



Kids' Corps, Inc.

Early Head Start Parent Handbook

Center Based Option
Mt. View & East

2023-2024



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Welcome to Early Head Start

OUR MISSION STATEMENT

“We provide a Head Start to families with children who need it most.”

CORE VALUES

Family Empowerment, Inclusion, Belonging, School Readiness, Wellness.

- **Family Empowerment:**
 - We support and respect parents as decision makers.
- **Inclusion:**
 - We accept and value families whatever their economic, educational or social status.
- **Belonging:**
 - We ensure children, families and staff feel wanted and safe.
- **School Readiness:**
 - Children have a love of learning and the skills, knowledge, and attitudes necessary for success in school and for later learning.
- **Wellness:**
 - We focus on helping our families, children and staff achieve & maintain mental, physical and emotional health.

ENVISIONED FUTURE (2026):

Every KCI child who leaves the program has 100% of the skills, knowledge and attitudes needed for optimal learning and development. We achieve this by partnering with families to provide comprehensive, quality services that ensure children are safe, healthy, learning and engaged in positive relationships.

A MESSAGE FROM OUR EXECUTIVE DIRECTOR:

Dear Parents and Guardians:

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

Early Head Start is much more than “daycare;” it’s for parents and other important adults too! We are here to support you as a parent or guardian, as an individual with your own goals for your employment or education and as your child’s first and most important teacher. 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,
Katrina Ahlfield
Executive Director

Centers & Locations

MT. VIEW CENTER

EHS Center Based located at 3350 Commercial Drive, Suites #100 & #106 (primary-suite #100)
Phone: 907-222-1222 Fax: 907-222-1232

EAST CENTER

EHS Center Based room #4 located at 3710 East 20th Ave. #2, Anchorage, AK. 99508
Phone: 907-272-0133 Fax: 907-272-0312

EARLY HEAD START CENTER BASED OPTION FOR CHILDREN AGES 4 MONTHS THROUGH 3 YEARS:

- Hours of operation:
 - Monday - Friday, 7:30 a.m. to 5:30 p.m., year-round.
 - Mt. View Center Capacity:
 - 24 children.
 - East Classroom Capacity:
 - 8 children
 - Monthly Fees:
 - \$1,135 a month for children 4 through 12 months
 - \$1,148 a month for children 13 through 35 months
 - \$1,019 a month for children 36 months through 60 months.
 - Child Care Assistance authorizations required for full-day services – 7:30 a.m. to 5:30 p.m.
 - Children attending without a Child Care Assistance authorization attend 8:30 a.m. to 3:00 p.m.
- All children must enroll in a 5-day per week schedule unless special arrangements are made with the center director and program manager.
- No Head Start bus service.



Classroom & Support Staff

Teacher #1:

Teacher #2:

Assistant Teacher:

Assistant Teacher:

KCI SUPPORT STAFF

Direct Classroom Support at East Center – 907-272-0133

Center Director – East Room #4	Carly Tencza
Family Engagement Specialist – East	Pan Thao

Direct Classroom Support at Mt. View Center 907-222-1222

Center Director – Mt. View	Megan Lowber
Assistant Center Director – Mt. View	Jessica Brown
Family Advocate – Mt. View	Chase Lawe

Administrative Support Staff – 907-279-2021

Executive Director	Katrina Ahlfield
Human Resources Manager	Erin Barrows
Administrative Specialist	Jennifer McClure
Accountant	Bernadine Cruz
Bookkeeper	Joishua Lau

Program Support Staff - Offices located at East Center – 907-272-0133

Program Manager – Facilities, Licensing & Transportation	Katelyn Balogh
Program Manager – Family Services, Health & Home Visiting	Rachel Schafer
Program Manager – Coaching, Disabilities & Mental Health	Steffi Redhead
Enrollment Specialist	Miriam Vazquez-Mateo
Enrollment Assistant	Luz Villamarin
Administrative Assistant	Nina Saechao
Family Services Coordinator	Megan Severson
Health & Nutrition Coordinator	Ayla Haulbrook
Health Assistant	Nou Her
Disabilities & Mental Health Coordinator	Sheena Lizama
Child Development Assistant	Amanda Fieldhouse
Child Development Assistant	Alejandra Torres

Center Based Closure Schedule for 2023-2024

First Day of Classes—August 28, 2023 u Last Day of Classes—August 9, 2024

FULL DAY CLOSURES FOR 2023 - 2024

September 4, 2023	Labor Day Holiday - NO CLASSES
October 20, 2023	In-Service Day - NO CLASSES
October 26 & 27, 2023	Parent/Teacher Conferences - NO CLASSES
November 10, 2023	In-Service Day - NO CLASSES
November 23 & 24, 2023	Thanksgiving Holiday - NO CLASSES
December 8, 2023	In-Service Day - NO CLASSES
December 25, 2023 through January 5, 2024	Winter Break- NO CLASSES Classes Resume January 8, 2024
January 15, 2024	Martin Luther King's Birthday - NO CLASSES
January 26, 2024	In-Service Day - NO CLASSES
February 19, 2024	President's Day - NO CLASSES
February 22 & 23, 2024	Parent/Teacher Conference - NO CLASSES
March 8, 2024	In-Service - NO CLASSES
March 11 - 15, 2024	Spring Break - NO CLASSES
April 19, 2024	In-Service - NO CLASSES
May 24, 2024	In-Service - NO CLASSES
May 27, 2024	Memorial Day - NO CLASSES
June 14, 2024	In-Service Day - NO CLASSES
June 19, 2024	Juneteenth Day - NO CLASSES
July 4, 2024	Independence Day - NO CLASSES
August 9, 2024	Last Day of Class

Two-week pre-service break from 8/14/23 to 8/25/23 – full day class resumes on Monday, August 28.

Two-week pre-service break from 8/19/24 to 8/30/24 – full day classes resume on Monday, September 2.

Enrollment Information

FEDERAL INCOME GUIDELINES FOR ALASKA 2023

Family Size	Maximum Income
1	\$18,210
2	\$24,640
3	\$31,070
4	\$37,500
5	\$43,930
6	\$50,360
7	\$56,790
8	\$63,220

- Families with more than 8 members add \$6,430 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:

- Child's Birth Certificate
- Income Verification for Family

If eligible, the following health items are required:

- Current Physical Examination
- 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.**

Children without a Child Care Assistance authorization can only attend 8:30am to 3:00pm, Monday – Friday.

CHILD CARE TUITION

Age	Monthly Enrollment	Payments for monthly co-pay amounts must be exact amounts (check, cash or money order only). There is no change available at the centers. Co-pays are due on the 1 st of each month.
Infants (4 months – through 12 months)	\$1,135	
Toddlers (13 months – through 35 months)	\$1,148	
Preschool (36 through 60 months)	\$1,019	

General Information

EARLY HEAD START IS MORE THAN “CHILD CARE.” We provide a comprehensive child development program for children who are 4 month to 3 years old. To provide the quality, comprehensive services required by Head Start, staff participate in many hours of training each year. Please pay close attention to the closure dates listed on page 4 of this handbook.

Hours of Operation: 7:30 a.m. - 5:30 p.m. Monday through Friday for children attending full-day with a Child Care Assistance authorization.

Drop-off time is between 7:30 to 8:40 am. It is important that children arrive before 8:40 am to have a chance to settle in and enjoy breakfast and prepare for the day. Late arrivals can be very disruptive to the class. If your child will be arriving later than 8:40 am we ask that you notify your center director in advance so they can inform the classroom staff of when to expect your child to arrive.

Children without a Child Care Assistance authorization attend 8:30 a.m. to 3:00 p.m. Arriving after 8:40 is considered tardy and leaving before 2:50 is considered an early departure.

All children must enroll in a 5-day per week schedule unless special arrangements are made with the center director and program manager.

KCI Full Day classroom is 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. 8:30 a.m. to 3:00 p.m. is considered full-day services and children are expected to attend full-day.

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.

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 Program Manager will make arrangements for on-site

ENROLLMENT INFORMATION

supervision. KCI will use KCI employed substitutes to ensure ratio in a teacher or assistant teacher's absence. Community volunteers must be approved by the Program Manager and do not count in ratio. KCI does not use emergency caregivers.

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 program 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

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.

SAFETY

Violence or threats on KCI property will not be tolerated. Any parent, family member, volunteer, contractor, consultant or visitor who engages in violence or engages in making threats of violence or intent to harm another individual or themselves will be asked to leave the premises immediately until an investigation can be conducted.

Parents, family members, volunteers, contractors, consultants or visitors who engage in violence or treats of violence may be asked to stay off KCI premises and sponsored events indefinitely depending on the results of the investigation.

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.

SMOKING POLICY

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 and Mt. View Centers are 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.**

Education & Early Childhood Development

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 home visits at least two times a year (November/December & April/May)
- Parent/teacher conferences are held at least twice a year (October & February)

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, video games, hand-held devices, and computers will not be used in Early Head Start. Movie viewing will only be held with parent permission.

Curriculum & Education

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 pre-school. 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.

CREATIVE CURRICULUM INFANTS, TODDLERS & TWOS

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*

GOAL	ELEMENT
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

Daily Schedules

THE FOLLOWING ARE TYPICAL CLASS DAYS FOR INFANTS AND TODDLERS

	INFANT SCHEDULE*		TODDLER SCHEDULE
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 attending full-day must arrive before 8:30 a.m. and depart after 3:00 p.m. Children are considered tardy if they arrive after 8:40 a.m.. Leaving before 2:50 p.m. is considered an early departure.

Children without a Child Care Assistance authorization attend 8:30 a.m. to 3:00 p.m. They are considered tardy if they arrive after 8:40 a.m. Leaving before 2:50 p.m. is considered an early departure.

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
- Vision (for acuity and strabismus or "lazy eye")
- Hearing

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 ensure 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 and ability to express feelings appropriately
- Non-gender bias
- Positive self-esteem
- Social responsibility and social skills
- Positive coping skills

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 at least an hour in the child's home. Parent/teacher conferences are half an hour and are held at the center.

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
- 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 or 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 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. 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 must 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 MOA Child Care Licensing.

Child Health & Developmental Services

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 within the previous 12 months.
- 3) Medicines must have the following information attached to the container:
 - a) Child's name
 - b) Current date (date prescribed on)
 - c) Amount to be given
 - d) Route to be given
 - e) 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 prior approval from the Health and Nutrition Coordinator and will be approved on a case-by-case basis. 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.

PLANT SAFETY

Plants in the classroom will not be poisonous. If there is a reason to have a plant that is considered poisonous, a plant safety plan will be completed (and submitted to licensing) which will include information on the plant, the location and how staff will protect the children from it. This will be in compliance with licensing code CC93.

TOOTH BRUSHING IN THE CLASSROOM

Following each meal, staff will include an oral hygiene practice either: “swish and swallow” with water, tooth brushing with a small amount of fluoridated toothpaste (under 3 years old= size of a grain of rice), or tooth brushing with water only (if parent refuses fluoridated toothpaste).

CHILD ILLNESS/COMMUNICABLE DISEASES

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.

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 24 hours.

COVID-19 EXPOSURE RESPONSE & COMMUNICATION PLAN

If a parent/guardian notifies KCI that their child(ren) has tested positive for COVID-19 or a staff notifies KCI that they have tested positive for COVID-19:

1. The child/staff will not be allowed to return to program until it has been over 5 days since the onset of symptoms or the positive test was taken, there has been no fever for 24 hours and they are symptom free or their symptoms are improving.
2. KCI will contact all parents of children who were in class with the positive child/staff during the 48 hours before the they began showing symptoms (or were tested if asymptomatic) to notify them that their child may have been exposed to someone who tested positive for COVID-19. A notification letter that provides the last date of possible exposure will be provided by the Center Director when parents pick-up their children. **The child/staff's name and information must not be shared**

RETURNING AFTER A COVID-19 DIAGNOSIS

According to the CDC 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 using a fever reducer)

and

Symptoms have improved*

and

It's been at least 5 days since symptoms first appeared (if person was asymptomatic, it must be at least 5 days since the positive test was taken)

*For the purposes of returning to work or class onsite, symptoms have improved means **all** the following are true:

- The person no longer feels ill
- The person can keep up with their daily routine just as they did before they were ill
- Any remaining, lingering symptoms are mild and do not interfere with the person's daily living

According to CDC guidance, a person who has tested positive for COVID-19 and recovered does not need to quarantine or test again due to exposure for 90 days. People may be advised to quarantine and/or test if new symptoms develop.

ATTENDANCE EXPECTATIONS

Children should not attend school if they are experiencing **new** 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.

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 repeatedly on the same child, they 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.

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 sent 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

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.

As your infant grows and becomes more adept at eating, they 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. A Health Plan will need to be created to outline what foods need to be restricted; a medical statement filled out by the child's doctor may be required in certain situations.

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 them 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. Meals are served family style and children are encouraged to taste new foods. There are also nutrition activities (children “cook” something together) to help children learn about foods and nutrition.

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 Program Manager.**

Beginning at 6 months, classroom staff will work with you to establish a transition plan to help your child transition from the bottle to the cup, and in time, 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.

Per the Child and Adult Care Food Program (CACFP), KCI can start offering solid foods to infants at 6 months of age if they are developmentally ready.

American Academy of Pediatrics Developmental Readiness Guidelines

- Sits in chair with good head control
- Moves food from a spoon into throat
- Opens mouth for food
- Doubles in birth weight

If the child has not eaten solid foods yet, we will choose one fruit or vegetable to introduce each week and will offer that same fruit/vegetable at all meals (breakfast, lunch, snack). If they have tried some foods from the list, those foods will be rotated, while introducing one new food each week. Once all infant foods have been offered successfully, they can be varied throughout the day/week (i.e. peaches with breakfast, Carrots with lunch, and green beans for snack, etc.). Older infants may be offered table foods from the “big kid” (EHS) menu.

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 fat-free, 1%, or whole milk with each meal/snack. The food program allows one month after a child's first birthday to slowly transition from formula to cow's milk (or other approved milk substitution). If formula is served past 13 months of age, a doctor's note or medical statement 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.



USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: [https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)

[17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

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



Communication

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.

Kids' Corps is on Social Media! Follow us on Facebook and Instagram for pictures of classroom activities, agency updates, resources and more!

- Facebook Handle: <https://www.facebook.com/kcialaska>
- Instagram Handle: www.instagram.com/kidscorpsinc/
- KCI Web-Site: 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 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 sites:

Site for Mt. View:

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

Site for East:

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.

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 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 Partnerships

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.



EARLY 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.

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 program manager. Preference is given to families needing full day/full month care. KCI does not accept part-time contracts. **Self-Pay is not permitted.**

Age	Monthly Enrollment
Infants (4 through 12 months)	\$1,135
Toddlers (13 through 35 months)	\$1,148
Preschool (36 through 60 months)	\$1,019

CHILD CARE BILLING PROCEDURES FOR EARLY HEAD START

- Children cannot attend full-day (7:30 – 5:30) without a current authorization (we will accept a written approval for authorization from a caseworker).
- Renewed authorizations must be received by the fifth (5th) of the month or the child will be offered the child will only be allowed to attend from 8:30am to 3:00pm.

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

- Monthly invoice statements are delivered to the parent's box at the center.
- Co-Payment is due on the first of the month.
- Failure to pay or establish a payment plan by the fifth (5th) of the month will result in the child only being allowed to attend 8:30 to 3:00 until all fees are paid.
- KCI also reports the past due amount to Childcare Assistance. Child Care Assistance must be informed of unpaid balances within 30 days of the child's withdrawal from the program.
- Parents may wish to set up a payment plan. To do this, they should contact the center director. The payment plan must be written to assure elimination of the debt. The Program 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

Mt. View 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

Every day your child will be absent, it is your responsibility to call your child's teacher or center director by 9:30 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 9:30 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 8:30) 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 8:40) and/or leave early (before 3:00), 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 contacted 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

1. Parent/guardian (or authorized drop off person) will take the child to the diaper changing area and change them into a school diaper/pull-up and their indoor shoes. After changing the diaper you will assist your child to wash his/her hands following the handwashing procedure posted by the sink. If your child is potty training, you will have your child try to go potty and ensure their pull-up/underwear is dry. Then wash hands together.
2. Parent/guardian (or authorized drop off person) will sign the child in on the Classroom Sign In/Out sheet and complete the top portion on the child's Daily What I Did form. If you are staying to volunteer, you need to sign-in on the Classroom Sign In/Out sheet.

TO PICK-UP A CHILD

1. Parent/guardian (or authorized pick up person) will get the child ready to leave by changing the child out of their indoor shoes, checking their cubby and mail box for items/flyers and their Daily What I Did form and sign them out on the Sign In/Out sheet. The pick-up person may be required to show picture identification if it is their first time picking up the child or if the staff releasing the children are not familiar with the pickup person. All individuals listed on the emergency form should bring a picture identification with them each time they come to pick up the child.

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 FOR**

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.

Child Abuse and Neglect Procedure

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.

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.

Unsupervised Child 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 employees 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 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 907-786-8900 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.

Pedestrian Safety for Parents of Infants & Toddlers

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 are automatically eligible to 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.

PARENT INVOLVEMENT

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

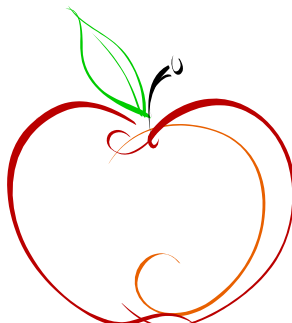


Advisory Committee Descriptions

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, on-going assessments and outcomes. The committee makes recommendations to strengthen the educational services.



Health & Nutrition Advisory Committee

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



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

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.
- 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.



Video Cameras in KCI Centers

Kids' Corps, Inc. (KCI) has installed video cameras at all our locations outside of Anchorage School District sites. The purpose is to promote the safety and security of our children, staff, and facilities. This policy establishes guidelines regarding the appropriate use of video cameras and the proper notification of staff parents and the public.

Per the Head Start Performance Standards, a program must establish, train staff on, implement and enforce a system of health and safety practices that ensure children are safe at all times. The use of video cameras will assist KCI in keeping children, staff, and visitors safe within the center, safeguarding them from outside intruders and protecting them from hazards to the fullest extent possible.



KCI must comply with all State and Federal laws applicable to the use of onsite video cameras. Cameras will be located in public areas where children may be present, including classrooms, common rooms, hallways, and playgrounds. Bathrooms, changing areas, and private offices and staff work areas where children should not be present will remain private. KCI will ensure signage is placed at center entrances informing entrants of video recording on-premises.

Video surveillance is intended for business purposes only. These purposes are to investigate allegations of injurious, illegal, improper, or unsafe conduct that threaten the health and safety of anyone present at a KCI workplace; to prevent workplace violence; to assist with the investigation as needed of workplace injuries. Video surveillance is never to be used as a substitute for active, direct supervision of children, nor is it intended to be used for coaching, training, or staff performance improvement. Child to staff ratios and competent supervision must be maintained at all times.

Video cameras will be recording at all times and must not be covered or obscured. Video will be saved for at least 30 days. In the case of an incident brought to KCI's attention before the 30 day period has expired, video captured by the cameras will be filed with an incident report and saved consistent with KCI's record retention policy. Only designated KCI and authorized representatives, determined by managers on a case by case basis, will have access to recorded video. Video recordings are considered confidential and will not be shared with unauthorized employees, volunteers, or parents/guardians. Inspectors and other representatives of the Office of Children Services (OCS), the Office of Head Start (OHS), or any other applicable agencies may be provided with access to the video footage and may have viewing privileges in the event KCI determines that access for such representatives is lawful, consistent with this policy, and appropriate and proper under the circumstances.

The cameras and equipment are for agency use only. Parents of children, staff and volunteers will be notified when surveillance cameras are in use. Parents will be notified via a printed statement regarding the policy. A statement will also be included in the Parent Handbook. Staff, volunteers, and consultants will be notified that video cameras are in use at our centers at the time of hire or engagement. There will also be postings at Center entrances indicating that video cameras are in use.

Parents' Guide to Licensed Child Care

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:

<p>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</p>

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

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Homes (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.

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.

Parents and Visitors Code of Conduct

Kids' Corps, Inc. is committed to ensuring the safety of children, parents, visitors, and staff in all our facilities. In order to maintain an open, orderly, respectful and secure environment it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct described below.

PARENTS/VISITORS ARE EXPECTED TO

- Behave in a respectful and orderly manner on KCI premises or when attending a KCI sponsored event.
- Speak to others kindly and with respect.
- Respect and honor the rights of other parents, children, and staff to a safe and inclusive environment.
- Address concerns in an appropriate manner, with the appropriate people.
- Recognize that the education and safety of children is a joint responsibility of the parents and the Head Start/Early Head Start school community.

SCHOOL AND CLASSROOM GUIDING PRINCIPLES

- Know, and help their children understand, the school and classroom guiding principles:
 - We take care of ourselves.
 - We take care of others.
 - We take care of our things.
- Keep our classrooms, hallways and playgrounds focused on children, by minimizing cell phone use while at Head Start/Early Head Start Centers.
- Convey to children a supportive attitude toward education and the Head Start/Early Head Start school.

NO PERSON SHALL

- Build good relationships with school staff, other parents and their children's friends.
- Intentionally injure any other person or threaten to do so.
- Disrupt classes, school programs or other school activities.
- Intimidate, harass or discriminate against any person on the basis of race, religion, color, national origin, age, gender, sexual orientation, or disability.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Use tobacco products in sight of, Head Start/Early Head Start children.

SAFETY

The safety of the children and staff at the school is the first priority. In the interests of child, parent, visitor, and staff safety, individuals may be asked to leave the premises immediately if they appear disruptive or threatening while on KCI premises or at a KCI sponsored activity. Law enforcement may be called if necessary.

PROGRAM MANAGER MITIGATION STEPS

Once it is safe to do so, a Program Manager will speak with the parent/visitor to discuss the specific behavioral issues and request the parent/visitors input on resolving the safety issue.

If this fails to result in changed behavior, the Program Manager will consult with the Executive Director. The Program Manager may also meet with the Center Director and Family Services Coordinator to discuss a plan of action that:

1. Describes the specific unsafe, rude, or threatening behavior of the parent/visitor.
2. Outlines staff's commitment to work together to solve this problem in a supportive fashion.

BEHAVIORAL ACTION PLAN AGREEMENT

The Program Manager will then set up a written behavioral agreement with the parent/visitor which specifically defines the following:

1. Appropriate and inappropriate behaviors.
2. Consequences for any violation of appropriate behavior including being asked to leave the Premises and calling the police.
3. Will be signed by the parent and staff as appropriate.
4. Will be shared with supervisors, managers, etc.

NON-COMPLIANT

If the parent/visitor violates this agreement the Program Manager will proceed with next steps which may include exclusion from Head Start premises and KCI sponsored activities.



