# Table of Contents

Welcome to Early Head Start ................................................. 1
Early Head Start Centers & Locations ........................................ 2
2019-2020 Schedule ............................................................. 3
Enrollment Information .......................................................... 4
General Information ............................................................... 5
Education & Early Childhood Development .................................... 6
Curriculum & Education .......................................................... 8
Daily Schedules ................................................................. 9
Parent Involvement ............................................................... 12
Family Services ................................................................. 13
Child Health & Developmental Services ..................................... 13
Nutrition ............................................................................... 18
Communication ...................................................................... 23
Early Head Start Parent Partnerships .......................................... 24
Head Start Parent Responsibilities ............................................. 25
Early Head Start Full Day Tuition & Billing Procedures .................... 26
Attendance Procedures & Prearranged Absence Policy ..................... 27
Parent Pick-Up/Drop off Procedure ............................................ 28
Confidentiality Procedure ....................................................... 29
Child Abuse and Neglect Procedure .......................................... 29
Unsupervised Child Procedure ................................................. 30
Child Remaining at Center after Closing ..................................... 30
Pedestrian Safety for Parents of Infants & Toddlers ......................... 31
Parent Committee Meetings (PCMs) ........................................... 32
Policy Council Roles and Responsibilities .................................... 32
Advisory Committee Descriptions ............................................. 33
Safety & Security/Video Surveillance .......................................... 34
Breast Feeding Promotion & Support ......................................... 35
Parent’s Guide To Licensed Child Care ....................................... 36
Dear Parents and Guardians:

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

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

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

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

Sincerely,

Dirk Shumaker
Executive Director

---

**Our Mission Statement**

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

**Our Primary Goal at Kids’ Corps**

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

**Our Philosophy**

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

KCI provides Early Head Start program option at 3350 Commercial Drive.
Phone: 222-1222 Fax: 222-1232 Center Cell Phone: 854-4329

Early Head Start Home Based Option

Early Head Start Home Visitor: Rebecca Larson. Home visits are scheduled weekly with families for 1 ½ hours each week. Enrollment for expectant mothers and families with children ages 0 to 3. Group socialization experiences are held every two weeks for up to 3 ½ hours. Hours of operation: Home visits are scheduled with families enrolled. Group socialization experiences are held 2 times per month. No Fees.

Early Head Start Center Based Option

Early Head Start for children ages 4 months to 3 years. Center Director: Selina Ellis. Hours of operation: Monday--Friday, 7:30 a.m. to 5:30 p.m., year round. Center Capacity: 8 children. Early Head Start teachers conduct a minimum of 2 home visits and 2 parent teacher conferences with each family enrolled during the program year. Monthly Fees: $900 a month for children 4 to 12 months / $800 a month for children 13 to 35 months and $700 a month for children 36 months and older. Child Care Assistance authorizations required. No Head Start bus service.

KCI Support Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Dirk Shumaker</td>
</tr>
<tr>
<td>Human Resources manager</td>
<td>Katrina Letner</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>TBD</td>
</tr>
<tr>
<td>Education Manager</td>
<td>Charles Freeman</td>
</tr>
<tr>
<td>Family Services &amp; Health Manager</td>
<td>Rachel Schafer</td>
</tr>
<tr>
<td>Family Services Coordinator</td>
<td>Freddy Camarena</td>
</tr>
<tr>
<td>Disabilities &amp; Mental Health Coordinator</td>
<td>Steffi Redhead</td>
</tr>
<tr>
<td>Education Coordinator</td>
<td>Gypsy Gardner</td>
</tr>
<tr>
<td>Health &amp; Nutrition Coordinator</td>
<td>Johanna Ruiz</td>
</tr>
<tr>
<td>Health Assistant</td>
<td>Ayla Richardson</td>
</tr>
<tr>
<td>Enrollment Specialist</td>
<td>Miriam Vazquez-Mateo</td>
</tr>
</tbody>
</table>
## 2019 – 2020 SCHEDULE

**First Day of Classes—September 3, 2019**  
**Last Day of Classes—August 14, 2020**

### FULL DAY CLOSURES FOR 2019 – 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2, 2019</td>
<td>Labor Day Holiday</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>October 18, 2019</td>
<td>In-Service Day – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>October 24 &amp; 25, 2019</td>
<td>Parent/Teacher Conference</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>November 28 &amp; 29, 2019</td>
<td>Thanksgiving Holiday</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>December 20, 2019</td>
<td>In-Service – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>December 23, 2019 through January 3, 2020</td>
<td>Winter Break</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Martin Luther King’s Birthday</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>February 13 &amp; 14, 2020</td>
<td>Parent/Teacher Conference</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>President’s Day – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>March 9 - 13, 2020</td>
<td>Spring Break</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>May 22, 2020</td>
<td>Parent/Teacher Conferences</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Independence Day Observance</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>August 14, 2020</td>
<td>Last Day of Class</td>
<td></td>
</tr>
</tbody>
</table>

**Two-week pre-service break from 8/17/20 to 8/28/20 – full day class resumes on Monday August 31, 2020.**
FEDERAL INCOME GUIDELINES FOR ALASKA 2019

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Maximum Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,600</td>
</tr>
<tr>
<td>2</td>
<td>$21,130</td>
</tr>
<tr>
<td>3</td>
<td>$26,660</td>
</tr>
<tr>
<td>4</td>
<td>$32,190</td>
</tr>
<tr>
<td>5</td>
<td>$37,720</td>
</tr>
<tr>
<td>6</td>
<td>$43,250</td>
</tr>
<tr>
<td>7</td>
<td>$48,780</td>
</tr>
<tr>
<td>8</td>
<td>$54,310</td>
</tr>
</tbody>
</table>

- Families with more than 8 members, add $5,530 for each additional member.
- ATAP recipients and foster children are automatically income eligible.
- A limited number of families may be over income.

Enrollment Information

Non-Discrimination Statement

Kids’ Corps, Inc. will not discriminate in enrollment with regard to religion, marital status (or changes in marital status), pregnancy, sex, color, race, or national origin of children and their families.

Steps to Enrollment

Submit KCI Enrollment Application with: If eligible, the following health items are required:

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

1. Current Physical Examination
2. Current Immunization Record

Child Care Contract Information

Kids’ Corps accepts:

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

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

9:00 to 4:00 is considered full-day services.

Child Care Tuition

<table>
<thead>
<tr>
<th>Age</th>
<th>Monthly Enrollment</th>
<th>Payments for monthly co-pay amounts must be exact amounts (check or cash only).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (4 – 12 months)</td>
<td>$900</td>
<td>There is no change available at the centers. Co-pays are due on the 1st of each month.</td>
</tr>
<tr>
<td>Toddlers (13 – 35 months)</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Preschool (36 and older)</td>
<td>$700</td>
<td></td>
</tr>
</tbody>
</table>

Daily Sign-In & Sign-Out

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

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

General Information

Open Door Policy

Parents and guardians are encouraged to visit their child’s center anytime to observe or participate in activities.

Insurance

KCI Head Start carries liability insurance from Markel Insurance Corporation, which meets the requirements of the municipality of anchorage code 16.55.4.10.c.

Policies and Procedures

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

Summary of the Plan for Supervision

KCI Early Head Start classrooms always maintain a minimum staff/child ratio of at least one staff for every 4 children. A center director on-site supervises classroom staff. In the center director’s absence, a Child Care Associate provides on-site supervision (usually a teacher). In the absence of the center director or Child Care Associate, the Education Manager will make arrangements for on-site supervision.

If a concern arises

Parents are encouraged to first discuss concerns with their child’s teacher or the center director. If additional discussion is needed, contact the family services coordinator or the education manager. If the agency is unable to address the concern, contact a municipality of anchorage licensing representative. The municipality of anchorage, department of health and human services child and adult care office is the agency responsible for licensing child centers. This agency supervises monitors and investigates complaints involving childcare centers. The licensing representative conducts routine site monitoring visits and addresses complaints to see if corrective action is required.

Municipality of Anchorage
Department of Health and Human Services
Child Care Programs
825 L Street
P.O. Box 196650
Anchorage, AK 99524-0249
(907) 343-4758
**Smoking Policy at Head Start Schools:**

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

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

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

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

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

**SECURITY POLICY:**

For the safety of all children and adults, each KCI center entrance door is equipped with a keypad or buzzer. East Center is equipped with a buzzer; the buzzer is disengaged each day from 8:45 – 9:15, 12:45 – 1:15 and 1:45 – 2:15 to allow parents to freely enter and exit as they bring and pick-up their children. All other times parents must buzz in and identify themselves to gain entry.

---

### Education & Early Childhood Development

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

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

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

- Daily verbal and written communication
- Parents and teachers meet for home visits at least two times a year
- Parent/teacher conferences are held at least twice a year at the child’s center (Oct., Feb., May)
Planning for Infants and Toddlers

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

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

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

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

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

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

Television and Computer use in the classroom

Televisions and computers will not be used in Early Head Start.
Curriculum & Education

Curriculum is the word used to describe what is planned and accomplished in a program. KCI uses Creative Curriculum for Infants, Toddlers, and Twos, as the overall curriculum. It is designed to meet individual and group needs of children. The curriculum guides staff in providing activities that prepare children for preschool. The creative curriculum:

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

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

Conscious Discipline is based on three premises:

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

<table>
<thead>
<tr>
<th>Creative Curriculum Infants, Toddlers &amp; Twos:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
</tr>
<tr>
<td>To learn about self and others</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>To learn about moving</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>To learn about the world</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>To learn about communicating</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
In addition to Creative Curriculum for Infants Toddlers and Twos, KCI uses the supporting curriculum strategies listed below:
- Conscious Discipline
- I am Moving, I am Learning
- Cavity Free Kids

Daily schedules

The following are typical class days for infants and toddlers.

<table>
<thead>
<tr>
<th>Time</th>
<th>Infant schedule*</th>
<th>Toddler schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early morning</td>
<td>Greeting</td>
<td>Greeting &amp; self directed play</td>
</tr>
<tr>
<td></td>
<td>Routine care†</td>
<td>Breakfast / Swish &amp; Swallow</td>
</tr>
<tr>
<td></td>
<td>Self directed play activities</td>
<td>Large Group: stories &amp; songs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Routine care^</td>
</tr>
<tr>
<td>Mid-morning</td>
<td>Routine care</td>
<td>Outdoor play</td>
</tr>
<tr>
<td></td>
<td>Nap for some</td>
<td>Teacher &amp; self directed activities</td>
</tr>
<tr>
<td></td>
<td>Teacher &amp; self directed activities</td>
<td>Routine care</td>
</tr>
<tr>
<td></td>
<td>Outdoor time (10:30-11:00)</td>
<td></td>
</tr>
<tr>
<td>Late-morning</td>
<td>Lunch &amp; Clean up</td>
<td>Lunch &amp; Clean up</td>
</tr>
<tr>
<td></td>
<td>Nap for some (teacher-directed activities for awake infants)</td>
<td>Quiet rest time (Teacher directed activities for awake toddlers)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher directed activities for awake toddlers)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Routine Care</td>
</tr>
<tr>
<td>Mid-afternoon</td>
<td>Routine care</td>
<td>Teacher &amp; self directed activities</td>
</tr>
<tr>
<td></td>
<td>Nap for some</td>
<td>Outdoor play</td>
</tr>
<tr>
<td></td>
<td>Teacher-directed activities for awake infants</td>
<td>Routine care</td>
</tr>
<tr>
<td></td>
<td>Outdoor time (3:30-4:00)</td>
<td></td>
</tr>
<tr>
<td>Late-afternoon</td>
<td>Routine care</td>
<td>Snack</td>
</tr>
<tr>
<td></td>
<td>Self directed activities</td>
<td>Self directed activities</td>
</tr>
<tr>
<td></td>
<td>Departure</td>
<td>Departure</td>
</tr>
</tbody>
</table>

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

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

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

Developmental Screenings

KCI ensures that all children entering the program receive developmental, sensory, and social/emotional screening. Parental permission and the child’s developmental history are obtained before the screening. The screening procedure will be sensitive to the child’s cultural and linguistic background. This developmentally appropriate process may identify children who need to be referred for more formal assessments (multidisciplinary evaluations). Screenings are conducted within 45 days of the child’s entry in the program. Trained staff use a standardized screening tool called Ages and Stages Questionnaire for the developmental screenings and DECA for social/emotional screenings. All screening results are shared with parents.
Areas evaluated are:

- Behavior
- Social skills & emotional development
- Speech & language
- Motor & perceptual
- Cognitive
- Height & weight
- Vision (for acuity and strabismus or “lazy eye”)
- Hearing

Disabilities Services

Children with diagnosed disabilities have been enrolled in Early Head Start since the program began in the mid-1990s. They may have speech, health, visual, hearing, or physical impairments. Children with behavioral difficulties, learning disabilities, and developmentally delayed are also served.

Children diagnosed with disabilities and their families receive a full range of Early Head Start services. Early Head Start staff members work closely with community agencies to identify and provide services to meet the needs of the children enrolled. Parental consent is required for any disability services.

Guidance and Discipline

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

KCI follows these principles in dealing with guidance and discipline:

- Positive reinforcement of appropriate behaviors
- Redirection of inappropriate behaviors
- Ignore certain behaviors
- Logical or natural consequences
- Consistency and follow through

Suspension and Expulsion Policy

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

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

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

**Expulsion:** KCI will not expel or withdraw a child from Head Start because of a child’s behavior.

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

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

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

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

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

**Observations**

If parents or staff becomes concerned about a behavior or behavioral changes in a child, an individual observation by a mental health consultant may be done. Individual observations are only done with the advance written approval of parent or guardian. The individual observation gives parents and staff recommendations for positive learning.

General classroom observations will occur periodically. They are conducted to assist parents and staff in promoting the development and learning of the children. Focus areas of the observations are:

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

Ability to express feelings appropriately

Home Visits and Conferences

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

Home visits are opportunities for:

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

Parent Involvement

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

You can...

- Help with lesson plans or prepare class activities
- Read to your child
- Participate in home visits
- Participate in parent committee meetings
- Join the policy council and help guide the program
- Join an advisory committee
- Learn new skills at monthly Parents “R” Us meetings
- Attend social events

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

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

**Employment Opportunities for Parents**

Parents are encouraged to apply for substitute and regular employment positions with KCI. Parents who apply are required to submit the same documentation as a regular employee. Substitutes or classroom positions are required to meet municipality of anchorage childcare licensing code. Parents who serve on the policy council cannot work at Kids’ Corps as a substitute or permanent employee and maintain their representation on the policy council. Speak to your teacher, center director, or the Human Resources Manager for more information.

**Family Services**

KCI Early Head Start seeks to support families as they work together to achieve their family’s goals. Your child’s teacher will meet with you regularly at home visits to assist you to:

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

**Child Abuse and Neglect Reporting**

Children’s safety always comes first. Alaska state law and the municipality of anchorage code require Early Head Start staff and all licensed child care providers to report suspected or known cases of child abuse and neglect. Staff must report no matter where the suspected incidents occur. All incidents of suspected or known child abuse or neglect must be reported to the office of children’s services (269-4000) within 24 hours.

**Child Health & Developmental Services**

KCI Early Head Start believes that early intervention improves a child’s capacity to learn and develop. The health education program offers parents information about:

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

Early Head Start performance standards require the following:
- Current physical exam (as specified by EPSDT)
- Developmental screenings (within 45 days of enrollment)
- Immunization records (current)

**Medication Policy**

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

All medications given to children at the center must meet the following criteria:
1) Medicines must be in their original container.
2) Medicines must be prescribed by a physician.
3) Medicines must have the following information attached to the container:
   a) Child’s name
   b) Expiration date
   c) Amount of dosage to be given
   d) Time schedule for administering medication

**Over the Counter Medication**

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

**Topical Medication Policy**

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

*See diapering section for information about the use of diaper ointment in the Early Head Start center.

**Animals in the Early Head Start Classroom:**

For health and safety reasons, animals will not be permitted in the Early Head Start Center.
**Tooth brushing in the Classroom**

Following each meal, staff will include an oral hygiene practice either: “swish and swallow” with water, tooth brushing with water (for children under 2) or tooth brushing with a small amount of fluoridated toothpaste (for children over 2). Tooth brushing will occur at least once per day.

**Child Illness/Communicable Diseases**

KCI asks for your cooperation to help assure that children have a happy and healthy Early Head Start experience. It is important to make sure that children are feeling well on scheduled class days.

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

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

a) Quickly spreading rash, or rash associated with fever  
b) Earache with fever or behavior changes  
c) Lethargic, lack of responsiveness and unusual behavior for child such as not playing or eating  
d) Difficult or noisy breathing, deep hacking cough or severe congestion  
e) Fever over 100° axillary (armpit) or 101° orally (mouth) and behavior changes  
f) Diarrhea (two times the child’s normal frequency of bowel movements in 24 hours)  
g) Vomiting 2 times or more in 24 hours  
h) Abdominal pain that continues for 2 hours or when associated with fever or other symptoms  
i) Mouth sores with drooling child can’t control  
j) Skin sores that are weeping fluid and are on exposed surface that can’t be covered  
k) Swollen joint or lymph nodes with fever or behavior changes  
l) Blood in urine or stool  
m) Symptoms that indicate the following diseases, until treatment administered: Strep throat, scabies, chickenpox, Rubella, Pertussis, Mumps, Measles, Hepatitis A, pinkeye with fever, live lice (to be sent home at end of the day)

**A child is still not ready to participate if he/she has:**

- Not fully recovered from an illness  
- Is still too sick to take part in class activities **or outdoor play**  
- Had a communicable disease and is still considered contagious  
- Has vomited 2 times within the last 24 hours

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

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

Emergency Treatment

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

Outdoor Play

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

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

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

Center directors may cancel outdoor play due to:
- Weather conditions such as extreme ice or poor quality of air
- Weather alert or advisory by local authorities
- Low temperatures with wind chill factored in
All children’s outdoor clothing needs to be labeled on the inside with the child’s name.

Appropriate winter outdoor clothing includes:

- Snowsuits or winter coat and snow pants
- Mittens or gloves
- Hats
- Boots
- Socks

For other seasons, appropriate outdoor clothing is required such as: jackets, sweaters, hats, rain gear including boots, depending on the weather.

**“Shoe-Free” Environment for the Infant Area**

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

**Sleeping**

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

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

**SAFE SLEEPING PRACTICES**

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

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

**Diapering**

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

**Nutrition**

Kids’ Corps Early Head Start participates in U.S. Department of Agriculture’s Child and Adult Care Food Program (CACFP).

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

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

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

**Young Infants**

Parents of bottle-fed babies need to provide 3-4 labeled bottles, nipples, and lids. If you are breast feeding your child, all breast milk must be dated and have your child's name on it. Fresh breast milk will be stored for 72 hours in the refrigerator or up to 90 days in the freezer. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle must be discarded within two hours. Only breast milk, formula, or water will be placed in your child’s bottle. No bottles will be served with cereal or any other food product in them. Mothers are welcome to come and breastfeed their infants at any time. If a parent chooses, they are welcome to breastfeed
in the classroom or use the nursing area at any time. If your child is breast fed and a parent
forgets to bring in breast milk or the frozen supply is depleted, the infant will be fed the formula
served in the center. We will try and get in touch with you first to see if breast milk can be
supplied by you soon. However, if we are unable to get in touch with you and your child is hungry,
we will feed him or her formula served at the center:

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

**Older Infants and Toddlers**

Early Head Start serves a breakfast, lunch and an afternoon snack each day. Meals are served
family style and children are encouraged to taste new foods. There are also nutrition activities
(children “cook” something together) to help children learn about foods and nutrition.

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

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

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

**Birthdays and Holiday / Family Traditions**

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

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

- KCI does not share Valentine’s Day cards. With full parental approval, parents can come into
  the classroom and share “friendship” cards with all the other children. This must be pre-
  arranged with the teacher. KCI does not celebrate Halloween.
Birthday celebrations must be pre-arranged with the teacher. **Birthday cakes, cupcakes, candy, cookies etc. are not permitted.** Foods that are representative of a family's cultural traditions may be prepared by the parents and shared in the classroom. A full list of ingredients of any food must be given in advance.

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

**USDA Nondiscrimination Statement**

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

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

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

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

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

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

This institution is an equal opportunity provider.
**Clothing/Seasonal Items**

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

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

**Bottles**

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

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

**Transitioning**

As a family/child prepares to transition out of Early Head Start, the teacher will work with the family to create a transition plan to prepare for the changes that will be happening. Parents are encouraged to continue their involvement in their child’s education after Early Head Start. Each child will have a portfolio containing information that shows the child’s growth and development, while in Early Head Start. The portfolio is periodically shared with parents on home visits and is given to parents when children leave the program or transition into Head Start.
Communication

**Kids’ Corps is on Facebook!**
Visit us and receive updated information at: www.facebook.com/kcialaska
KCI Web-Site: www.kcialaska.org

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

**Weather Conditions/Center Closure**

When weather conditions or outdoor areas are not considered safe or healthy for children, outdoor time will be canceled. Staff will determine if the conditions are healthy before taking the children outside (determination is made by a combination of weather reports, temperatures, environmental alerts, etc.). Only in extreme cases will the centers be closed. If Anchorage School District classes are canceled, KCI centers may be closed as well. Please call the center to determine if it will be open during severe weather conditions.

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

Alaska Mining & Diving
3222 Commercial Drive
Anchorage, AK 99501
277-1741

**Transportation**

There is no Head Start bus transportation for Early Head Start. The parents or caregiver who brings the child to the center must sign him/her in each day. The child’s name, time in and the parent’s signature are required. The same procedure is followed for signing children out at the end of each class. See parent pick up/drop off procedure for more information.

**Family Pets**

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

**Field Trips**

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

- To take part in major policy decisions affecting the planning and operation of the program.

- To help develop adult programs which will improve daily living for me and my family.

- To be welcomed in the classroom.

- To be informed regularly about my child’s progress in Early Head Start.

- To always be treated with respect and dignity.

- To expect guidance for my child from Early Head Start teachers and all other staff who will help the child’s total individual development.

- To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.

- To take part in planning and carrying out programs designed to increase my skill in the areas of possible employment.

- To become informed about all community resources concerned with health, education and the improvement of family life.
**Head Start Parent Responsibilities:**

- To learn as much as possible about the program and to take part in major policy decisions.

- To accept Early Head Start as an opportunity through which I can improve my life and my children’s lives.

- To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the entire program.

- To provide parent leadership by taking part in elections, to explain the program to other parents and to encourage full participation.

- To welcome teachers and family advocates into my home to discuss ways in which parents can help their children’s development at home in relation to school experiences.

- To work with the teacher, staff and other parents in a cooperative way.

- To guide my children with firmness which is both loving and protective.

- To offer constructive criticism to the program, to defend it against unfair criticism and to share in evaluating it.

- To take advantage of programs and meetings designed to increase my knowledge about child development and my skills in areas of possible employment.

- To become involved in community programs which help to improve health, education, and recreation for all.
Early Head Start Full Day Tuition & Billing Procedures

**Full Day Program Fees:**

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

<table>
<thead>
<tr>
<th>Age</th>
<th>Monthly Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (4 – 12 months)</td>
<td>$900.00</td>
</tr>
<tr>
<td>Toddlers (13 – 35 months)</td>
<td>$800.00</td>
</tr>
<tr>
<td>Preschool (36 months and older)</td>
<td>$700</td>
</tr>
</tbody>
</table>

**Child Care Billing Procedures for Mt. View Early Head Start**

**No contract, no service**

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

**Payments & Co-payments are due on the first of the month**

- Monthly invoice statements are delivered to the parent’s box at the center.
- Payment is due on the first of the month.
- Failure to pay or establish a payment plan by the third (3rd) of the month will result in the child being offered a spot in the home-based program option (if available) or a prearranged absence for up to two weeks. A prearranged absence means the child cannot attend. If the fees are not paid after two week, the family will lose their eligibility for full-day services.
- If there is no opening in the home-based program option, the child will be placed on the waitlist and offered the next available home-based opening.
- KCI also reports the past due amount to Child Care Assistance. Child Care Assistance must be informed of unpaid balances within 30 days of the child’s withdrawal from the program.
- Parents may wish to set up a payment plan. To do this, they should call 279-2021 and ask for accounting. The payment plan must be written to assure elimination of the debt. The Education Manager must approve payment plans. Failure to meet the conditions of the payment plan will result in the change of services described above.

**Child Care Late Pick-Up Charges**
The Early Head Start center closes at 5:30 p.m. parents are required to make arrangements to have their child picked up from the center by 5:30 p.m. After 5:30 p.m. parents will be assessed a late fee of $1.00 per minute per child. Multiple occurrences of late pick up could result in immediate withdrawal from the program or a required written plan for improvement, which, could result in the loss of services. Late pick-up fees will be forwarded to accounting.

**Attendance Procedures & Prearranged Absence Policy**

Children must attend Early Head Start on a regular basis. All efforts will be made to assist families in maintaining their child’s regular attendance. Staff will also encourage and assist families to attend home visits and conferences. There are many benefits for children who regularly attend school. Some benefits include but are not limited to: exposure to language and language development, math and reading skills, getting along with other children (social skills). If families are having challenges with bringing their child to school KCI will make all efforts to assist families in maintaining regular attendance.

**If Your Child Is Absent**

Everyday your child will be absent, it is your responsibility to call your child’s teacher or center director by 10:00 am

- Tell them why your child is absent
- Tell them when your child will return to class.

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

**Attendance Becomes A Concern**

Attendance becomes a concern when......

- There are absences without family contact
- There are frequent absences during an extended period of time
- There is an absence pattern (for example, if a child misses every Friday)
- There are frequently canceled home visits
- A child frequently arrives late (after 9:00) or leave early (before 4:00)

**When Attendance Becomes A Concern**

If your child’s attendance falls below 75% for a month or they frequently arrive for school late (after 9:00) and/or leave early (before 4:00), your Center Director/Family Advocate will meet with you to create a plan to reestablish regular attendance. This process may require the completion of an attendance success plan. Once the plan is established, attendance will be closely monitored and reviewed with you regularly. Continued poor attendance will result in the child's withdrawal from the program.

**Prearranged Absence Policy**

Early Head Start families may prearrange absences for up to two (2) weeks during the program year. Longer periods of absence may be authorized on a case by case basis for reasons that include but are not limited to: serious health issues or family emergencies.
Parents must contact their Family Advocate or Center Director to complete a pre-arranged absence contract. If the child does not return to school on the scheduled return date, and parent/guardian has not contact the program, **child will be withdrawn from the program and placed on the wait-list.**

---

**Parent Pick-up/Drop off Procedure**

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

To drop off a child:
- Sign child in on the daily sign in/out form
- Make contact with the teacher and
- Complete diaper change with teacher (for children in the Infant area)
- Complete Daily Information Exchange Form

To pick up a child:
- Sign child out on daily sign in/out form
- Make contact with the teacher
- Check child mailbox

If the person picking up the child is not on the emergency information form, the parent must do the following:
- Call the center to let staff know who will be picking up the children
- Send a note with the person signed by the parent with the date(s) this person will be picking up the child. (this person will be required to show photo identification.)
- Add individual to the emergency information form as soon as possible.

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

---

**ALL PERSONS DROPPING OFF OR PICKING UP CHILDREN FROM THE CENTER (IF NOT THE PARENT) MUST BE SIXTEEN (16) YEARS OF AGE OR OLDER AND LISTED ON THE EMERGENCY INFORMATION FORM**
Confidentiality Procedure

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

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

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

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

There are some exceptions when written consent to share information is not required:

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

Child Abuse and Neglect Procedure

Reporting suspected abuse

Kids’ Corps Head Start & Early Head Start is required to follow the Alaska state child abuse and neglect reporting law (section 47.17). KCI staff or volunteers are required to report any suspected or known abuse or neglect of a child to the Office of Children’s Services. All reports are confidential.

What is considered “abuse” and/or “neglect”?

State law defines child abuse or neglect to include:

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

Unsupervised children

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

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

Unsupervised Child Procedure

Leaving young children 12 years old and under unsupervised may fall under the category of child neglect. Alaska state law requires that incidents of child abuse or neglect be reported to the Office of Children’s Services (OCS). Kids’ Corps employees are mandatory child abuse and neglect reporters.

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

Procedure

1. If upon a KCI employee’s arrival at an Early Head Start child’s home a child answers the door, the employee will attempt to determine if an adult is present.

2. If the staff person determines that an adult or appropriate caregiver is not home, the staff is legally mandated to make a report to the Office of Children’s Services (OCS) and the Anchorage Police Department.

3. Staff may enter the home to assure the safety of the child. Staff will call the Anchorage Police Department (APD) at 786-8900 to request a child welfare check. The child’s address will be given to the dispatcher.

4. Staff waits at the home until APD arrives.

5. Staff reports the incident to the family services specialist immediately.

Child Remaining at Center after Closing

Call emergency contacts listed by parent

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

If parents cannot be reached, staff will call the emergency contacts listed on the child's emergency information form. If the parents or emergency contacts cannot be reached within 30 minutes staff will call the Anchorage Police Department (APD). APD will send an officer to investigate and determine where to take the child. In some cases, the Office of Children’s Services may be asked to seek emergency foster placement for the child.
Two staff must remain at the center with the child until APD has determined a course of action. If the child is removed from the center by either OCS or APD, staff will post contact information on the center’s door. No confidential information (such as the child's or family's name) will be posted publicly.

**Report to the Office of Children’s Services (OCS)**

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

**Pedestrian Safety for Parents of Infants & Toddlers**

Children learn most during their first year of life. Babies learn best by copying others and through repetition. Before babies can speak, they are learning about the world by watching their parents and caregivers. It is critical to begin teaching them the dangers of motor vehicles as a young child. Children at this age are at risk of injury by moving vehicles in driveways, parking lots, and on the roads. Children this age are unaware of the danger that exists with a moving vehicle.

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

This is how you can prevent Tragedies:

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

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

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

- **Hold hands with your child.** If they are unwilling it may be safer to put them in a stroller.

- **Look for dangers.** Stop at driveways and tell your child you are checking for cars.
• **Talk to your toddler.** Involve your child in conversation. Ask them what they can see and if they think it is safe.

**IN THE DRIVEWAY**
• Always supervise your children when a vehicle is being moved on your property.
• Make access to the driveway difficult for children.
• Remember that using mirrors while reversing still leaves limited visibility of the area behind your car.
• Know where all children are before backing out of your driveway.

**Parent Committee Meetings (PCMs)**

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

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

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

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

**Policy council roles and responsibilities**

**PARENTS ON THE POLICY COUNCIL HELP STAFF DEVELOP:**

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

**POLICY COUNCILS HAVE OPERATING RESPONSIBILITY FOR:**
Working with the Board of Directors and staff to establish and maintain procedures for hearing and resolving community complaints about the program.

**POLICY COUNCILS ALSO:**

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

**Policy Councils Interact With:**

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

---

**Advisory Committee Descriptions**

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

**Education Advisory Committee**

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

**Health & Nutrition Advisory Committee**

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

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

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

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

Safety & Security/Video Surveillance

The entrance doors to the center are locked at all times. A security code is given to all families when they enroll to allow them entrance into the center. A doorbell is located at the main entrance to alert staff to the presence of visitors. Please do not share your security code or allow people behind you to enter the center, or if in the center do not open the door to visitors if staff are not present to receive them. This poses a security risk.

To further ensure the safety and security of our children, parents, staff, and visitors, each classroom in the center is equipped with video surveillance cameras connected to a digital video recorder (DVR).

The following is an overview KCI’s video surveillance policy:

- Video surveillance cameras are ONLY located in public places
- Recorded video is kept confidential and is accessible only to select program supervisors and managers
- Signs are displayed on classroom doors alerting visitors that video surveillance is in use.
- The surveillance cameras record anytime motion is detected in the classroom.
- Recorded information is saved for approximately 30 days. After this time the information is erased except in the case of a complaint or incident
- In case of a complaint or incident, still pictures and/or video will be saved and filed with that specific incident report
Breast Feeding Promotion & Support

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

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

- An area will be provided for mothers who want to breastfeed their child or express their milk in private. This space will include a comfortable seating area, an electrical outlet and water will be available. Mothers are also welcome to breastfeed in the classroom if they wish.

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

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

- A positive breastfeeding attitude will be conveyed by the distribution of culturally appropriate materials. Breastfeeding promotion information may be displayed in centers. Resource information will be available to families should questions or problems arise.
Choosing care for your child is a significant decision.
When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.

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

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

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

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

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

SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

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

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

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

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

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

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