<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Early Head Start ................................................................. 1</td>
</tr>
<tr>
<td>Early Head Start Center Location ............................................................. 2</td>
</tr>
<tr>
<td>2020-2021 Schedule .................................................................................... 3</td>
</tr>
<tr>
<td>Enrollment Information ............................................................................... 5</td>
</tr>
<tr>
<td>General Information .................................................................................. 6</td>
</tr>
<tr>
<td>Education &amp; Early Childhood Development ............................................... 8</td>
</tr>
<tr>
<td>Curriculum &amp; Education ........................................................................... 10</td>
</tr>
<tr>
<td>Daily Schedules ....................................................................................... 11</td>
</tr>
<tr>
<td>Parent Involvement .................................................................................. 15</td>
</tr>
<tr>
<td>Family Services ....................................................................................... 16</td>
</tr>
<tr>
<td>Child Health &amp; Developmental Services .................................................... 17</td>
</tr>
<tr>
<td>Nutrition .................................................................................................. 22</td>
</tr>
<tr>
<td>Communication ....................................................................................... 27</td>
</tr>
<tr>
<td>Early Head Start Parent Partnerships ....................................................... 28</td>
</tr>
<tr>
<td>Head Start Parent Responsibilities ............................................................ 29</td>
</tr>
<tr>
<td>Early Head Start Full Day Tuition &amp; Billing Procedures ............................ 30</td>
</tr>
<tr>
<td>Attendance Procedures &amp; Prearranged Absence Policy ............................. 31</td>
</tr>
<tr>
<td>Parent Pick-Up/Drop off Procedure .......................................................... 32</td>
</tr>
<tr>
<td>Confidentiality Procedure ....................................................................... 33</td>
</tr>
<tr>
<td>Updated Program Policies &amp; Procedures for Families .............................. 37</td>
</tr>
<tr>
<td>Child Abuse and Neglect Procedure ........................................................ 38</td>
</tr>
<tr>
<td>Unsupervised Child Procedure .................................................................. 39</td>
</tr>
<tr>
<td>Child Remaining at Center after Closing .................................................. 40</td>
</tr>
<tr>
<td>Pedestrian Safety for Parents of Infants &amp; Toddlers ................................... 41</td>
</tr>
<tr>
<td>Parent Committee Meetings (PCMs) .......................................................... 42</td>
</tr>
<tr>
<td>Policy Council Roles and Responsibilities ................................................. 43</td>
</tr>
<tr>
<td>Advisory Committee Descriptions ............................................................ 44</td>
</tr>
<tr>
<td>Breast Feeding Promotion &amp; Support ....................................................... 45</td>
</tr>
<tr>
<td>Parent’s Guide To Licensed Child Care .................................................... 46</td>
</tr>
</tbody>
</table>
SECTION 1: WELCOME TO EARLY HEAD START

DEAR PARENTS AND GUARDIANS:

Welcome to Kids’ Corps, Inc. Early Head Start. We are excited that you have enrolled your child in our program! We look forward to working with you to make sure your child learns and grows in a safe, nurturing environment.

Our Early 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 (Due to COVID-19 parents are not allowed in the building without approval from management).

Your participation is vital; we want to hear your ideas, concerns and suggestions. By working together, we can make sure your child learns and grows to meet his or her full potential.

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
To provide a comprehensive program to children and families which promotes sound physical, cognitive, social and emotional growth

OUR PHILOSOPHY
- To provide a quality program by making the most of resources available
- To assure all enrolled families have access to all our services
- To be open to the diversity and uniqueness of the children and families we serve
- To encourage each family to participate in Head Start and Early Head Start
- To keep families at the center of decision making for their children
- To help families help themselves
EARLY HEAD CENTER LOCATION

SECTION 2: EARLY HEAD START CENTER LOCATION

KCI provides Early Head Start program option at 3710 East 20th Ave.
Phone: 272-0133 Fax: 272-0312

EARLY HEAD START CENTER BASED OPTION

Early Head Start for children ages 4 months to 3 years. Center Director: Selina Ellis. Hours of operation: Monday–Friday, 7:30 a.m. to 5:30 p.m., year round. Center Capacity: 8 children. Early Head Start teachers conduct a minimum of two virtual home visits and two virtual parent teacher conferences with each family enrolled during the program year. Monthly Fees: $980 a month for children 4 through 12 months / $850 a month for children 13 through 35 months and $755 a month for children 36 months and older. Child Care Assistance authorizations required. No Head Start bus service.

KCI SUPPORT STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Dirk Shumaker</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>Katrina Ahlfield</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>Joishua Lau</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Jennifer McClure</td>
</tr>
<tr>
<td>Education Manager</td>
<td>Charles Freeman</td>
</tr>
<tr>
<td>Family Services &amp; Health Manager</td>
<td>Rachel Schafer</td>
</tr>
<tr>
<td>Center Director</td>
<td>Selina Ellis</td>
</tr>
<tr>
<td>Family Services Coordinator</td>
<td>Freddy Camarena</td>
</tr>
<tr>
<td>Family Advocate</td>
<td>Pan Thao</td>
</tr>
<tr>
<td>Disabilities &amp; Mental Health Coordinator</td>
<td>Steffi Redhead</td>
</tr>
<tr>
<td>Child Development Assistant</td>
<td>Amanda Fieldhouse</td>
</tr>
<tr>
<td>Education Coordinator</td>
<td>Gypsy Gardner</td>
</tr>
<tr>
<td>Mentor-Coach</td>
<td>Amber Calles</td>
</tr>
<tr>
<td>Health &amp; Nutrition Coordinator</td>
<td>Johanna Ruiz</td>
</tr>
<tr>
<td>Health Assistant</td>
<td>Ayla Richardson</td>
</tr>
<tr>
<td>Enrollment Specialist</td>
<td>Miriam Vazquez-Mateo</td>
</tr>
<tr>
<td>Program Support Associate</td>
<td>Nina Saechao</td>
</tr>
</tbody>
</table>
**CENTER BASED SCHEDULE**

**CENTER BASED 2020-2021 SCHEDULE**

First Day of Classes—August 31, 2020  ◆  Last Day of Classes—August 20, 2021

**FULL DAY CLOSURES FOR 2019 – 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7, 2020</td>
<td>Labor Day Holiday</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>October 16, 2020</td>
<td>In-Service Day – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>October 22 &amp; 23, 2020</td>
<td>Parent/Teacher Conferences</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Veterans Day – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>November 26 &amp; 27, 2020</td>
<td>Thanksgiving Holiday</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>In-Service – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>December 21, 2020 through January 1, 2021</td>
<td>Winter Break</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Martin Luther King’s Birthday</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>February 11 &amp; 12, 2021</td>
<td>Parent/Teacher Conference</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>President’s Day – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>March 5, 2021</td>
<td>In-Service – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>March 8 - 12, 2021</td>
<td>Spring Break</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>May 21, 2021</td>
<td>In-Service – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Memorial Day</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>July 5, 2021</td>
<td>Independence Day Observance</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>August 13, 2021</td>
<td>Last Day of Class</td>
<td></td>
</tr>
</tbody>
</table>

Two-week pre-service break from 8/16/21 to 8/27/21 – full day class resumes on Monday August 30, 2021.
### FEDERAL INCOME GUIDELINES FOR ALASKA 2020

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Maximum Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,950</td>
</tr>
<tr>
<td>2</td>
<td>$21,550</td>
</tr>
<tr>
<td>3</td>
<td>$27,150</td>
</tr>
<tr>
<td>4</td>
<td>$32,750</td>
</tr>
<tr>
<td>5</td>
<td>$38,350</td>
</tr>
<tr>
<td>6</td>
<td>$43,950</td>
</tr>
<tr>
<td>7</td>
<td>$49,950</td>
</tr>
<tr>
<td>8</td>
<td>$55,150</td>
</tr>
</tbody>
</table>

- Families with more than 8 members, add $5,600 for each additional member.
- ATAP recipients and foster children are automatically income eligible.
- A limited number of families may be over income.
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: If eligible, the following health items are required:

1. Child’s Birth Certificate  
2. Income Verification for Family  
   1. Current Physical Examination
   2. Current Immunization Record

CHILD CARE CONTRACT INFORMATION

Kids’ Corps accepts:

- Full month/full time child care contracts authorizations only – no self-pay

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. Full month/full time child care contract is required. 9:00 to 4:00 is considered full-day services.

CHILD CARE TUITION

<table>
<thead>
<tr>
<th>Age</th>
<th>Monthly Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (4 months – through 12 months)</td>
<td>$980</td>
</tr>
<tr>
<td>Toddlers (13 months – through 35 months)</td>
<td>$850.00</td>
</tr>
<tr>
<td>Preschool (36 and older)</td>
<td>$755</td>
</tr>
</tbody>
</table>

Payments for monthly co-pay amounts must be exact amounts (check or cash only). There is no change available at the centers. Co-pays are due on the 1st of each month.

DAILY SIGN-IN & SIGN-OUT

Please see “Program Policies/Procedures for Families” on page 29 for current parent sign-in and out procedures.
GENERAL INFORMATION

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.

OPEN DOOR POLICY
Parents and guardians are encouraged to visit their child’s center anytime to observe or participate in activities (Due to COVID-19 parents are not allowed in the building without approval from management).

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 PROCEDURES
KCI’s policies and procedures comply with the municipality of anchorage childcare licensing code and the Head Start/Early Head Start federal performance standards. KCI will give all families at least fourteen (14) days written notice in advance of changes in policy and procedures.

Summary of the Plan for Supervision
KCI Early Head Start classrooms always maintain a minimum staff/child ratio of at least one staff for every 4 children. A center director on-site supervises classroom staff. In the center director’s absence, a Child Care Associate provides on-site supervision (usually a teacher). In the absence of the center director or Child Care Associate, 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 the center director. If additional discussion is needed, contact 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
P.O. 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.

Smoking is prohibited within 50 feet of the entrance of any KCI center. The smoking areas at Mt. View is the Sculpture Garden.

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

WEAPONS POLICY: Weapons of any kind are not allowed in any KCI facility or event. This includes staff, parents, and community volunteers. Any person who brings a weapon to a facility or event will be asked to leave immediately. If a parent brings a weapon, it could result in their child being withdrawn from the program.

ALCOHOL & DRUGS POLICY: Any parent under the influence of drugs or alcohol will not be allowed at any KCI facility or event. If a KCI staff has a reason to believe a parent is under the influence when dropping-off or picking-up their child the APD will be notified.

SECURITY POLICY:
For the safety of all children and adults, each KCI center entrance door is equipped with a keypad or buzzer on the entrance door. Due to COVID-19 parents are not allowed in the building without approval from management.
Early Head Start performance standards provide quality standards for all aspects of child development and family services. These performance standards require all Early Head Start programs to collect and share information with parents about their children’s progress at Early Head Start.

The Early Head Start teacher will partner with parents and inform them of how their child is progressing during daily conversations and during parent/teacher conferences and during home visits. Parents are encouraged to participate in goal setting for children. If you have ideas or questions concerning your child’s progress in Early Head Start, talk with your Early Head Start teacher.

KCI EHS teachers will keep parents informed about how their child is progressing in the following ways:

- Daily verbal and written communication
- Parents and teachers meet for virtual home visits at least two times a year
- Parent/teacher conferences are held virtually at least twice a year (Oct., Feb., May)

PLANNING FOR INFANTS AND TODDLERS

During the first two years of life, children are working on acquiring a sense of trustworthiness of oneself and others. This is the sense of safety and security that comes from responsive and predictable care from familiar others to whom the child is attached. In the toddler years, a strong sense of autonomy is building. This comes from being treated as an individual and being allowed opportunities for independence.

When children feel the sense of independence, power, and competence, they can step out into the world and be active learners and problem solvers. Young children need a safe environment full of opportunities to explore and have fun. They need to be able to see, touch, feel, and move.

The curriculum for the infants and toddlers involves everything that happens to the child throughout the day. Responsive care giving is the key component to setting up a safe and secure environment and trusting relationships. Everything that a child experiences is a learning opportunity. For example, diaper changes are perfect opportunities for learning experiences: language, singing gently to a child; showing gentle touches; letting the child know that this is not a hurried or rushed experience and that they are valued and precious individuals; gently moving their legs in a bicycle motion stimulating movement or having them reach and grasp for an object.

Throughout the day, teachers will take advantage of these care giving experiences that are so important in the early years of life and turn them into meaningful and positive experiences for a child's healthy development.

Along with the individual care giving moments, teachers will also plan and organize their environments to provide experiences which enhance motor development – reaching, grasping, crawling in and out, throwing, pulling; cognitive development – object permanence, cause and effect experiences, language, listening and responding to sounds and voices, and problem solving; social development – playing among others, positive peer interactions, and expressing emotions towards others.

Planning for infants and toddlers does not necessarily involve "lessons" but rather opportunities for experiences that as individuals they can make the most out of. When teachers organize materials for
the room, they take into account children’s individual differences along with their knowledge child development. Planning is based on observations of the children using their interests, their new skills, and their reactions to materials. As the children grow and change, the teachers change the classroom environment. They may put out more challenging climbing equipment or add a building area with different toys. A classroom may look very different at the end of a year than it did at the beginning!

*Television and Computer use in the classroom*

Televisions and computers will not be used in Early Head Start
Curriculum is the word used to describe what is planned and accomplished in a program. KCI uses Creative Curriculum for Infants, Toddlers, and Twos, 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 preschool. The creative curriculum:

- Provides child assessment using the developmental continuum
- Provides materials for you and your child for you to use at home
- Provides many literacy activities for school and home

KCI also implements Conscious Discipline. It is a comprehensive classroom management program. It is a way of organizing classrooms around the concept of a School Family, where each member learns the skills needed to successfully manage life tasks such as learning, handling frustration, communicating effectively, being sensitive to people’s needs and getting along with others.

Conscious Discipline is based on three premises:

1. Controlling and changing ourselves is possible and has an impact on others.
2. Connectedness governs behavior.
3. Conflict is an opportunity to teach.

<table>
<thead>
<tr>
<th>GOAL</th>
<th>ELEMENT</th>
</tr>
</thead>
</table>
| To learn about self and others | Trusts known, caring adults  
Regulates own behavior  
Manages own feelings  
Responds to others' feelings with growing empathy  
Plays with other children  
Learns to be a member of a group  
Uses personal care skills |
| To learn about moving | Demonstrates basic gross motor skills  
Demonstrates basic fine motor skills |
| To learn about the world | Sustains attention  
Understands how objects can be used  
Shows a beginning understanding of cause and effect  
Shows a beginning understanding that things can be grouped  
Uses problem-solving strategies  
Engages in pretend play |
| To learn about communicating | Develops receptive language  
Develops expressive language  
Participates in conversations  
Enjoys books and being read to  
Shows an awareness of pictures and print  
Experiments with drawing and writing |

In addition to Creative Curriculum for Infants Toddlers and Twos, KCI uses the supporting curriculum strategies listed as follows: *Conscious Discipline, I am Moving, I am Learning, Cavity Free Kids*
## DAILY SCHEDULES

### THE FOLLOWING ARE TYPICAL CLASS DAYS FOR INFANTS AND TODDLERS.

<table>
<thead>
<tr>
<th>TIME PERIOD</th>
<th>INFANT SCHEDULE*</th>
<th>TODDLER SCHEDULE</th>
</tr>
</thead>
</table>
| **Early morning** | Greeting  
Routine care†  
Self-directed play activities                                               | 7:30-8:45  
9:00-9:30  
9:30-9:45  
Greeting & self-directed play  
Breakfast / Swish & Swallow  
Large Group: stories & songs  
Routine care† |
| **Mid-morning**   | Routine care  
Nap for some  
Teacher & self-directed activities  
Outdoor time (10:30-11:00) | 10:00-10:30  
10:30-11:30  
Outdoor play  
Teacher & self-directed activities  
Routine care |
| **Late-morning**  | Lunch & Clean up  
Nap for some (teacher-directed activities for awake infants) | 11:30-12:00  
12:00-2:30  
Lunch & Clean up  
Quiet rest time (Teacher directed activities for awake toddlers)  
Routine Care |
| **Mid-afternoon** | Routine care  
Nap for some  
Teacher-directed activities for awake infants  
Outdoor time (3:30-4:00) | 2:30-3:00  
3:00-3:30  
Teacher & self-directed activities  
Outdoor play  
Routine care |
| **Late-afternoon**| Routine care  
Self-directed activities  
Departure | 4:00-4:30  
4:30-5:30  
Snack  
Self-directed activities  
Departure |

*This schedule is flexible and is used as a guideline for the day’s activities. Our primary goal is to meet the individual needs of the children. The infants’ schedule will be determined by each child’s individual needs.
†Routine care for infants includes feeding, diapering, sleeping, etc.
^Routine care for toddlers includes diapering, going to the potty, etc.

**Note:** self-directed activities are those that infants and toddlers can do on their own, teacher directed activities are those that require assistance even after getting the child started such as reading a book, playing peek-a-boo, art activities, etc.

Children’s arrival must be before 9:15 a.m. and departure after 4:00 p.m.

### DEVELOPMENTAL SCREENINGS

KCI ensures that all children entering the program receive 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 use a standardized screening tool called Ages and Stages Questionnaire for the developmental screenings and DECA for social/emotional screenings. All screening results are shared with parents.

**Areas evaluated are:**
- Behavior
- Social skills & emotional development
- Speech & language
- Motor & perceptual
- Cognitive
- Height & weight
Disabilities Services

Children with diagnosed disabilities have been enrolled in Early Head Start since the program began in the mid-1990s. 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 Early Head Start services. Early 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 services.

Guidance and Discipline

To assure the Early Head Start experience is positive and pleasant for children, spanking, striking or other forms of physical punishment are not allowed in the program. Name-calling or the use of threats are not allowed at any Early Head Start activity by anyone. These guidelines apply to staff, parents, siblings, community volunteers, 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

Suspension and Expulsion Policy

Suspension: KCI will prohibit or severely limit the use of suspension due to a child’s behavior. Such suspensions will only be temporary in nature. A temporary suspension will be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Before KCI determines whether a temporary suspension is necessary, KCI will: Engage with our mental health consultant, Collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate. If a temporary suspension is deemed necessary by the disabilities & mental health coordinator (in consultation with the mental health consultant), KCI must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

- Continuing to engage with the parents and our mental health consultant
- Continuing to utilize appropriate community resources
- Develop a written Action Plan to document the action and supports needed
- Provide services that include home visits
- Determining whether a referral to the ASD Care Team is appropriate

Expulsion: KCI will not expel or withdraw a child from Head Start because of a child’s behavior.
When a child exhibits persistent and serious challenging behaviors, KCI will explore all possible steps and document all steps taken to address such problems, and facilitate the child’s safe participation in the program. Such steps must include:

Engaging a mental health consultant.
Consider the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child’s teacher, and:

(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with ASD or PIC to ensure the child receives the needed support services; or,

(ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with ASD or PIC to determine the child’s eligibility for services.

KCI will explore and document all possible steps. KCI will consult with the parents, the child’s teacher, ASD CARE Team (if applicable), and the mental health consultant to determine if the child’s continued enrollment presents a continued serious safety threat to the child or other enrolled children. If it determines the KCI is not the most appropriate placement for the child, KCI will work with such entities to directly facilitate the transition of the child to a more appropriate placement.

**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 will occur periodically. They are conducted to assist parents and 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
DAILY SCHEDULES

- Social skills
- Non-gender bias
- Ability to express feelings appropriately

HOME VISITS AND CONFERENCES

Your child’s teacher will work with you to establish goals based on your child’s progress in the center and at home. The teacher will share information about program activities and training opportunities for families with you regularly. Home visits and parent/teacher conferences provide opportunities for teachers and parents to help children develop emergent skills. Home visits should be scheduled for an hour and a half and will be held virtually. Parent/teacher conferences are half an hour and are held virtually.

*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
PARENT INVOLVEMENT

There are also many ways in which parents can be involved in Early Head Start. Remember...volunteering can be fun!

You can:

- Help with lesson plans or 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
- Join an advisory committee
- Learn new skills at monthly Parents “R” Us meetings
- Attend social events

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 with KCI. Parents who apply are required to submit the same documentation as a regular employee. Substitutes or classroom positions are required to meet municipality of anchorage childcare 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. Speak to your teacher, center director, or the Human Resources Manager for more information.
FAMILY SERVICES

KCI Early Head Start seeks to support families as they work together to achieve their family's goals. Your child's teacher will meet with you virtually to assist you to:
   Identify your family's strengths, interests and needs
   Learn about community resources
   Utilize the social services available in the community
   Set and reach goals

CHILD ABUSE AND NEGLECT REPORTING

Children’s safety always comes first. Alaska state law and the municipality of anchorage code require Early 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.
KCI Early 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
- Lactation information and support
- Early intervention - height, weight, hearing, & vision screenings
- Child nutrition & oral health
- Communicable disease awareness
- Home safety and injury prevention

Early Head Start performance standards require the following:

- Current physical exam (as specified by EPSDT)
- Developmental screenings (within 45 days of enrollment)
- Immunization records (current)

**MEDICATION POLICY**

Prescription medication may be given to a child at an Early Head Start center. All medications must be delivered to KCI staff by the parent or guardian and a Health Plan will need to be completed before the medication can be administered by center staff.

All medications given to children at the center 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

*Over the Counter Medication*

KCI staff do not administer over the counter medication without a prescription (cough syrup, cough drops, vapor patches, children’s pain reliever, etc.).

*Topical Medication Policy*

KCI staff does not administer topical medications (with the exception of diaper ointment*) without a doctor’s order. Topical medications are non-prescription items applied externally. Examples of such products are insect repellents, sunscreen, and lip balm.

*See diapering section for information about the use of diaper ointment in the Early Head Start center.*
Animals in the Early Head Start Classroom:
For health and safety reasons, animals will not be permitted in the Early Head Start Center.

Tooth brushing in the Classroom
Following each meal, staff will include an oral hygiene practice either: “swish and swallow” with water, tooth brushing with water (for children under 2) or tooth brushing with a small amount of fluoridated toothpaste (for children over 2). Due to COVID-19 children will not be brushing their teeth.

CHILD ILLNESS/COMMUNICABLE DISEASES
Due to COVID-19 all children will be required to complete a health screening prior to being admitted to the program each day. Children exhibiting any signs of illness will not be permitted to attend. KCI asks for your cooperation to help assure that children have a happy and healthy Early Head Start experience. It is important to make sure that children are feeling well on scheduled class days.

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 100.3° 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 STILL NOT READY TO PARTICIPATE IF HE/SHE HAS:
- Not fully recovered from an illness
- Is still too sick to take part in class activities or outdoor play
- Had a communicable disease and is still considered contagious
- Has vomited 2 times within the last 24 hours

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

EMERGENCY TREATMENT

It is very important that parents keep their child’s emergency information form up to date. Emergency forms must be updated every three (3) months. In case of an emergency, staff will attempt to reach the emergency contact immediately. If the emergency situation requires the attention of a physician, staff will call paramedics to take the child to the hospital emergency room.

OUTDOOR PLAY

The children play outdoors daily weather permitting. Taking the children outside is considered healthy practice in a quality child care program. Fresh air in the colder months does not cause or promote illness; it actually facilitates good health. Cold air is not related to making a child sick. All children in attendance during their classroom’s outdoor play time will be going outside.

Infants will go outside when the weather safely allows them to do so. Outdoor time for infants may include going on a walk in the center buggy, laying on a blanket in the play yard or many other experiences. (Infants and toddlers will have separately scheduled times in the play yard in order to ensure the safety of all children.) Staff will engage all children by encouraging extended conversations with verbal children and talking frequently with not yet verbal children.

Parents may not make requests for their child to stay inside while the rest of the group is outside. KCI Early Head Start does not have enough staff to grant such requests.

Center directors may cancel outdoor play due to:
- Weather conditions such as extreme ice or poor quality of air
- Weather alert or advisory by local authorities
- Low temperatures 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, appropriate outdoor clothing is required such as: jackets, sweaters, hats, rain gear including boots, depending on the weather.

“SHOE-FREE” ENVIRONMENT FOR THE INFANT AREA

With infants commonly on the floor, KCI wants to provide a clean, safe, and healthy environment. We practice a "shoe-free" policy in this area. We ask that adults entering the carpeted area of the infant room please slip a pair of shoe covers over their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet; particularly during the cold weather with the snow and salt. The infants spend much of their time exploring on the floor, so it is best that these areas be kept as clean as possible.

SLEEPING

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for walk in a stroller, they will be put in their cribs to continue their sleep. As your child grows and matures, cot sleeping will be encouraged. Toddlers will nap on a cot. All the bedding for infants and toddlers is provided by the center and is washed here. Parents are welcome to bring a familiar blanket or pillow from home for their cot sleeping toddler.

Toddler cots will be sanitized daily with bleach solution. All blankets used by toddlers will be washed once a week or as needed. Blankets will be stored in each child’s cubby when it is not rest time. Infants will have an assigned crib. Each crib will be clearly labeled with each child’s name. A sheet will be provided for each infant crib. Crib bedding will be washed once a week and as needed. Crib and mattress will be sanitized with a bleach solution each time the bedding is changed.

Safe sleeping practices

Infants will be placed on their backs to sleep in a crib. All cribs will be outfitted with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children are never permitted to share a crib at the same time.

The above practices are supported by the U.S. consumer product safety commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development.
DIAPERING

KCI will provide a select brand of disposable diapers and wipes for children in the infant and toddler classrooms. Your child will be checked at least every 2 hours and changed as needed. The times diapers are checked and changed will be noted on the Daily Health/Nutrition Log. Store-bought wipes are used when changing your child. We will not be applying baby powder on the infants. The use of powder has been linked to childhood asthma and other respiratory difficulties. If your child has an allergic reaction to the disposable diapers provided at the center, the parent can bring in disposable diapers that will not cause this reaction.

Diaper ointment may be applied as needed if a signed permission form is on file for your child.
Kids’ Corps Early Head Start participates in U.S. Department of Agriculture’s Child and Adult Care Food Program (CACFP).

Infants: infants in the Early Head Start center are fed on demand. Formula and age appropriate foods will be provided by the center. Staff will work with parents to develop a food schedule for their individual child per CACFP guidelines. Breast feeding families are encouraged to come to the center to feed their child or to provide breast milk for their child during the school day. As infants grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. During lunch, infants not yet eating table food will be served cereals and jarred foods.

As your infant grows and becomes more adept at eating, s/he will be using their fingers for eating “finger-foods” and working on using infant utensils. As infants gradually start to eat cereals, jarred foods, and table foods, classroom staff will work with parents to create food introduction schedule. It is recommended that infants try new foods at home first, then parents can add the new food to the classroom list. Menus will be sent home regularly. Please review each menu and speak to your child’s teacher if you have questions or concerns about your child eating any items on the menu.

If your infant or toddler should have food allergies or intolerances, please notify your child’s teacher immediately and a doctor’s note must be given to the center stating exactly what foods cannot be given to your child. If a doctor’s note is not provided we must provide the child with all the food we are serving for that meal.

Young Infants
Parents of bottle-fed babies need to provide 3-4 labeled bottles, nipples, and lids. If you are breast feeding your child, all breast milk must be dated and have your child’s name on it. Fresh breast milk will be stored for 72 hours in the refrigerator or up to 90 days in the freezer. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle must be discarded within two hours. Only breast milk, formula, or water will be placed in your child’s bottle. No bottles will be served with cereal or any other food product in them.

If your child is breast fed and a parent forgets to bring in breast milk or the frozen supply is depleted, the infant will be fed the formula served in the center. We will try and get in touch with you first to see if breast milk can be supplied by you soon. However, if we are unable to get in touch with you and your child is hungry, we will feed him or her formula served at the center.

Bottles are not heated in the microwave, as this could produce "hot spots" in the formula or breast milk. Formula will be served at room temperature or may be warmed by holding the bottle in warm running water.

Older Infants and Toddlers
Early Head Start serves a breakfast, lunch and an afternoon snack each day. Due to COVID-19 meals are served individually plated instead of 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.
A licensed caterer and KCI provide toddler lunch meals served at KCI. No other foods may be brought into the classroom by staff or parents unless special arrangements have been made and cleared with the Health and Nutrition Coordinator and Education Manager.

Beginning at 6 months, classroom staff with work with you to establish a transition plan to help your child transition from the bottle to the cup and from formula and purees to solid foods. It is our goal to work cooperatively with your family to make this transition as smooth as possible.

Children who are 12 months will be given catered lunches and center prepared snacks. Depending on the age of the child, they will be offered either 2% or whole milk with each meal/snack. The food program allows one month after a child’s first birthday to continue with formula. If formula is served past age 13 months then a doctor’s note must be in your child’s file for this. Breast milk is considered the equivalent to cow’s milk and does not require the note from your child’s doctor to continue. The older infants will be sitting in chairs with trays or a small table with chairs and toddlers will be at tables to eat their meals. Children in the toddler room will use sippy cups or regular cups and will be provided with eating utensils.

Birthdays and Holiday / Family Traditions
To be respectful of all families, KCI Early 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 Early Head Start classroom. The procedure is as follows:

- KCI will allow neutrally appropriate Christmas decorations in classrooms with full parent approval. Staff can decorate their office space with Christmas decorations. KCI dress code does not prohibit staff from wearing holiday themed clothing. Hallways will not display holiday decorations.

- KCI does not share Valentine’s Day cards. With full parental approval, parents can come into the classroom and share “friendship” cards with all the other children. This must be pre-arranged with the teacher. KCI does not celebrate Halloween.

- Birthday celebrations must be pre-arranged with the teacher. 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. A full list of ingredients of any food must be given in advance.

Birthday cakes, cupcakes, candy, cookies etc. are not permitted.

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.
Clothing/Seasonal Items
Active and sometimes messy play is going to be a part of your child’s day. It is recommended that children wear comfortable, washable play clothes that are easy to move around in and okay if something spills on it! Children must be dressed in clothing and not just wearing a diaper and/or onesie. It is also a good idea to keep a light sweater or sweatshirt in your child’s cubby in case it feels a little chilly that day. For older infants who are walking, it is helpful if parents keep a clean pair of shoes here at the center for your child to wear in the classroom. Parents are encouraged to bring an extra set of clothes to leave in their child’s cubbie.

It is also required that children come with appropriate outdoor clothing. In the winter children will need a winter coat and snow pants or a snow suit as well as boots, hats and gloves every day.

Bottles
Parents of infants are asked to bring 3-4 labeled bottles each day. This includes the nipples, rings, lids and disposable bags (if needed). Bottles will be send home with the parents at the end of the day. Extra bottles will be available in the center in case a family forgets to bring them, but they may not be the style that the child is accustomed to.
NUTRITION

Personal Belongings

KCI Head Start is not responsible for lost or damaged items brought to the centers. Therefore, please do not allow your child to bring toys or other personal items from home.

TRANSITIONING

As a family/child prepares to transition out of Early Head Start, the teacher will work with the family to create a transition plan to prepare for the changes that will be happening. Parents are encouraged to continue their involvement in their child’s education after Early Head Start. Each child will have a portfolio containing information that shows the child's growth and development, while in Early Head Start. The portfolio is periodically shared with parents on home visits and is given to parents when children leave the program or transition into Head Start.
KIDS’ CORPS IS ON FACEBOOK!
VISIT US AND RECEIVE UPDATED INFORMATION AT:
WWW.FACEBOOK.COM/KCI ALASKA
KCI WEB-SITE: WWW.KCIALASKA.ORG

Families will receive monthly newsletters, which include important information and dates. You will also receive flyers throughout the year, which tell you about special events and activities.

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 centers be closed. If Anchorage School District classes are canceled, KCI centers may be closed as well. Please call the center to determine if it will be open during severe weather conditions.

Emergency Evacuation Sites: All KCI centers have agreements with close by businesses or organizations to use their facility in case the children and staff need to evacuate their KCI site. Following is the location for Early Head Start’s emergency evacuation site:

Alaska Mental Health Trust
3745 Community Park Loop
Anchorage, AK 99508
269-7960

Transportation
There is no Head Start bus transportation for Early Head Start. Please see “Program Policies/Procedures for Families” on page 29 for current parent sign-in and out procedures.

Family Pets
KCI staff may go families’ homes to make home visits. If a family has a pet or shares a common yard with a pet that staff feel may present a danger, a plan may be needed to address safety.

Field Trips – Field trips are cancelled until further notice due to COVID-19
Field trips may be a part of the Early Head Start experience. 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.
Early 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 Early Head Start.
- To always be treated with respect and dignity.
- To expect guidance for my child from Early Head Start teachers 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 Early 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.
EHS FULL DAY TUITION & BILLING PROCEDURES

Early Head Start Full Day Tuition & Billing Procedures

Full Day Program Fees:
- All children must enroll in a 5-day per week schedule unless special arrangements are made with the center director and education manager. Preference is given to families needing full day/full month care. KCI does not accept part-time contracts. Self-Pay is not permitted.

<table>
<thead>
<tr>
<th>Age</th>
<th>Monthly Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (4 – through 12 months)</td>
<td>$980.00</td>
</tr>
<tr>
<td>Toddlers (13 – through 35 months)</td>
<td>$850.00</td>
</tr>
<tr>
<td>Preschool (36 months and older)</td>
<td>$755</td>
</tr>
</tbody>
</table>

Child Care Billing Procedures for Mt. View Early Head Start

No contract, no service
- Children cannot start without a current authorizations (we will accept a written approval for authorization from a caseworker).
- Renewed authorizations must be received by the Fifteenth (15th) of the month or the child will be offered a spot Home-Based program option (if available) or the child will be placed on prearranged absence for 2 weeks. If KCI has not received a contract after 2 weeks, the family will lose their eligibility for full-day services.
- If there is no opening in the home-based program option, the child will be placed on the waitlist and offered the next available home-based opening.

PAYMENTS & CO-PAYMENTS ARE DUE ON THE FIRST OF THE MONTH
- Monthly invoice statements are delivered to the parent’s box at the center.
- Payment is due on the first of the month.
- Failure to pay or establish a payment plan by the third (3rd) of the month will result in the child being offered a spot in the home-based 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 week, the family will lose their eligibility for full-day services.
- If there is no opening in the home-based program option, the child will be placed on the waitlist and offered the next available home-based opening.
- 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 call 279-2021 and ask for accounting. The payment plan must be written to assure elimination of the debt. The Education Manager must approve payment plans. Failure to meet the conditions of the payment plan will result in the change of services described above.

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.
ATTENDANCE PROCEDURES & PREARRANGED ABSENCE POLICY

Children must attend Early Head Start on a regular basis. All efforts will be made to assist families in maintaining their child’s regular attendance. Staff will also encourage and assist families to attend home visits and conferences. 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 with bringing their child to school KCI will make all efforts to assist families in maintaining regular attendance.

If Your Child Is Absent

Everyday your child will be absent, it is your responsibility to call your child’s teacher or center director by 10:00 am
- Tell them why your child is absent
- Tell them when your child will return to class.

If you do not contact the center by 10:00 am we will attempt to contact you by phone and text to ensure the safety of your child.

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 Friday)
- There are frequently canceled home visits
- A child frequently arrives late (after 9:00) or leave early (before 4:00)

When Attendance Becomes A Concern

If your child’s attendance falls below 75% for a month or they frequently arrive for school late (after 9:00) and/or leave early (before 4:00), your Center Director/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

Early 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.
PARENT PICK-UP/DROP OFF PROCEDURE

All persons dropping off or picking up children from the center must be:
- The parent/guardian or sixteen (16) years of age or older
- Listed on the emergency information form

To drop off a child:

Please see “Program Policies/Procedures for Families” on page 29 for current parent drop off and pick up procedures.

To pick up a child:

Please see “Program Policies/Procedures for Families” on page 29 for current parent drop off and pick up procedures

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(s) 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.

Only parents or legal guardians may add authorized individuals to the child's emergency information form. All parents listed on the child’s birth certificate are legally able to pick up a child unless court documentation has been provided to center staff that states otherwise.

*ALL PERSONS DROPPING OFF OR PICKING UP CHILDREN FROM THE CENTER (IF NOT THE PARENT) MUST BE SIXTEEN (16) YEARS OF AGE OR OLDER AND LISTED ON THE EMERGENCY INFORMATION FORM*
Due to the ongoing COVID-19 epidemic, Kids’ Corps has implemented many policies and procedures to keep children, families, and staff safe and healthy while in KCI centers. These changes are guided by local and federal public health recommendations and they may change as the COVID-19 situation changes. Some of the most important policies and procedures are outlined below and will be reviewed with you by your Family Advocate before your child returns. In addition, here is a brief list of things that may be different when classes resume:

- Strict limits on visitors in the building (including parents)
- Smaller class sizes with social distancing encouraged
- Cloth face coverings worn by staff, children and anyone else permitted in the building.
- Daily health screenings for all children, staff and anyone else permitted in the building
- More outdoor time for the children
- More frequent handwashing for children and staff
- Pre-plated meals (rather than family style meals)
- No toothbrushing in the center
- Children will not be allowed to bring items from home to school (other than a set of extra clothes)

As you review these changes to policies and procedures, we encourage you to ask any questions you might have. We want you to feel as comfortable as possible when your child returns to our program. We look forward to welcoming you back to our centers!

### Pick up and Drop off Procedures

When dropping off your child, you will park in the designated drop off/pick-up spaces designated for each center.

**East Center (the north door is the E.20th side of the building):**
- Children in classroom’s #1 & 3 on the west side of the building (first door on the left as you drive in with the no parking sign).
- Children in classroom #2 the door outside the classroom on the north side of the building.
- Children in classroom #4 (EHS) the door outside the classroom on the north side of the building.
- Children in classroom #5 the middle door on the north side of the building.

**Mt. View:**
- The door on the south side of the building in the two parking spots by the playground gate.

**Muldoon:**
- The front door to the KCI center (parents will have to walk their children through the building and practice social distancing if there are other parents waiting).

**Ridgeline:**
- The front door to the center.
Upon arriving you will call the center to let them know you have arrived. A KCI staff will meet you at your car (the front door for Muldoon Center) to complete a daily child health screening (see daily child health screening procedure below). If you answer no to all the health screening questions, you will be given a cloth face covering to place on your child (if your child is over the age of 2) before they exit the vehicle. After exiting the vehicle, staff will give your child hand sanitizer and with take his/her temperature. If your child’s temperature is below 100.4, they will be escorted to the classroom by the staff. The staff will sign your child into the classroom and both the child and staff with wash their hands with soap and water for 20 seconds following KCI’s hand washing procedure.

When picking up your child, you will park in the designated drop off/pick up spaces indicated. Upon arriving you will call the center to let them know you have arrived to pick up your child. A KCI staff will bring your child to you at your vehicle (the front door for Muldoon Center) and share any important information about his/her day with you. Before entering your vehicle, we will ask your child to place their daily mask in a bag (provided by the staff) to be laundered by KCI.

**Daily Child Health Screening Steps:**

A KCI staff will greet you at your car and conduct a daily child health screening. The screening will include a series of eight questions and taking your child’s temperature. Each question must be asked every day. The daily temperature must be recorded every day. Health screening information will be kept in a secure location in the Center Directors office.

Below are the nine questions that will be asked daily:

1. Has your child had a fever within the last 72 hours (three full days)?
2. Has your child had any medication to reduce a fever in the last 72 hours?
3. Does your child have any cough or trouble with breathing currently?
4. Does your child have a runny nose currently?
5. Does your child have a sore throat currently?
6. Does your child have any muscle aches currently?
7. Has anyone in your household returned from travel outside of AK in the last 14 days?
   - If yes, who and when did they arrive in Alaska?
   - Has person traveling received 2 negative COVID-19 test results (7 days apart)?
     - If yes, the child will be allowed to attend.
8. Has your child or anyone in your household had direct contact with anyone who was diagnosed with COVID-19 in the past 14 days?

If the answer to any of these questions is yes, your child will not be able to attend class. (see exclusion criteria policy below). If the answer to all questions is no, you will be given a cloth face covering to place on your child (if over the age of 2). After the cloth face covering is place the staff will ask your child to exit your vehicle. The staff will give your child hand sanitizer and will take your child’s temperature by placing an infrared thermometer against his/her forehead. If your child’s temperature is below 100.4 they will be escorted to the classroom.
Exclusion Policy

If you answer yes to any of the following screening questions or child show any of the symptoms described below they will not be allowed to attend:

1. Has your child had any fevers within the last 72 hours (three full days)?
2. Has your child had any medication been used to reduce a fever in the last 72 hours?
3. Does your child have any cough or trouble with breathing currently?
4. Does your child have a have a runny nose currently?
5. Does your child have a sore throat currently?
6. Does your child have any muscle aches currently?
7. Has your child or anyone in your household returned from travel outside of Alaska in the last 14 days?
   o If yes, the child will only be allowed to attend if the person traveling has received two negative COVID-19 test results at least 7 days apart.
8. Has your child or anyone in your household had direct contact with anyone who was diagnosed with COVID-19 in the past 14 days?

If the child is unable to attend due to symptoms of an illness (and has no known exposure to someone with COVID-19) they will not be permitted to return until they have no symptoms and have been fever free for 72 hours without the aid of fever reducing medication.

If a child is unable to attend due to (known or probable) exposure to someone with COVID-19 they will not be permitted to return for at least 14 days from exposure date.

Responding to Possible Illness in Program

If a child becomes ill with fever, cough, or difficulty breathing or is unable to participate in daily activities they will be separated and isolated from other children while being comforted and supervised at all times.

If your child becomes ill while at school a program staff will contact you to inform you of signs and symptoms identified and their severity. It is important that you keep your contact information current so we can reach you if necessary. You will be required to pick up your child as soon as possible (within no more than an hour). If your child goes home sick, they will not be able to return until they are symptom free and have been fever free without the aid of a fever reducer for at least 72 hours.
Returning after a COVID-19 Diagnosis

If a child or program staff is diagnosed with COVID-19, KCI will use the recommendations from the CDC to determine when it is safe for that person to return to the program. According to current CDC guidance, someone diagnosed with COVID-19 can safely be around others with all three of the following conditions have been satisfied:

- 3 days with no fever
- Symptoms have improved
- It’s been at least 10 days since symptoms first appeared

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

Attendance Expectations

Children should not attend school if they are experiencing any of the symptoms listed in the exclusion policy (including fever, cough, shortness of breath, sore throat, runny nose, muscle aches, etc.). If your child will be absent due to an illness or any other reason, please call the center before 9am to let us know that your child will be out and the reason. If your child does not arrive and we have not been contacted by you by 9am we will contact you to check up on your child.
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 to share information 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.
REPORTING SUSPECTED ABUSE
Kids’ Corps Head Start & Early Head Start is required to follow the Alaska state child abuse and neglect reporting law (section 47.17). KCI staff or volunteers 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.
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 an Early 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 p.m.) by an individual authorized by the parent(s)/guardian, 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 the Early Head Start center because a child remains at the center after hours.
Children learn most during their first year of life. Babies learn best by copying others and through repetition. Before babies can speak, they are learning about the world by watching their parents and caregivers. It is critical to begin teaching them the dangers of motor vehicles as a young child. Children at this age are at risk of injury by moving vehicles in driveways, parking lots, and on the roads. Children this age are unaware of the danger that exists with a moving vehicle.

Here are some facts you should know:

• Children ages 0-4 years old are at the highest risk for pedestrian related injury and death.
• Children ages one to two suffer the highest number of pedestrian injuries, most often when a vehicle is backing up.
• Unfortunately, injuries sustained by child pedestrians are often severe.
• As the parent, you have the opportunity to teach your child pedestrian safety by being an example.

This is how you can prevent Tragedies:

**IN THE CAR**

• *Always take your child out of the car on the curbside:* Your child will get used to using the door by the curb to get out of the car. This habit will continue on into preschool and school age years when they become more independent.

• *Take your child out of the car last and put them into the car first:* It can be difficult at times to fumble with shopping and a child. Always put your child in the car first so you can carry on with everything else knowing that your child is safe. When getting out of the car, take your child out of the car last so you can be sure they are always by your side.

**IN THE STREET**

• *Always choose safe places to cross the street with a clear view of traffic:* By choosing safe and clear places to cross such as pedestrian crosswalks or traffic lights, your child will begin to understand where they should cross the road.

• Hold hands with your child. If they are unwilling it may be safer to put them in a stroller.
• Look for dangers. Stop at driveways and tell your child you are checking for cars.
• Talk to your toddler. Involve your child in conversation. Ask them what they can see and if they think it is safe.

**IN THE DRIVEWAY**

• *Always supervise your children when a vehicle is being moved on your property.*
• Make access to the driveway difficult for children.
• Remember that using mirrors while reversing still leaves limited visibility of the area behind your car.
• Know where all children are before backing out of your driveway.
PARENT COMMITTEE MEETINGS (PCMS)
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, and Family Services/Parent Involvement)
- 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
POLICY COUNCIL ROLES AND RESPONSIBILITIES

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

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

Join Us Anytime
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, ongoing 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.

*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.
BREAST FEEDING PROMOTION & SUPPORT

BREAST FEEDING PROMOTION & SUPPORT

Kids’ Corps Early Head Start is committed to encouraging breastfeeding and providing ongoing support to breastfeeding mothers. Substantial research has documented that breastfeeding provides many health benefits to both mother and child.

- KCI Early Head Start program recommends breastfeeding as the optimal method of infant feeding. All expectant mothers will be encouraged to breastfeed and new mothers will be educated on the benefits of breastfeeding.

- An area will be provided for mothers who want to breastfeed their child or express their milk in private. This space will include a comfortable seating area, an electrical outlet and water will be available. Mothers are also welcome to breastfeed in the classroom if they wish. (Due to COVID-19 parents are not allowed in the building without approval from management).

- Refrigerator and freezer space will be made available for the storage of expressed breast milk. Containers will be clearly labeled with name and date.

- Staff will be trained on the benefits of breastfeeding and techniques for handling and storing breast milk.

- A positive breastfeeding attitude will be conveyed by the distribution of culturally appropriate materials. Breastfeeding promotion information may be displayed in centers. Resource information will be available to families should questions or problems arise.
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/Servies/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?

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

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