

KCI PARENT HANDBOOK

2021-2022

*Part Day Head Start (no fees) – East, Muldoon, and
Ridgeline Terrace Centers*

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WELCOME TO HEAD START

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.

Head Start is a program for parents and other important adults too! 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

MISSION STATEMENT

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

OUR PRIMARY GOAL AS AN AGENCY

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

OUR PHILOSOPHY

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

CENTERS & LOCATIONS

Centers & Locations

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

RIDGELINE TERRACE CENTER

185 Ridgeline Loop, Anchorage, AK 99501 • Phone # 334-1040 / Fax # 334-1040

Center Director: Ashley Brant

Program Options: Full day program for children who are 3 or 4 years old as of September 1, 2021.

Hours of operation: Monday – Friday, 9:00 a.m. to 3:30 p.m., August – June.

Center Capacity: 18 children

No bus service / No fees.

MULDOON CENTER

1251 Muldoon Road, #112, Anchorage, AK 99504 • Phone # 333-5433 / Fax # 333-1496

Center Director: TBD

Program Options: Part day program for children 3 or 4 years old as of September 1, 2021.

Hours of operation: Monday – Friday, 9:00 a.m. to 2:00 p.m., August – July.

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 Ave., Suite 2, Anchorage, AK 99508 • Phone # 272-0133 / Fax # 272-0312

Center Director: TBD

Program Options: Part day program for children 3 or 4 years old as of September 1, 2021

Hours of operation: Monday – Friday, 9:00 a.m. to 2:00 p.m., August – July (Classroom's 1 & 2) / Monday – Friday 8:30 to 12:30 and 1:00 to 5:00 August – May (Classroom #3A & 3B).

No fees.

Bus service provided for classroom's 1 & 2.

Center Capacity: 17 children per classroom.

ASD

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

CENTER STAFF

Center Staff

Teacher: _____

Assistant Teacher: _____

Family Advocate: _____

Center Director: _____

KCI SUPPORT STAFF

**Located at 101 Davis Street
279-2021**

Executive Director	Dirk Shumaker
Human Resources Manager	Katrina Ahlfield
Bookkeeper	Joishua Lau
Administrative Specialist	Jennifer McClure

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

Education Manager	Charles Freeman
Family Services and Health Manager	Rachel Schafer
Deputy Manager	Steffi Redhead
Family Services Coordinator	Freddy Camarena
Disabilities & Mental Health Coordinator	Krystyna Cullom
Child Development Assistant	Amanda Fieldhouse
Health & Nutrition Coordinator	Ayla Richardson
Health Assistant	<i>Nou Her</i>
Head Start Mentor-Coach	Amber Calles
EHS Mentor-Coach	Erin Barrows
Enrollment Specialist	Miriam Vazquez-Mateo
Administrative Assistant	Nina Saechao
East Center Director – Classroom's 1 & 2	
East Center Director – Classroom's 3A & 4 (EHS)	
East Center Director – Full Day / Fee Based #5 and 3B	

PART DAY HEAD START: 2021 – 2022 SCHEDULE

Part Day Head Start: 2021 – 2022 Schedule

CLASS DAYS:	Children attend Monday – Friday at all KCI Centers
CLASS HOURS:	Class is 6.5 hours at Ridgeline Terrace (9:00 – 3:30)
CLASS HOURS:	Class at East rooms 1 & 2 and Muldoon is 5 hours from 9:00 to 2:00 / Classes 3A & 3B at East Center are 4 hours - 8:30 to 12:30 and 1:00 to 5:00
HOME VISITS:	Two (2) education home visits (November/December & April/May) Two (2) Parent/Teacher Conferences at the center (October & February)
PROGRAM YEAR:	August 30, 2021 through July 28, 2022
CENTERS:	East, Muldoon & Ridgeline Terrace

First Day of Classes—August 30, 2021 ♦ Last Day of Classes—May 19, 2022 for East 3A & 3B
Last Day of Classes – May 26, 2022 for Ridgeline Terrace / Last Day of Classes – July 28, 2022 for East 1 & 2

CLOSURES FOR 2021 – 2022 Part Day Program @ East, Muldoon & Ridgeline Terrace

September 6, 2021	Labor Day Holiday – NO CLASSES
October 15, 2021	In-Service – NO CLASSES
October 21 & 22, 2021 (All classrooms open on Wednesday, October 20)	Parent/Teacher Conferences NO CLASSES
November 11, 2021	Veterans Day – NO CLASSES
November 25 & 26, 2021	Thanksgiving Holiday – NO CLASSES
December 17, 2021	In-Service – NO CLASSES
December 20, 2021 through December 31, 2021	Winter Break: NO CLASSES CLASSES RESUME JANUARY 3
January 17, 2022	Martin Luther King's Birthday NO CLASSES
February 17 & 18, 2022 (All classrooms open on Wednesday, February 16)	Parent/Teacher Conferences NO CLASSES
February 21, 2022	President's Day – NO CLASSES
March 4, 2022	In-Service – NO CLASSES
March 7 – 11, 2022	Spring Break – NO CLASSES
May 19, 2022	Last Day of Classes - East Rooms 3A & 3b
May 27, 2022	Last Day of Classes - Ridgeline Terrace
June 20, 2022	Juneteenth Holiday Observance – NO CLASSES
July 28, 2022	Last Day of Classes – East 1 & 2 and Muldoon

Ridgeline Terrace is closed on September 17, November 19, December 10, January 14, February 11, March 25, and April 15 for in-service days.

PART DAY HEAD START: 2021 – 2022 SCHEDULE

FEDERAL INCOME GUIDELINES FOR ALASKA 2021

Family Size	Maximum Income
1	\$16,090
2	\$21,770
3	\$27,450
4	\$33,130
5	\$38,810
6	\$44,490
7	\$50,170
8	\$55,850

- Families with more than 8 members, add \$5,680 for each additional member.
- ATAP recipients and foster children are automatically income eligible.
- A limited number of families may be over income.

ENROLLMENT INFORMATION

Non-Discrimination Statement

Kids' Corps, Inc. 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

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 Head Start 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, a Child Care Associate provides on-site supervision (usually a teacher). In the absence of the Center Director and a Child Care Associate, the Education Manager will arrange for on-site supervision.

IF A CONCERN ARISES

Parents are encouraged to discuss concerns with their child's teacher or family advocate. If additional discussion is needed contact the Center Director, the Family Services Coordinator or 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**

GENERAL INFORMATION

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. Smoking is prohibited within 50 feet of the entrance of any KCI center.

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 & adults, each KCI center entrance door is equipped with a keypad or buzzer on the entrance door.



PARENT INVOLVEMENT

Parent Involvement

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

You can...

- Help in a classroom
- Help prepare class activities
- Read to your child – all parents are encouraged to participate in KCI's Monthly Reading Log program
- **Participate in home visits**
- Participate in Parent Committee Meetings
- Join the Policy Council and help guide the program
- Learn new skills at monthly parent education meetings

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, and education)
- 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 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

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



Parents on the Policy Council have FUN!!!

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

[Join Us Anytime](#)

POLICY COUNCIL ROLES AND RESPONSIBILITIES

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, and Family Services)
- 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

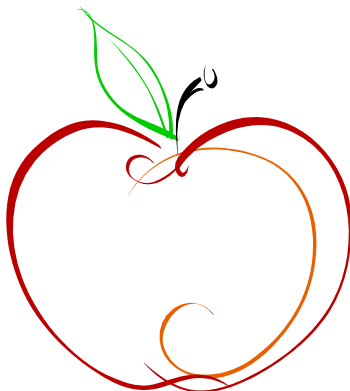
POLICY COUNCIL ROLES AND RESPONSIBILITIES

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.



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.



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.



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

FAMILY SERVICES

Family Services

KCI Head Start seeks to support families as they work together to achieve their family's goals. Family advocates meet with parents virtually 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 will be reported to the Office of Children's Services (269-4000) within 24 hours. Any suspected abuse or neglect by a parent at a KCI facility or event will also be reported to MOA Child Care Licensing.



CHILD HEALTH & DEVELOPMENTAL SERVICES

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. No medication can be sent to the center on the bus. Any child receiving medications must have a classroom health plan signed by the parent prior to the child starting. 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 management, per our discretion, can determine if a staff is qualified to administer medication. If not, then KCI will not administer a medication ***

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.).

CHILD HEALTH & DEVELOPMENTAL SERVICES

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

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 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 100.3° or behavior changes or other symptoms
- 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 the 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 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.

CHILD HEALTH & DEVELOPMENTAL SERVICES

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. It will also be reported to MOA Child Care Licensing.

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.
- The classrooms will be thoroughly cleaned and disinfected.
- A health alert will be posted in the classroom 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

Nutrition

Head Start serves a morning breakfast and lunch in all centers based on the hours a child attends class. For example, a child attending a morning class would receive a morning breakfast and lunch. 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. KCI also encourages parent and guardians to bring only healthy food 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:

- 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 parent approval, parents can come into the classroom and share “friendship” cards with all 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.



NUTRITION

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	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, audiotope, 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, \(AD-3027\)](http://www.ascr.usda.gov/complaint_filing_cust.html) 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

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 ASQ 3 (Ages and Stages Questionnaire 3) for the developmental screenings and the DECA-P2 (Devereux Early Childhood Assessment) for social / emotional screenings.

Screening results are shared with parents. Based on the results of the DECA screenings, home & school goals may be established with parents at the October p/t conference.

Areas evaluated are:

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

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 ASD and community agencies to identify and provide services to meet the needs of the children enrolled. Parental consent is required for any disability services.

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 (October & February)

EDUCATION & EARLY CHILDHOOD DEVELOPMENT

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 or your family advocate.

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 domains (Social-Emotional, Physical, Language, Cognitive, Literacy, and Math).

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

The following chart outlines The Head Start Early Learning Outcomes Framework: Ages Birth to Five. The framework describes the skills, behaviors, and knowledge that programs must foster in all children.

The framework is designed to:

- Foster a deeper understanding of the timing and sequence of child development and learning from birth to five, and
- Guide implementation of effective learning experiences that promote strong outcomes for all children



EDUCATION & EARLY CHILDHOOD DEVELOPMENT

HEAD START EARLY LEARNING OUTCOMES FRAMEWORK:

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

Physical Health and Development

Gross Motor Skills
Fine Motor Skills
Health, Safety, and Nutrition

CURRICULUM & EDUCATION

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

Conscious Discipline Curriculum:

KCI implements Conscious Discipline a comprehensive classroom management program that changes the way adults and children see behaviors. 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 says that providing safety, connection and helping children problem solve will give them the skills for life long success.

Children will explore Conscious Discipline in the classrooms during child interactions, in centers, and through the language of the teachers. Parents will encounter conscious discipline during home visits, parent nights, and educational opportunities and in the school newsletter.

The goal is for parents and teachers to have a common language for addressing behaviors which will provide the consistency to support the long term success of the child.

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

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.

CURRICULUM & EDUCATION

LITERACY

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

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

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



“JUST PLAYING”

“Just Playing”

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

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

Who knows, I may be an architect someday.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

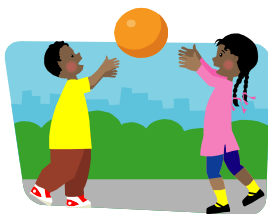
When you ask me what I’ve done at school today, and I say, “I Just Played,”

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

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

I’m preparing for tomorrow.

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



DUAL LANGUAGE LEARNERS

Dual Language Learners



KCI Policy Statement

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

Helping Your Child Learn Two Languages

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

Speak your language with your child every day!

BENEFITS OF DUAL LANGUAGE LEARNING

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

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

Online Resources for Parents

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

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

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

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

3710 East 20th Avenue, Suite 2

Phone: (907) 272-0133



TYPICAL CLASS SCHEDULE

Typical Class Schedule

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

Class Schedule – 6.5 Hours
Children Arrive/Greetings / Circle Time
Breakfast
Activity Centers Open
Outside Play
Indoor Child/Teacher Directed Activities
Lunch
Rest Hour
Outside Play
Indoor Child/Teacher Directed Activities
Afternoon Snack
Departure

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

Class Schedule – 4 Hours
Children Arrive/Greetings / Circle Time
Breakfast
Activity Centers Open
Outside Play
Indoor Child/Teacher Directed Activities
Lunch
Departure

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 Head Start. Each child has a portfolio containing work samples showing progress while in the Head Start program. The portfolio is shared with parents during parent/teacher conferences and is given to parents when children leave the program. Kindergarten transition activities will be organized in the spring.

ANIMALS IN THE CLASSROOM

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

TELEVISION AND COMPUTER USE POLICIES

Television is not a part of the 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.

TYPICAL CLASS SCHEDULE

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. KCI does not facilitate “show & tell” activities as research shows it is not culturally appropriate.



HOME VISITS & CONFERENCES

Home Visits & Conferences

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

Parent/teacher conferences are half an hour held virtually (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

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:

- Noticing without judgement.
- Empathy
- Redirection of inappropriate behaviors
- Ignore certain behaviors
- Logical or natural consequences
- Consistency and follow through
- Safe places within the classroom for 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 a support plan may be needed before the child can return. MOA Child Care Licensing will be notified if a child is removed from any classroom for more than ten minutes.

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. MOA Child Care Licensing will be notified if any child is withdrawn from the program due to inappropriate or injurious behaviors.

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 two to 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 and social skills
- Positive coping skills
- Non-gender bias
- Ability to express feelings appropriately

GUIDANCE & DISCIPLINE

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.

COMMUNICATION

Communication

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



*Like us 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.*

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 locations for each centers emergency evacuation site:

East Center:

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

Muldoon Center:

Arby's Restaurant
1135 Muldoon Road
Anchorage, AK 99504
337-5714

Mt. View:

Ridgeline Terrace
185 Ridgeline Loop
Anchorage, AK 99501
334-1040

Ridgeline Terrace:

Special Olympics of Alaska
3200 Mt. View Drive
Anchorage, AK 99501
250-9535

TRANSPORTATION

Transportation

PARENT TRANSPORTATION

Many families transport their children to Head Start. Some live in neighborhoods where Head Start transportation is not available. Parents are expected to ensure their children arrive on time for the start of class.

Staff are not available to care for children until 10 minutes before the class start time. **Please see “Program Policies/Procedures for Families” on page 39 for current parent transport policies.**

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. They may also lose their bus privileges due to excessive absences, or excessive times the child is brought back to the center.

On the Head Start bus ride, attendants continue the learning process.

Learning areas include:

- Language skills
- Songs, rhymes and 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.

TRANSPORTATION

Kids' Corps, Inc.

A Message for Parents of Preschool Children

Here are some facts you should know:

Preschool children are quick and often unaware of danger.

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

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



This is how you can prevent these tragedies:

Supervise preschoolers at all times. Preschoolers should not be allowed to cross the street alone. Teach them who can help them cross the street safely.

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

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

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

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

TRANSPORTATION

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

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

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

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

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

KCI 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. KCI 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 or are repeatedly brought back to the center. 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 (based on availability) for a field trip; siblings are not allowed to ride the Head Start bus. Parents who participate are responsible for their children during field trips.



HEAD START PARENT PARTNERSHIPS

Head Start Parent Partnerships

HEAD START PARENT RIGHTS

- To take part in major policy decisions affecting the planning and operation of the program.
- To help develop adult programs which will improve daily living for me and my family.
- To be welcomed in the classroom.
- To be informed regularly about my child's progress in Head Start.
- To always be treated with respect and dignity.
- To expect guidance for my child from Head Start teachers, drivers and all other staff who will help the child's total individual development.
- To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
- To take part in planning and carrying out programs designed to increase my skill in the areas of possible employment.
- To become informed about all community resources concerned with health, education and the improvement of family life.

HEAD START PARENT RESPONSIBILITIES

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the entire program.
- To provide parent leadership by taking part in elections, to explain the program to other parents and to encourage full participation.
- To welcome teachers and family advocates into my home to discuss ways in which parents can help their children's development at home in relation to school experiences.
- To work with the teacher, staff and other parents in a cooperative way.
- To guide my children with firmness which is both loving and protective.
- To offer constructive criticism to the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs and meetings designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs which help to improve health, education, and recreation for all.

KIDS' CORPS, INC. ATTENDANCE PROCEDURES

Kids' Corps, Inc. Attendance Procedures

Kids' Corps, Inc. encourages all families to have their children attend all class days as scheduled. Studies show that children who are chronically absent (missing more than 10% of class) have lower academic success in kindergarten and first grade and are less likely to read at grade level in third grade. These children stay behind throughout school and are less likely to graduate.

There are many benefits for children who regularly attend school. Some benefits include but are not limited to: exposure to language and language development, math and reading skills, getting along with other children (social skills). If families are having challenges bringing their child to school, KCI will make all efforts to assist families in maintaining regular attendance.

IF YOUR CHILD IS ABSENT

- If your child is absent, call your child's center within 1 hour of your child's scheduled start time (10:00 am) to leave a message for your child's teacher and bus driver if on the bus (East & Muldoon Center).
- Tell them why your child is absent and when your child will return to class.
- If your child rides the Head Start bus, place your "No Pick Up" sign in a visible place.

If a child is unexpectedly absent and the parent has not contacted the center within one hour of start time (10:00), KCI is required by Head Start performance Standards to try and make contact with the parent via phone call and text. This is help ensure the child's safety.

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)
- The child frequently arrives late (more than ten minutes after class starts) and/or leaves early (more than ten minutes before the end of class)

WHEN ATTENDANCE BECOMES A CONCERN

If your child's attendance falls below 75% for a month or they frequently arrive for school late (after 9:10 a.m.), leave early (10 minutes), and or stay late (more than 10 minutes) your family advocate and classroom staff 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.**

KIDS' CORPS, INC. ATTENDANCE PROCEDURES

BUILD THE HABIT OF GOOD ATTENDANCE EARLY



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

DID YOU KNOW?

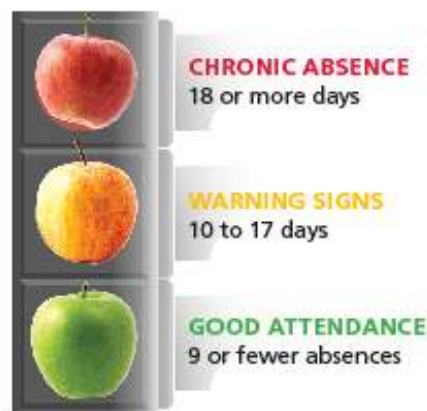
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.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

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

WHAT YOU CAN DO

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

When Do Absences Become a Problem?



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

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

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PARENT TRANSPORT PROCEDURE

Parent Transport Procedure

Due to a fire lane, parents are not permitted to park in front of East Center when dropping off or picking up their child.

BRINGING CHILDREN TO SCHOOL

Parents will drop off their child at the time class begins. Classes at Muldoon & Ridgeline Terrace start at 9:00 a.m. **Please see “Program Policies/Procedures for Families” on page 40 for current parent transport policies.**

PICKING UP CHILDREN FROM THE CENTER

Parents will pick up their child at the time class ends. Classes at Muldoon ends at 2:00 & Ridgeline Terrace ends at 3:30.

Please see “Program Policies/Procedures for Families” on page 40 for current parent transport policies.

Parents are required to follow drop-off and pick-up times. Failure to follow timelines could result in your child being withdrawn from the program.

CHILDREN WHO ARE NOT PICKED UP AFTER CLASS

If a child has not been picked up by the close of class, staff will attempt to reach the parents. If staff cannot reach the parents, staff will contact the individuals listed on the Emergency Contact Form. If the parents or contact person **cannot be reached within 30 minutes**, KCI staff will call the Anchorage Police Department (APD). APD will investigate and determine where to take the child. The Office of Children’s Services will also be contacted.

*** 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.**



UPDATED PROGRAM POLICIES & PROCEDURES FOR FAMILIES

Updated Program Policies & Procedures for Families

Due to the ongoing COVID-19 pandemic, 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:

- limits on visitors in the building
- Cloth face coverings worn by staff, children over 2 years of age, and anyone in direct contact with children.
- Daily health screenings for all children, staff, and anyone else permitted in the building
- More frequent handwashing for children and staff
- "Modified" family style meals
- 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

Drop-off:

1. Parents/guardians bring their child to the front door and either buzz-in or knock and staff will unlock the door and you will enter the building. You will be asked if you can pass the screening and must be wearing a face mask to be cleared to enter.
2. After entering, by the door there will be a mailbox station labeled with each child's name. In the box will be the child's masks and hand sanitizer. Take one mask from your child's box and assist him/her (if needed) to place the school's face mask on the child. Adult and child will use the hand sanitizer.
3. Walk your child to the classroom and knock on the door if appropriate. Staff will come to the classroom door and visually screen the child and give the parent the Daily Child Screening form. After completing the form the parent will enter into the classroom.
4. Parent/guardian will sign their child in on the Classroom Sign In/Out sheet. Parent's will then assist their child to put his/her belongings in the cubby.
5. If parent is staying to volunteer they must also sign-in on the Classroom Sign In/Out sheet.

Pick-up:

1. Parent/guardian come to the front door and either buzz in or knock and staff will let you in if you pass the screening and are wearing a mask. Parent will walk to the classroom to get child ready to leave, checking their cubby and mailbox for flyers and then sign the child out on the Sign In/Out sheet.
2. Please remove the dirty face mask from the child and place it in the soiled mask container located at the center front door.

UPDATED PROGRAM POLICIES & PROCEDURES FOR FAMILIES

Daily Child Health Screening Steps:

A KCI staff will conduct a daily child health screening. The screening will include a series of seven questions and each question must be asked every day. Health screening information will be kept in a secure location in the Center Directors office.

Below are the questions that will be asked daily:

1. Has your child had any fevers within the last 24 hours?
2. Have you given your child any medication to reduce a fever in the last 24 hours?
3. Does your child have a cough or trouble 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?

If yes to any question 1-6, does the child have a classroom health plan in place clearing them to attend with current symptoms?

If yes, do your child have any new or worsening symptoms?

7. Has your child been a close contact* with anyone who was diagnosed with COVID-19 in the past 14 days outside of a controlled work environment? If yes...

Has the department of health cleared the child/household to end isolation? **or**

Has it been more than 10 days since exposure? **or**

Has it been more than 7 days since the close contact and has the child received negative test results from a test taken within the past 48 hours?

If the answer to any of these questions is yes, your child will not be able to attend class. (see exclusion criteria policy below)

Exclusion Policy

If you answer yes to any of the following screening questions or child show any of the symptoms described below and they do not have a classroom health plan in place allowing attendance with the symptom(s) being exhibited or they have had close contact with someone diagnosed with COVID-19, 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?

UPDATED PROGRAM POLICIES & PROCEDURES FOR FAMILIES

6. Does your child have any muscle aches currently?
7. Has your child 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 and it has been at least 10 days since symptoms started or they have received negative COVID-19 test results.

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 10 days from exposure date or it been more than 7 days since the last exposure and has the child received negative test results from a test taken within the past 48 hours.

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:

24 hours with no fever (without the use of fever reducing medication)

and

Symptoms have improved

and

It's been at least 10 days since symptoms first appeared

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 9:30 am we will contact you to check up on your child.

KIDS' CORPS, INC. CONFIDENTIALITY PROCEDURE

Kids' Corps, Inc. Confidentiality Procedure

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

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

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

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

There are some exceptions when written consent is not required:

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



CHILD ABUSE & NEGLECT PROCEDURE

Child Abuse & Neglect Procedure

REPORTING SUSPECTED ABUSE

Kids' Corps Head Start 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. Any suspected abuse or neglect happening at a KCI facility will also be reported to MOA Child Care Licensing.

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

State law defines child abuse or neglect to include:

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

UNSUPERVISED CHILDREN

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

HELP IS AVAILABLE

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



UNSUPERVISED CHILD POLICY & PROCEDURE

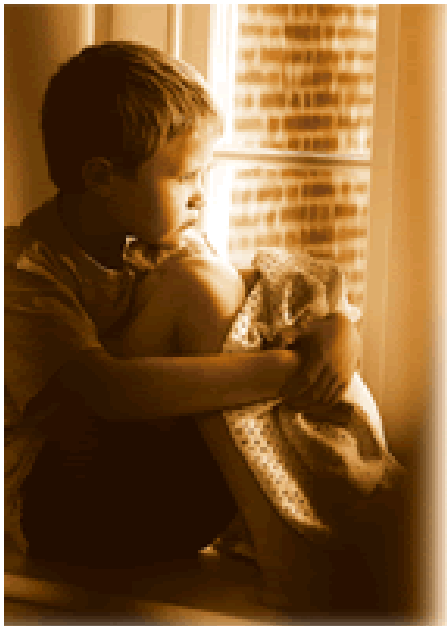
Unsupervised Child Policy & Procedure

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

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

PROCEDURE

1. If upon a KCI 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 coordinator immediately.



PARENTS' GUIDE TO LICENSED CHILD CARE

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/Services/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>



PARENTS' GUIDE TO LICENSED CHILD CARE

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Homes (Including children related and unrelated to caregivers)	Licensed Child Care Centers
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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



PARENTS' GUIDE TO LICENSED CHILD CARE

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 without materials that of suffocation



safe crib or playpen
would increase the risk