notify parents in cases of other health concerns to discuss signs and symptoms.

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.

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.
- KCI has a **"no live lice"** policy. The **"no live lice"** policy requires that center staff screen children to determine that **no live lice** remain on the child before they are permitted to return to class.
- If live lice were detected on a child, they will be checked the following school day before returning to class. If live lice are identified during this screening, the child will be sent home for further treatment.
- Children will be screened again in five to seven days after returning to class to ensure treatment was successful. If nits or live lice are found children will be sent to a healthcare provider for treatment.

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. A report will be made to Municipality of Anchorage Child Care Licensing.

Nutrition

Head Start serves a morning breakfast, lunch and an afternoon snack for the full day classroom. A child attending full day Head Start (6 or more hours) would receive a morning breakfast, lunch, and an afternoon snack. Meals are served family style and children are encouraged to taste new foods. There are also nutrition activities (children "cook" something together) to help children learn about foods and nutrition. KCI also encourages parents and guardians to bring only healthy choices to any school function.

A licensed caterer and KCI provide all meals served at KCI. **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 Health & Nutrition Coordinator.**

BIRTHDAYS AND HOLIDAY / FAMILY TRADITIONS

To be respectful of all families, KCI 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 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.

Sample Menu

Breakfast Whole wheat tortilla roll up Turkey, cheese Snap Peas Milk	Soft Pretzels Cream Cheese Strawberries Milk	Bagels Cream Cheese Apple Slices Milk	Waffles Triple Berry Blend Milk	**1** Cereal Pears Milk
Lunch Chicken nuggets w/sweet and sour sauce Applesauce Celery and carrot sticks Milk	Roasted diced Chicken Whole Wheat Rolls Bananas Zucchini Squash Milk	Vegetable Chili Bread Sticks Pears Milk	Teriyaki Chicken Rice Fruit cocktail Stir Fry Vegetables Milk	Ground Beef & Spanish Rice Applesauce Steamed Carrots Milk
Snack Wheat Thins String Cheese Milk	Animal Crackers Gogurt Peaches Milk	String Cheese Celery and Carrot Sticks Milk	Wheat Thins Turkey Cheese, Milk	Animal crackers Apple Slices Milk

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Education & Early Childhood Development

DEVELOPMENTAL SCREENINGS

KCI makes sure that all children entering the program receive a developmental, sensory, and social/emotional screening. Parental permission is 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 ESI-R (Early Screening Inventory - Revised) for the developmental screenings and the DECA-P2 (Devereux Early Childhood Assessment) 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. Children diagnosed with a disability and their families receive a full range of Head Start services. Head Start staff members work closely with community agencies to identify and provide services to meet the needs of the children enrolled. Parental consent is required for any disability service.

Some children also receive speech and/or language intervention services. Instruction is given in a small group or within the classroom setting. A letter will be sent to parents to notify them that their child is participating in this intervention.

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.

KCI teachers 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 (November/December & April/May)
- Parent/teacher conferences are held twice a year at the child's center (October & February)

KCI teachers 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.

EDUCATION & EARLY CHILDHOOD DEVELOPMENT

Child outcomes are the basic skills your child needs for kindergarten success. Staff tracks child outcomes in My Teaching Strategies and is shared with parents at p/t conferences and in the child's portfolio at the end of the year. The staff assess children's growth in six different objectives (social-Emotional, Physical, Cognitive, Literacy, and Math).

Children who are dual language learners are also assessed in English Language Acquisition

The following chart outlines the Head Start Early Learning Outcomes Framework.

HEAD START EARLY LEARNING OUTCOMES FRAMEWORK: AGES BIRTH TO FIVE DESCRIBES THE SKILLS, BEHAVIOS, AND KNOWLEDGE THAT PROGRAMS MUST FOSTER IN ALL CHILDREN.

DOMAIN	DOMAIN ELEMENT
Approaches to Learning	*Emotional & Behavioral Self-Regulation* *Cognitive Self-Regulation (Executive Functioning)* *Initiative and Curiosity* *Creativity*
Social and Emotional Development	*Relationships with Adults* *Relationships with Other Children* *Emotional Functioning* *Sense of Identity and Belonging*
Language	*Attending and Understanding* *Communicating and Speaking* *Vocabulary*
Literacy	*Phonological Awareness* *Print and Alphabet Knowledge* *Comprehension and Text Structure* *Writing*
Mathematics	*Counting and Cardinality* *Operations and Algebraic Thinking* *Measurement* *Geometry and Spatial Sense*
Scientific Reasoning	*Scientific Inquiry* *Reasoning and Problem Solving*
Perceptual, Motor, and Physical Development	*Gross Motor Skills* *Fine Motor Skills* *Health, Safety, and Nutrition*

Curriculum & Education

Curriculum is the word used to describe what is planned and accomplished daily in the classroom. KCI uses 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 My Teaching Strategies 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
Play Safe, Be Safe	Teaches fire safety
Growing Up Wild	Teaches children about wildlife in Alaska

LEARNING AREAS

KCI Head Start believes 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.

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

PUZZLES, GAMES, AND TABLE TOYS

Cognitive	Math
Fine Motor	Emergent Writing
Problem Solving	Memory
Emergent Reading	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”

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.

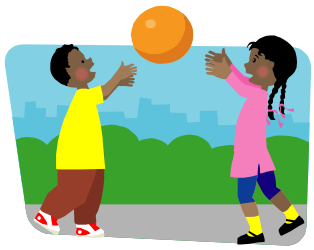
When you see me learning to skip, hop, run, and move my body,
Please don’t say I’m “Just Playing.” For, you see, I’m learning as I play.
I’m learning how my body works: I may be a doctor, nurse, or an athlete someday.

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

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!

Kids' Corps, Inc.

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 for 3-5 year olds

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

7:30 a.m. **Early Morning**	**Center Opens** - greet parents and children. **Breakfast**: tooth brushing and clean up. As children finish brushing their teeth, they select a quiet activity such as puzzles and books.
9:00 a.m. **Mid- Morning**	**Circle Time:** Teacher brings the group together for songs, read stories, discussion, daily activities, planning work time, and sharing. **Work Time:** Children choose activities in the interest areas. **Outdoor Play:** Children select activities in interest areas outdoors. **Story Time:** Teachers read to children in one or more groups.
12 Noon **Mid- Day**	**Lunch:** Wash hands, eat lunch, brush teeth and clean up. **Rest Time / Quiet Work Time:** Children select quiet activities such as drawing, writing, or listening to a story or music.
3:00 p.m. **Late Afternoon**	**Snack:** Wash hands, eat snack, brush teeth and clean up. **Self-Selected Activities & Outdoor Play:** Children select from a variety of activities. **Small-Group Work Time:** Teachers read to children and may involve them in helping prepare for the next day's activities.
5:30 p.m. **Evening**	**Center Closes**

DIAPERING AND TOILETING OCCUR ON AN INDIVIDUAL BASIS.

Children's arrival and departures vary depending on contracts, etc.

Children need to wear comfortable play clothes. **Remember to put your child's initials on all coats, boots, snow pants, hats and gloves.**

Remember to dress children in comfortable play clothes and shoes that are appropriate for the weather. It is helpful to keep an extra set of clothes at your child's center.

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.

TYPICAL PRE-SCHOOL CLASS DAY FOR 3-5 YEAR OLDS

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 Head Start 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.**

Center directors 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 0 degrees Fahrenheit with wind chill factored in.

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

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 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

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 at the parent's home or school site.

Parent/teacher conferences are half an hour at the child's school (October & February).

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

To assure the Head Start 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 follows 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
- Breaks from the other children to relax

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

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 on Facebook & receive updated information-
www.facebook.com/kcialaska
KCI Website: *http://www.kcialaska.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 may be closed as well.*** *Weather closure announcements are carried on local radio and television stations:*

- **KTUU TV (CH 2)**

Transportation

PARENT TRANSPORTATION

There is no Head Start bus transportation for the full day classroom at East Center. The parents or caregiver who brings the child to the center must sign him/her into the classroom each day. The child's name, time in and the parent's signature are required. The same procedure is followed for signing out at the end of each class. **See Parent Pick Up/Drop off Procedure.**

HEAD START BUS TRANSPORTATION

KCI provides door-to-door service to the neighborhoods where the most eligible children live. First Student provides drivers for the buses. The Head Start bus picks up and returns children to their home or childcare. If the drop off address is different from the pickup address, both locations must be on the same bus route. Have children ready for the bus. The bus will not wait. **Parents or caregivers must walk with the child to and from the bus, be 16 years of age or older and listed on the Emergency Information Form.** Weather and driving times may affect the schedule. A child may lose their bus privileges if they exhibit injurious behaviors to themselves, other children or staff. On the Head Start 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 staff goes to families' homes to make home visits or provide Head Start bus transportation. 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 or changing childcare providers, notify your family advocate, center director or teacher. To accommodate changes, KCI may need to transfer the child to another class and/or bus route. If the new address is outside KCI's bus transportation area, bus service will not be available.

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.

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.

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 Head Start buses driven by First Student personnel who have Commercial Driver's Licenses. Children and adults are required to use seat belts and/or car seats 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.

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.

Head Start Full Day Tuition

FULL DAY PROGRAM FEES: (EAST CENTER)

All children must enroll in a 5-day per week schedule unless special arrangements are made with the center director or education manager. Preference is given to families needing full day care (more than 5 hours a day). KCI only accepts full-month contracts.

PRESCHOOL (3-5 YEARS)

Full Month Contract Only
$700

CHILD CARE BILLING PROCEDURE FOR MULDOON CENTER

NO CONTRACT, NO SERVICE

- Children cannot start without a current contract (we accept a written approval for authorization from a caseworker).
- Renewed contracts must be received by the **Fifteenth** of the month or the child will be offered a part-day program option, if available, in another classroom or the child will be placed on prearranged for 2 weeks. If KCI has not received a contract after 2 weeks the family will lose their eligibility for full-day services.
- Self pay is not permitted.

PAYMENTS & CO-PAYMENTS ARE DUE AT THE FIRST OF THE MONTH

- Bills are delivered to the parent's box at the centers.
- Payment is due the first of the month.
- Failure to pay or establish a payment plan by the third of the month will result in the child being offered a prearranged absence for up to two weeks. A prearranged absence means the child cannot attend. If the fees are not paid after two weeks, the family will lose their eligibility for full-day services.
- KCI also reports the past due amount to Child Care Assistance. Child Care Assistance must be informed of unpaid balances within 30 days of the child's withdrawal from the program.
- Parents may wish to set up a payment plan. To do this they should contact the center director or the education manager. The payment plan must be written to assure elimination of the debt. Failure to meet the conditions of the payment will result in the change of service that is described above.

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 by 10:30 am.
- 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
- The child frequently arrives late and/or leaves early

WHEN ATTENDANCE BECOMES A CONCERN

If your child's attendance falls below 75% for a month or they frequently arrive for school late and/or leave early, your family advocate will meet with you to create a plan to reestablish regular attendance. This process may require the completion of an attendance success plan. Once the plan is established, attendance will be closely monitored and reviewed with you regularly. Continued poor attendance will result in the child's withdrawal from the program

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 or family emergencies.

Parents must contact their Family Advocate or Center Director to complete a pre-arranged absence contract. If the child does not return to school on the scheduled return date, and parent/guardian has not contact the program, **child will be withdrawn from the program and placed on the wait-list.**

Full Day Parent Pick-Up/Drop Off

All persons dropping off or picking up children from the center must be:

- **Sixteen (16) years of age or older**
- **Listed on the Emergency Information Form**

To drop off a child:

- Sign child in on the Daily Sign In/Out Form in the classroom
- Make contact with the teacher

To pick up a child:

- Sign child out on Daily Sign In/Out Form in the classroom
- Make contact with the teacher

If the person picking up the child is not on the Emergency Information Form, the parent must do the following:

- Call the center to let staff know who will be picking up the children.
- Send a note with the person signed by the parent with the date this person will be picking up the child. (This person will be required to show photo identification.)
- Add individual to the Emergency Information Form as soon as possible.
- This is a onetime only exemption and future instances will not be allowed.

Only parents or legal guardians may add authorized individuals to the child's Emergency Information Form.

*** 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

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

REPORTING SUSPECTED ABUSE

Kids' Corps Head Start is required to follow the Alaska State Child Abuse and Neglect Reporting Law (section 47.17). KCI is 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

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 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. 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.

CHILD REMAINING AT CENTER AFTER CLOSING

CALL EMERGENCY CONTACTS LISTED BY PARENT

If a child has not been picked up by the close of business (5:30 pm at East) by an individual authorized by the parent(s), staff will attempt to reach parents by phone.

If parents cannot be reached, staff will call the emergency contacts listed on the child's Emergency Information Form. If the parents or emergency contacts **cannot be reached within 30 minutes,** staff will call the Anchorage Police Department (APD). APD will send an officer to investigate and determine where to take the child. In some cases, the Office of Children's Services may be asked to seek emergency foster placement for the child.

Two staff must remain at the center with the child until APD has determined a course of action.

If the child is removed from the center by either OCS or APD, staff will post contact information on the center's door. No confidential information (such as the child's or family's name) will be posted publicly.

REPORT TO THE OFFICE OF CHILDREN'S SERVICES (OCS)

KCI staff will make a report to OCS whenever a police officer is called to a Head Start center because a child remains at the center after hours.

Parents' Guide to Licensed Child Care

- **Choosing care for your child is a significant decision.**
  When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.

- **Licensing is a key to quality child care.**
  It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet).
  A Child Care Licensing Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all code requirements at all times.

- **You as an informed parent are a key to quality child care.**
  Parents are responsible for choosing and monitoring their child's care. Licensing specialists visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

- **If you have questions or concerns about your child's care.**
  Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:

Municipality of Anchorage
Child Care Licensing Program
825 L Street, 3rd floor
P. O. Box 196650
Anchorage, AK 99519-6650
(907) 343-4758
Website: http://www.muni.org/Departments/health/Servcies/Pages/Child.aspx
Recent facility inspection reports can be viewed at: http://hhs.muni.org/childcare

- **Additional information regarding the location of child care facilities licensed by the Municipality of Anchorage can be found online at: http://neighborhood.muni.org**

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Homes	Licensed Child Care Centers
(Including children related and unrelated to caregivers) • No more than 8 children total • No more than 6 children total if only one door exit. • No more than 3 children under 30 months • No more than 2 non-walking children • At least 1 adult caregiver • No more than 5 children in nighttime care (including provider's own children) (10 PM – 6 AM) • Children who live in the household under the age of 12 count in the total	• 9 or more children • 1 caregiver for every 4 infants (6 weeks thru 11 months) • 1 caregiver for every 5 toddlers (12 thru 18 months) • 1 caregiver for every 6 toddlers (19 thru 35 months) • 1 caregiver for every 10 children (3 thru 12 years) • At least 2 adults on premises

SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

PARENTS

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

LICENSING

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

CAREGIVERS

- Are required to care for children in a safe, healthy way
- May not have physical, health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children
- Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements

SAFETY

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electrical outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly

HEALTH

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

EQUIPMENT AND SUPPLIES

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/ bed
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation