



KCI PARENT HANDBOOK

2023-2024

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



TABLE OF CONTENTS

Contents

Welcome to Head Start _____	1
Centers & Locations _____	2
Center Staff _____	3
Part-Day Head Start 2023 – 2024 Schedule _____	4
General Information _____	6
Parent Involvement _____	8
Policy Council Roles and Responsibilities _____	9
Parent Committee Meeting _____	10
Family Services _____	12
Child Health & Developmental Services _____	13
Nutrition _____	17
Education & Early Childhood Development _____	19
Curriculum & Education _____	22
“Just Playing” _____	24
Dual Language Learners _____	25
Typical Class Schedule _____	26
Home Visits & Conferences _____	28
Guidance & Discipline _____	29
Suspension and Expulsion Policy _____	30
Communication _____	31
Transportation _____	32
Head Start Parent Partnerships _____	35
Attendance Procedures _____	36
Parent Transport Procedure _____	38
Video Cameras in KCI Centers _____	39
Kids' Corps, Inc. Confidentiality Procedure _____	40
Child Abuse & Neglect Procedure _____	41
Unsupervised Child Policy & Procedure _____	42
Parents' Guide to Licensed Child Care _____	43
Parents and Visitors Code of Conduct _____	46

WELCOME TO HEAD START

Welcome to 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

Centers & Locations

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

RIDGELINE TERRACE CENTER

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

Center Director: Faith Mundorf

Program Options: Full day program for children who are 3 or 4 years old as of September 1, 2023.

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

Center Capacity: 18 children

No bus service / No fees.

MULDOON CENTER

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

Center Director: Toni-Marie Hollister-Lagai

Program Options: Part day program for children 3 or 4 years old as of September 1, 2023.

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

Center Capacity: 34 children / **No fees**

Bus service is provided door to door in neighborhoods where the most eligible children live.

EAST CENTER

3710 East 20th Ave., Suite 2, Anchorage, AK 99508 • Phone # 272-0133 / Fax # 272-0312

Center Director: Alexis Costello

Program Options: Part day program for children 3 or 4 years old as of September 1, 2023.

Hours of operation: Monday – Friday, 9:00 a.m. to 2:00 p.m., August – July (Classroom's 1 & 2) /

Monday – Friday 8:30 to 12:30 August – May (Classroom #3).

No fees.

Bus service provided for classrooms 1 & 2.

Center Capacity: 17 children per classroom.

BAXTER CENTER

2991 Baxter Road, Anchorage, AK 99504 Phone # 742-1750 / Fax 742-1777

Center Director: Emily Cunningham

Program Option: Part-Day program for children who are 3 or 4 years old as of September 1, 2023.

Hours of Operation: Monday – Friday, 9:30 a.m. to 1:30 p.m., August – May.

Classroom Capacity: 17 children. **No fees / No bus service.**

ASD

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

CENTER STAFF

Center Staff

Teacher:

Assistant Teacher:

Family Advocate:

Center Director:

KCI SUPPORT STAFF

Located at 101 Davis Street

279-2021

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

Located at East Center

3710 E. 20th, Suite '2'

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
Family Services Coordinator	Megan Severson
Disabilities & Mental Health Coordinator	Sheena Lizama
Child Development Assistant	Amanda Fieldhouse
Child Development Assistant	Alejandra Torres
Health & Nutrition Coordinator	Ayla Haulbrook
Health Assistant	Nou Her
Head Start Coach	Joey Zhang
EHS Coach	Serena Murdock
Enrollment Specialist	Miriam Vazquez-Mateo
Enrollment Assistant	Luz Villamarin
Administrative Assistant	Nina Saechao
East Center Director – Classrooms 1 & 2	Alexis Costello
East Center Director – Classrooms 4 & 5	Carly Tencza
East (#3) and Baxter Center Director	Emily Cunningham

PART-DAY HEAD START 2023 – 2024 SCHEDULE

Part-Day Head Start 2023 – 2024 Schedule

Program Year 2023-2024: East, Muldoon, Baxter & Ridgeline Terrace

- Attendance for all Classes Monday – Friday
- First Day of Classes for all Part-Day — August 28, 2023
- Last Day of Classes for East 3, Baxter & Ridgeline Terrace — May 23, 2024
- Last Day of Classes for Muldoon & East 1 & 2: July 25, 2024

CLASS HOURS: Ridgeline Terrace is 6.5 hours 9:00am – 3:30pm

CLASS HOURS: East Duration Rooms 1 & 2 and Muldoon Duration are 5 hours - 9:00am to 2:00pm

CLASS HOURS: East Room 3 and Baxter are 4 hours - 9:30am to 1:30pm

HOME VISITS: Two (2) Education Home Visits (November/December & April/May)

CONFERENCES: Two (2) Parent/Teacher Conferences at the center (October & February)

CLOSURES FOR 2023 – 2024

September 4, 2023	Labor Day Holiday – NO CLASSES
October 20, 2023	In-Service – NO CLASSES
October 26 & 27, 2023	Parent/Teacher Conferences – NO CLASSES
November 10, 2023	In-Service – NO CLASSES
November 23 & 24, 2023	Thanksgiving Holiday – NO CLASSES
December 22, 2023	In-Service – NO CLASSES
December 25, 2023 through January 5, 2024	Winter Break: NO CLASSES CLASSES RESUME JANUARY 8
January 15, 2024	Martin Luther King’s Birthday – NO CLASSES
February 19, 2024	President’s Day – NO CLASSES
February 22 & 23, 2024	Parent/Teacher Conferences – 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 23, 2024	Last Day of Classes - Ridgeline Terrace/East Room 3
May 24, 2024	In-Service – NO CLASSES
May 27, 2024	Memorial Day Holiday-NO CLASSES
June 19, 2024	Juneteenth Holiday Observance – NO CLASSES
July 4, 2024	Independence Day- NO CLASSES
July 25, 2024	Last Day of Classes – East 1 & 2 and Muldoon

****Ridgeline Terrace is closed on the following days for In-Service: ****

Friday September 22, 2023	Friday December 8, 2023
Friday January 26, 2024	

PART-DAY HEAD START 2023 – 2024 SCHEDULE

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:

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

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

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

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

GENERAL INFORMATION

General Information

OPEN DOOR POLICY

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

INSURANCE

KCI Head Start carries liability insurance from Markel Insurance Corporation which meets the requirements of the Municipality of Anchorage Code 16.55.4.10.C.

POLICIES AND/OR PROCEDURES

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

SUMMARY OF THE PLAN FOR SUPERVISION

KCI Head Start classrooms always maintain a minimum staff/child ratio of at least one staff for every 10 children. A Center Director at all sites supervises classroom staff. In the Center Director's absence, a Child Care Associate provides on-site supervision (usually a teacher). In the absence of the Center Director and a Child Care Associate, the Program Manager will arrange for on-site supervision.

IF A CONCERN ARISES

Parents are encouraged to discuss concerns with their child's teacher or family advocate. If additional discussion is needed contact the Center Director, the Family Services Coordinator or 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
PO Box 196650
Anchorage, AK 99524-0249
(907) 343 - 4758**

GENERAL INFORMATION

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 Center is a completely smoke-free property. Smoking is prohibited within 50 feet of the entrance of any KCI center. **KCI personnel may not smoke while responsible for the care of children and they may not expose children to second-hand smoke.**

PARENT INVOLVEMENT

Parent Involvement

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

You can...

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

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

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

EMPLOYMENT OPPORTUNITIES FOR PARENTS

Parents are encouraged to apply for substitute and regular employment positions. Parents who apply are required to submit the same documentation as a regular employee. Substitutes for classroom positions are required to meet Municipality of Anchorage Child Care Licensing Code. Parents who serve on the Policy Council cannot work at Kids' Corps as a substitute or permanent employee and maintain their representation on the Policy Council. Parents hired as employees of KCI cannot work directly with their child. Contact your Center Director or the Program Manager for more information

POLICY COUNCIL ROLES AND RESPONSIBILITIES

Policy Council Roles and Responsibilities

PARENTS ON THE POLICY COUNCIL HELP STAFF DEVELOP

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

POLICY COUNCILS HAVE OPERATING RESPONSIBILITY FOR

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

POLICY COUNCILS ALSO

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

Policy Councils Interact With.....

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



Parents on the Policy Council have FUN!!!

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

[Join Us Anytime](#)

PARENT COMMITTEE MEETINGS

Parent Committee Meeting

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

At the parent committee, parents are encouraged to:

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

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

**Your ideas, energy, and passion to see your child succeed is greatly valued –
get involved and make the most of your family's KCI experience!**

Plan to join us each month!

Please contact your center director or family advocate for further information

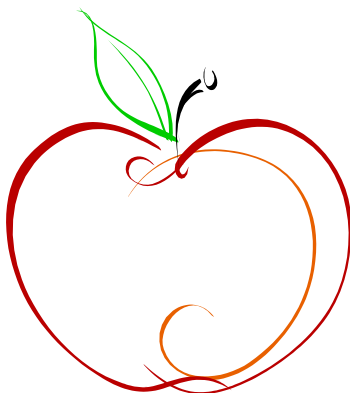
PARENT COMMITTEE MEETINGS

Advisory Committee Descriptions

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

Education Advisory Committee

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



Family Services Advisory Committee

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



Health & Nutrition Advisory Committee

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



**Please contact your
Center Director or Family
Advocate for further
information.**

FAMILY SERVICES

Family Services

KCI Head Start seeks to support families as they work together to achieve their family's goals. Family advocates meet with parents virtually several times a year to assist them to:

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

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

CHILD ABUSE AND NEGLECT REPORTING

Children's safety always comes first. Alaska State law and the Municipality of Anchorage Code require Head Start staff and all licensed child care providers to report suspected or known cases of child abuse and neglect. **Staff must report no matter where the suspected incidents occur.** All incidents of suspected or known child abuse or neglect will be reported to the Office of Children's Services (269-4000) within 24 hours. Any suspected abuse or neglect by a parent at a KCI facility or event will also be reported to MOA Child Care Licensing.

CHILD HEALTH & DEVELOPMENTAL SERVICES

Child Health & Developmental Services

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

The health education program offers parents information about:

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

Head Start and/or Municipality of Anchorage regulations require the following:

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

MEDICATION POLICY

Prescription medication may be given to a child at a Head Start center. ALL MEDICATIONS MUST BE DELIVERED TO KCI STAFF BY THE PARENT/GUARDIAN. No medication can be sent to the center on the bus. Any child receiving medications must have a classroom health plan signed by the parent prior to the child starting. All medications given to children at the school must meet the following criteria:

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

***KCI management, per our discretion, can determine if a staff is qualified to administer medication. If not, then KCI will not administer a medication ***

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

OVER THE COUNTER MEDICATION

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

CHILD HEALTH & DEVELOPMENTAL SERVICES

TOPICAL MEDICATION POLICY

KCI staff does not administer topical medications without 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.

CHILD ILLNESS/COMMUNICABLE DISEASES

Children exhibiting any signs of illness will not be permitted to attend. KCI asks for your cooperation to help ensure that children have a happy and healthy school experience. It is important to make sure that children are feeling well when leaving for school in the morning.

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

DUE TO THE REQUIRED CHILD/ADULT RATIO, KCI IS UNABLE TO ACCOMMODATE REQUESTS TO KEEP CHILDREN INDOORS DURING OUTSIDE PLAYTIME.

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

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

- a) Quickly spreading rash, or rash associated with fever
- b) Earache with fever or behavior changes
- c) Lethargic, lack of responsiveness and unusual behavior for child such as not playing or eating
- d) Difficult or noisy breathing, deep hacking cough or severe congestion
- e) Fever over 100.3° or behavior changes or other symptoms
- f) Diarrhea (two times the child's normal frequency of bowel movements in 24 hours)
- g) Vomiting 2 times or more in 24 hours
- h) Abdominal pain that continues for 2 hours or when associated with fever or other symptoms
- i) Mouth sores with drooling the child can't control
- j) Skin sores that are weeping fluid and are on exposed surface that can't be covered
- k) Swollen joint or lymph nodes with fever or behavior changes
- l) Blood in urine or stool
- m) Symptoms that indicate the following diseases, until treatment administered: Strep throat, scabies, chickenpox, Rubella, Pertussis, Mumps, Measles, Hepatitis A, pinkeye with fever, live lice (to be sent home at end of the day)

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

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

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

CHILD HEALTH & DEVELOPMENTAL SERVICES

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

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

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

CHILD HEALTH & DEVELOPMENTAL SERVICES

HEAD LICE POLICY

- Upon detection of head lice (nits or live lice), parents will be contacted and the child will be sent home at the end of the school day for treatment.
- Families will be provided with information on treatment and household lice management.
- KCI can provide lice treatment products to families when necessary.
- The classrooms will be thoroughly cleaned and disinfected.
- A health alert will be posted in the classroom informing families that a case of head lice has been identified in the classroom.
- The health alert will include information on symptoms and treatment.
- KCI has a “**no live lice**” policy. The “**no live lice**” policy requires that center staff screen children to determine that **no live lice** remain on the child before they are permitted to return to class.
- If live lice were detected on a child, they will be checked the following school day before returning to class. If live lice are identified during this screening, the child will be sent home for further treatment.
- Children will be screened again in five to seven days after returning to class to ensure treatment was successful. If nits or live lice are found children will be sent to a healthcare provider for treatment.

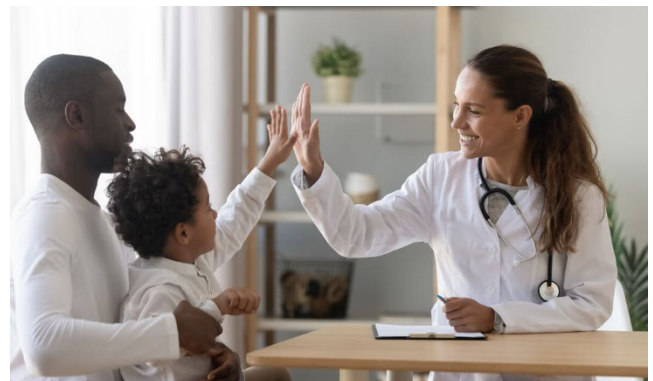
MINOR INJURIES

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

EMERGENCY TREATMENT

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

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



NUTRITION

Nutrition

Head Start serves a morning breakfast and lunch in all centers based on the hours a child attends class. For example, a child attending a morning class would receive a morning breakfast and lunch. Meals are served family style and children are encouraged to taste new foods. There are also nutrition activities (children “cook” something together) to help children learn about foods and nutrition. KCI also encourages parent and guardians to bring only healthy food choices to any school function.

A licensed caterer and KCI provide all meals served at KCI. **No other foods may be brought into the classroom or bus by staff or parents unless special arrangements have been made and cleared with the Health & Nutrition Coordinator.**

BIRTHDAYS AND HOLIDAY / FAMILY TRADITIONS

To be respectful of all families, KCI Head Start staff emphasize activities that encourage the acceptance of diversity, respect for others, self-concept, and cultural identity. Birthdays, holidays, and other family celebrations may take place in the KCI Head Start classroom. The procedure is as follows:

- KCI will allow neutrally appropriate Christmas decorations in classrooms with full parent approval. Staff can decorate their office space with Christmas decorations. KCI dress code does not prohibit staff from wearing holiday themed clothing. Hallways will not display holiday decorations.
- KCI does not share Valentine’s Day cards. With full parent approval, parents can come into the classroom and share “friendship” cards with all other children. This must be pre-arranged with the teacher. KCI does not celebrate Halloween.
- Birthday celebrations must be pre-arranged with the teacher. **Birthday cakes, cupcakes, candy, cookies etc. are not permitted.** Foods that are representative of a family’s cultural traditions may be prepared by the parents and shared in the classroom. A full list of ingredients of any food must be given in advance.



NUTRITION

SAMPLE MENU

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

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, 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-0508-0002-508-11-28-17Fax2Mail.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:

- mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax:**
(833) 256-1665 or (202) 690-7442; or
- email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

EDUCATION & EARLY CHILDHOOD DEVELOPMENT

Education & Early Childhood Development

DEVELOPMENTAL SCREENINGS

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

Screenings are conducted within 45 days of the child's entry in the program. Trained staff use a standardized screening tool called the ASQ 3 (Ages and Stages Questionnaire 3) for the developmental screenings and the DECA-P2 (Devereux Early Childhood Assessment) for social / emotional screenings.

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

AREAS EVALUATED ARE:

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

DISABILITIES SERVICES

Children with diagnosed disabilities have been enrolled in Head Start since the program began in the mid-1960s. Children diagnosed with a disability and their families receive a full range of Head Start services. Head Start staff members work closely with ASD and community agencies to identify and provide services to meet the needs of the children enrolled. Parental consent is required for any disability services.

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

HEAD START CHILD OUTCOMES

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

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

- Parents receive a weekly "What I Learned This Week" report
- Parents and teachers meet for home visits two times a year (November/December & April/May)
- Parent/teacher conferences are held twice a year (October & February)

EDUCATION & EARLY CHILDHOOD DEVELOPMENT



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

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

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

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

The framework is designed to:

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

EDUCATION & EARLY CHILDHOOD DEVELOPMENT

HEAD START EARLY LEARNING OUTCOMES FRAMEWORK

DOMAIN

DOMAIN ELEMENT

Approaches to Learning

Emotional & Behavioral Self-Regulation
Cognitive Self-Regulation (Executive Functioning)
Initiative and Curiosity
Creativity

Social and Emotional Development

Relationships with Adults
Relationships with Other Children
Emotional Functioning
Sense of Identity and Belonging

Language

Attending and Understanding
Communicating and Speaking
Vocabulary

Literacy

Phonological Awareness
Print and Alphabet Knowledge
Comprehension and Text Structure
Writing

Mathematics

Counting and Cardinality
Operations and Algebraic Thinking
Measurement
Geometry and Spatial Sense

Scientific Reasoning

Scientific Inquiry
Reasoning and Problem Solving

Physical Health and Development

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

CURRICULUM & EDUCATION

Curriculum & Education

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

THE CREATIVE CURRICULUM

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

CONSCIOUS DISCIPLINE CURRICULUM

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

Conscious Discipline says that providing safety, connection and helping children problem solve will give them the skills for life long success.

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

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

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

- Cavity Free Kids
- Play Safe, Be Safe
- Promotes Dental Health
- Teaches Fire Safety

LEARNING AREAS

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

CURRICULUM & EDUCATION

LITERACY

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

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

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



“Just Playing”

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

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

Who knows, I may be an architect someday.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

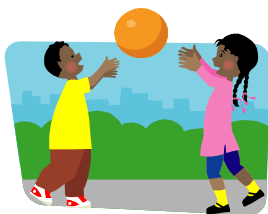
When you ask me what I’ve done at school today, and I say, “I Just Played,”

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

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

I’m preparing for tomorrow.

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



DUAL LANGUAGE LEARNERS

Dual Language Learners



KCI Policy Statement

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

Helping Your Child Learn Two Languages

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

Speak your language with your child every day!

BENEFITS OF DUAL LANGUAGE LEARNING

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

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

Online Resources for Parents

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

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

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

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

3710 East 20th Avenue, Suite 2

Phone: (907) 272-0133



TYPICAL CLASS SCHEDULE

Typical Class Schedule

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

Class Schedule – 6.5 Hours	Class Schedule – 4 Hours
<ul style="list-style-type: none">➤ Children Arrive/Greetings / Circle Time➤ Breakfast➤ Activity Centers Open➤ Outside Play➤ Indoor Child/Teacher Directed Activities➤ Lunch➤ Rest Hour➤ Outside Play➤ Indoor Child/Teacher Directed Activities➤ Afternoon Snack➤ Departure	<ul style="list-style-type: none">➤ Children Arrive/Greetings / Circle Time➤ Breakfast➤ Activity Centers Open➤ Outside Play➤ Indoor Child/Teacher Directed Activities➤ Lunch➤ Departure

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

KINDERGARTEN TRANSITIONING

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

ANIMALS IN THE CLASSROOM

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

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.

TELEVISION AND COMPUTER USE POLICIES

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

TYPICAL CLASS SCHEDULE

OUTDOOR PLAY – COLD WEATHER

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

CENTER DIRECTORS MAY CANCEL OUTDOOR PLAY DUE TO

- Weather conditions such as ice or quality of air
- Weather alert or advisory by local authorities
- Low temperatures of 0 degrees Fahrenheit with wind chill factored in.

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

APPROPRIATE WINTER OUTDOOR CLOTHING INCLUDES

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

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

PERSONAL BELONGINGS

KCI Head Start is not responsible for lost or damaged items brought to school. Therefore, please do not allow your child to bring toys or other personal items from home. KCI does not facilitate "show & tell" activities as research shows it is not culturally appropriate.

HOME VISITS & CONFERENCES

Home Visits & Conferences

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

Parent/teacher conferences are half an hour held at the center (October & February).

HOME VISITS ARE OPPORTUNITIES FOR

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

GUIDANCE & DISCIPLINE

Guidance & Discipline

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

KCI FOLLOWS THESE PRINCIPLES IN DEALING WITH GUIDANCE AND DISCIPLINE

- Noticing without judgement.
- Empathy
- Redirection of inappropriate behaviors
- Ignore certain behaviors
- Logical or natural consequences
- Consistency and follow through
- Safe places within the classroom for children to relax

All children need to feel safe and to be safe at all times. If a child's behavior is creating a potential hazard to himself, other children or staff, staff may gently but firmly restrain the child only long enough to remove him or her from danger. Parents are notified of the situation and may be required to pick up their child. If a parent is called to remove their child from a center a support plan may be needed before the child can return. MOA Child Care Licensing will be notified if a child is removed from any classroom for more than ten minutes.

A meeting will be held with the parent and center staff to develop a strategy to work with the child in class and at home. If the unsafe situation continues, it may be determined that KCI is no longer the appropriate setting for the child and he/she will be referred to an appropriate agency for services. MOA Child Care Licensing will be notified if any child is withdrawn from the program due to inappropriate or injurious behaviors.

CLASS OBSERVATIONS

If parents or staff becomes concerned about a behavior or behavioral changes in a child, an individual observation by a Mental Health Consultant may be done. Individual observations are only done with the advance written approval of parent or guardian. The individual observation gives parents and staff recommendations for positive learning. General classroom observations occur two to three times a year. They are conducted to assist staff in promoting the development and learning of the children. Focus areas of the observations are:

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

SUSPENSION & EXPULSION POLICY

Suspension and Expulsion Policy

SUSPENSION

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

Before KCI determines whether a temporary suspension is necessary, KCI will: Engage with our mental health consultant, Collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.

If a temporary suspension is deemed necessary by the disabilities & mental health coordinator (in consultation with the mental health consultant), KCI must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

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

EXPULSION

KCI will not expel or withdraw a child from Head Start because of a child's behavior.

When a child exhibits persistent and serious challenging behaviors, KCI will explore all possible steps and document all steps taken to address such problems and facilitate the child's safe participation in the program. Such steps must include:

Engaging a mental health consultant.

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

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

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

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

COMMUNICATION

Communication

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



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 school be closed. **If Anchorage School District classes are canceled, KCI schools may be closed as well.** Weather closure announcements are carried on local radio and television stations.

EMERGENCY EVACUATION SITES

All KCI centers have agreements with close by businesses or organizations to use their facility in case the children and staff need to evacuate their KCI site. Following are the locations for each center's emergency evacuation site:

East Center Evacuation Site:

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

Ridgeline Terrace Evacuation Site:

Special Olympics of Alaska
Phone: 250-9535
3200 Mt. View Dr.
Anchorage, AK. 99501

Muldoon Center Evacuation Site:

Phone: 337-5714
Arby's Restaurant
1135 Muldoon Rd.
Anchorage, AK. 99504

Baxter Evacuation Site:

Mountain City Church
Phone: 333-6535
6401 E. Northern Lights
Anchorage, AK 99504

TRANSPORTATION

Transportation

PARENT TRANSPORTATION

Many families transport their children to Head Start. Parents transporting their children need to sign them in upon arrival to the classroom with the child's name, time, and the parent's signature. The same procedure is followed for signing out at the end of each class. Parents are expected to ensure their children arrive on time for the start of class. If a parent arrives early, they must stay with their child until class starts.

Staff are not available to care for children until 10 minutes before the class start time.

HEAD START BUS TRANSPORTATION

KCI provides door-to-door service to the neighborhoods where the most eligible children live. First Student provides drivers for the buses. The Head Start bus picks up and returns children to their home or childcare. If the drop off address is different from the pickup address, both locations must be on the same bus route. **Have children ready for the bus. The bus will not wait. Parents or caregivers must walk with the child to and from the bus, be 16 years of age or older and listed on the Emergency Information Form.** Weather and driving times may affect the schedule.

A child may lose their bus privileges if they exhibit injurious behaviors to themselves, other children, or staff. They may also lose their bus privileges due to excessive absences, or excessive times the child is brought back to the center.

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

LEARNING AREAS INCLUDE

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

FAMILY PETS

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

CHANGE OF PICK UP AND/OR DROP OFF LOCATION

If moving or changing childcare providers, notify your family advocate, center director or teacher. To accommodate changes, KCI may need to transfer the child to another class and/or bus route. If the new address is outside KCI's bus transportation area, bus service will not be available.

TRANSPORTATION

A Message for Parents of Preschool Children

HERE ARE SOME FACTS YOU SHOULD KNOW

- Preschool children are quick and often unaware of danger.
- Each year, many children are injured or killed when they suddenly dart into the path of a car.
- Most preschoolers are injured near their home or on their own street.
- Most crashes involving preschool children happen between 3 p.m. and 6 p.m.
- Most crashes involving preschoolers occur in fair and warm weather.
- Twice as many preschool boys are injured than preschool girls.

This is how you can prevent these tragedies:

SUPERVISE PRESCHOOLERS AT ALL TIMES

Preschoolers should not be allowed to cross the street alone. Teach them who can help them cross the street safely.

TEACH BY EXPLAINING

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

TEACH BY EXAMPLE

When you cross a street with your child, always:

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

ENCOURAGE YOUR CHILD

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

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

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

THE BUS MAY ARRIVE AT A PICK-UP ADDRESS AT VARYING TIMES

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

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

TRANSPORTATION

KCI WILL NOT SEND A BUS ATTENDANT TO ALERT YOU OF ARRIVAL

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

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

DROP OFF PROCEDURE

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

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

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

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

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

Loss of transportation privileges may result if children repeatedly miss the bus without notice or are repeatedly brought back to the center. Family advocates will work with you to try to resolve bus attendance problems. Furthermore I understand that KCI has a contract with First Student, who provides the commercially licensed drivers for all KCI buses. I understand that although these drivers are not employees of KCI, they are subject to the same background checks, fingerprinting, and driving record checks required of all KCI staff. I give permission for my child to ride the KCI Head Start bus operated by First Student drivers.

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

FIELD TRIPS

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

Some field trips require transportation. Children and staff ride Head Start buses driven by First Student personnel who have Commercial Driver’s Licenses. Children and adults are required to use seat belts and/or car seats as required by Alaska State Law (AS 28.05.095).

Parents/guardians must give a minimum 3-day notice if they wish to ride the Head Start bus (based on availability) for a field trip; siblings are not allowed to ride the Head Start bus. Parents who participate are responsible for their children during field trips.

HEAD START PARENT PARTNERSHIPS

Head Start Parent Partnerships

HEAD START PARENT RIGHTS

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

HEAD START PARENT RESPONSIBILITIES

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

KCI ATTENDANCE PROCEDURES

Attendance Procedures

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

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

IF YOUR CHILD IS ABSENT

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

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

ATTENDANCE BECOMES A CONCERN WHEN

- There are absences without family contact
- There are frequent absences during an extended period of time
- There is an absence pattern (for example, if a child misses every Monday)
- The child frequently arrives late (more than ten minutes after class starts) and/or leaves early (more than ten minutes before the end of class)

WHEN ATTENDANCE BECOMES A CONCERN

If your child's attendance falls below 75% for a month or they frequently arrive for school late (after 9:10 a.m. or 8:40 for East #3), leave early (10 minutes), and or stay late (more than 10 minutes) your family advocate and classroom staff will meet with you to create a plan to reestablish regular attendance. This process may require the completion of an attendance success plan. Once the plan is established, attendance will be closely monitored and reviewed with you regularly. **Continued poor attendance will result in the child's withdrawal from the program.**

PREARRANGED ABSENCE POLICY

Head Start families may prearrange absences for up to two (2) weeks during the program year. Longer periods of absence may be authorized on a case by case basis for reasons that include but are not limited to: serious health issues or family emergencies.

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

KCI ATTENDANCE PROCEDURES

BUILD THE HABIT OF GOOD ATTENDANCE EARLY



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

DID YOU KNOW?

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

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

WHAT YOU CAN DO

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

When Do Absences Become a Problem?



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

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

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PARENT TRANSPORT PROCEDURE

Parent Transport Procedure

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

BRINGING CHILDREN TO SCHOOL

Parents will drop off their child at the time class begins. Upon arrival at school, parents are required to do the following:

1. Escort the child to the classroom and fill out and sign the Daily Sign-In/Sign-Out sheet.
2. Parent's will then assist their child to put his/her belongings in the cubby.
3. Make contact with the teacher. If parent is staying to volunteer they must also sign-in on the Classroom Sign In/Out sheet.

PICKING UP CHILDREN FROM THE CENTER

Parent must arrange for their child to be picked up at the time class ends. Upon departure from the school, the person picking up the child is required to do the following:

1. Fill out and sign the Daily Sign-in/Sign-Out sheet
2. Make contact with the teacher
3. Show identification if requested

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

CHILDREN WHO ARE NOT PICKED UP AFTER CLASS

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

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

All individuals listed on the emergency information form should bring a picture identification with them each time they come to pick up a child.

VIDEO CAMERAS IN KCI CENTERS

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.

KIDS' CORPS, INC. CONFIDENTIALITY PROCEDURE

Kids' Corps, Inc. Confidentiality Procedure



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

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

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

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

There are some exceptions when written consent is not required:

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

CHILD ABUSE & NEGLECT PROCEDURE

Child Abuse & Neglect Procedure

REPORTING SUSPECTED ABUSE

Kids' Corps Head Start is required to follow the Alaska State Child Abuse and Neglect Reporting Law (section 47.17). KCI is required to report any suspected or known abuse or neglect of a child to the Office of Children's Services. All reports are confidential. Any suspected abuse or neglect happening at a KCI facility will also be reported to MOA Child Care Licensing.

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

State law defines child abuse or neglect to include:

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

UNSUPERVISED CHILDREN

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

HELP IS AVAILABLE

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

UNSUPERVISED CHILD POLICY & PROCEDURE

Unsupervised Child Policy & Procedure

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

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

PROCEDURE

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

PARENTS' GUIDE TO LICENSED CHILD CARE

Parents' Guide to Licensed Child Care

- **Choosing care for your child is a significant decision.**
 - When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.
- **Licensing is a key to quality child care.**
 - It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet).
 - A Child Care Licensing Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all code requirements at all times.
- **You as an informed parent are a key to quality child care.**
 - Parents are responsible for choosing and monitoring their child's care. Licensing specialists visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.
- **If you have questions or concerns about your child's care.**
 - Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:

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

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

PARENTS' GUIDE TO LICENSED CHILD CARE

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Homes (Including children related and unrelated to caregivers)	Licensed Child Care Centers
<ul style="list-style-type: none">• No more than 8 children total• No more than 6 children total if only one door exit.• No more than 3 children under 30 months• No more than 2 non-walking children• At least 1 adult caregiver• No more than 5 children in nighttime care (including provider's own children) (10 PM – 6 AM)• Children who live in the household under the age of 12 count in the total	<ul style="list-style-type: none">• 9 or more children• 1 caregiver for every 4 infants (6 weeks thru 11 months)• 1 caregiver for every 5 toddlers (12 thru 18 months)• 1 caregiver for every 6 toddlers (19 thru 35 months)• 1 caregiver for every 10 children (3 thru 12 years)• At least 2 adults on premises

SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

PARENTS

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

LICENSING

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

CAREGIVERS

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

PARENTS' GUIDE TO LICENSED CHILD CARE

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

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.
- Build good relationships with school staff, other parents and their children's friends.

NO PERSON SHALL

- 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.

PARENTS AND VISITORS CODE OF CONDUCT

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.