



Kids' Corps, Inc.

Head Start & Early Head Start

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# *Early Head Start Parent Handbook*

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*Home Based Option*

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2017-2018

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# Welcome to Early Head Start

## Dear Parents and Guardians:

Welcome to Kids' Corps Early Head Start! Whether you are a Head Start "veteran" or are enrolling your first child in our program, we look forward to working with you. We share with you a commitment to ensuring your child learns and grows in a safe, nurturing environment.

We recognize that you are your child's first and best teacher. Therefore, our doors are always open to you and your family. Your ideas, concerns, suggestions and participation are always welcome.

Your home visitor and our other staff are here to support your family. They will make sure that you have many opportunities to be involved in your child's education at Kids' Corps. By working together, we can make sure your child develops the skills and attitudes he or she needs to be successful in school and life.

Thank you for enrolling your child at KCI. We hope that you and your child enjoy a year of learning of discovery.

Sincerely,  
Dirk Shumaker  
Executive Director

## *Mission Statement*

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

## *Our Primary Goal as an Agency*

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

## *Program 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 START CENTERS AND LOCATIONS

KCI provides two Early Head Start program options at 3350 Commercial Drive.

Center Based--Phone: 222-1222 Fax: 222-1232

Home Based—Phone: 339-0154 Fax: 279-2021

## *Early Head Start Home Based Option*

Early Head Start Home Visitor: La Chang. 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 twice a month for up to 3 ½ hours. Hours of operation: Home visits are scheduled with families enrolled. No Fees.

## *Early Head Start Center Based Option*

Early Head Start for children ages 4 months to 3 years. 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 3 home visits and 2 parent teacher conferences with each family enrolled during the program year. Fees: \$850 a month for children 6 to 17 months and \$800 a month for children 18 to 36 months. Daycare Assistance contracts required. No Head Start bus service.

## *KCI Support Staff*

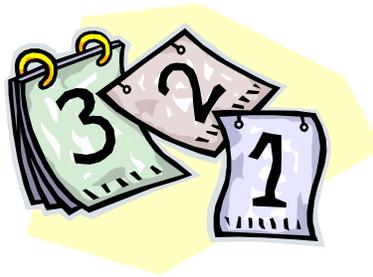
101 Davis St. 279-2021	
Executive Director	Dirk Shumaker
Business Manager	Erin Oliver
Human Resources Manager	Katrina Letner
Bookkeeper	Staci Pellett
Family Engagement Specialist	Ronnie Brown
3710 E. 20th, Suite '2' 272-0133	
Family Services, Health, and Early Head Start Manager	Rachel Schafer
Education Manager	Charles Freeman
Family Services Coordinator	Erika Espinosa
Education Coordinator	
Child Development Assistant	Rebecca Larson
Health & Nutrition Coordinator	Kelsey Beecher
Health Assistant	Ayla Richardson
Enrollment Advocate	Miriam Vazquez-Mateo

# 2017 – 2018 Schedule

First Day of Program year—August 28, 2017 ♦ Last Day of Program year—August 17, 2018

## CLOSURES FOR 2017-2018

September 4, 2017	Labor Day Holiday NO CLASSES/Visits
November 23 & 45, 2017	Thanksgiving Holiday NO CLASSES
December 22, 2017	In-Service – NO CLASSES/Visits
December 25, 2017 through January 5, 2018	Winter Break NO CLASSES/Visits
January 15, 2018	Martin Luther King’s Birthday NO CLASSES/Visits
February 19, 2018	President’s Day NO CLASSES/Visits
March 9 - 16, 2018	Spring Break NO CLASSES/Visits
May 28, 2018	Memorial Day NO CLASSES/Visits
July 4, 2018	Independence Day Observed NO CLASSES/Visits



# ENROLLMENT INFORMATION

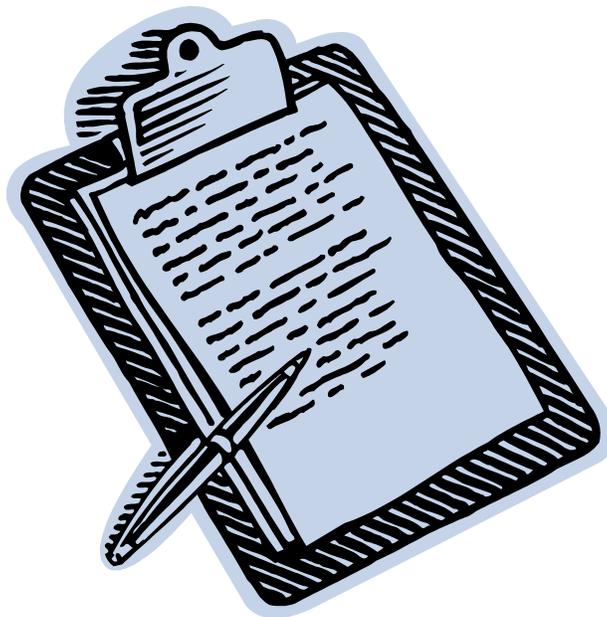
## Non-Discrimination Statement

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      | 1. Current Physical Examination |
| 2. Income Verification for Family | 2. Current Immunization Record  |



## FEDERAL INCOME GUIDELINES FOR ALASKA 2017

Family Size	Maximum Income
1	\$15,060
2	\$20,290
3	\$25,520
4	\$30,750
5	\$35,980
6	\$41,210
7	\$46,440
8	\$51,670

- Families with more than 8 members, add \$5,230 for each additional member.
- ATAP recipients and foster children are automatically income eligible.
- A limited number of families may be over income.

## *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 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.

### ***If a concern arises***

Parents are encouraged to first discuss concerns with their Home Visitor. If additional discussion is needed, contact the family services specialist or Family Services, Health and Early Head Start Manager.

### ***Smoking Policy at Head Start/Early Head Start Centers***

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. The smoking area for this center is located at the sculpture garden.

This area is located farther than 20 feet from openings into interior space which children access. KCI personnel may not smoke while responsible for the care of children, and they may not expose children to second-hand smoke.

## *Home-based Early Head Start*

Whether you are new to parenting and home-based programs or are the parent of several children who have been in a program for years, you are your child's first teacher. Because you are so important to your child, they pay attention to what you say and do. They learn by watching and listening to you and other family members day after day.

Your child learns about him- or herself, other people, and the surrounding world every day. For your child, everyday moments—getting dressed, preparing a meal, setting the table, taking a walk, taking a bath, reading a book—are learning moments. They are filled with interesting things to see, touch, smell, hear, taste, explore, and do.

Your home is filled with interesting things to see and do for your infant, toddler, or preschooler. Things that are fun and can help them learn are right there in your own kitchen, living room, closet, and even the garage.

## Home Visits

The home-based program consists of weekly home visits with a regular home visitor. The parents and home visitor will work together to establish goals based on the child's development, through parent observation. Home visits provide opportunities for the parents to strengthen their relationship with their child and help them develop and enhance skills they already have. The home visitor will also work with the parents to establish family goals, provide community resource referrals as needed and will share information about program activities and training opportunities that are available. Home visits should be scheduled for an hour and a half at the parent's home. Parents will be encouraged to help plan the home visits and should expect to participate in the planned activities with their child/children.

### Home visits are opportunities for:

- Strengthening parent-child relationships
- 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

## Group Socializations

In the home-based program, we will provide the opportunity for group socializations two times each month. Socializations are a time when you, your child, and other parents and their children come together. Group socializations allow children and parents to interact with others, using age appropriate activities. They are also a chance for parents to participate in group discussions on topics as like safety, nutrition and parenting, and to develop new skills through different activities and interaction experiences. Socializations are also opportunities to build on the goals you have set for your family and child during your home visits.

Parents and guardians are encouraged to participate fully in the Group Socialization experiences. Group socialization experiences are held twice a month. The Early Head Start Home Visitor assists in

guiding parents with activities, but parents are encouraged to participate in the planning process for these events.

During socializations, you will be focused on different things, depending on your situation:

**If you are the parent of a new baby**, socializations may be a time for you to hold your baby in your arms and watch how he or she responds to what is going on or a time for you to talk with another new parent. As your child grows, activities you do together such as finger-plays, singing a song, or playing “roll the ball” are a chance to get to know your child better and to have fun together.

**If you are the parent of an infant or toddler**, the focus of these group socialization experiences is your relationship with your child. From birth, babies are aware of other people and are eager to build relationships. They interact with you by making eye contact, by smiling, by cooing, by reaching out, and over time, by talking. As you and your baby participate in a group, you can learn about how your baby responds to you and others. This information will help you make decisions about how best to respond to our baby.

**If you are the parent of a preschooler**, the focus of these group socialization experiences is learning about how your child interacts with other people. What you learn will help you figure out ways to support your child’s social development.

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

## The Benefits of Group Socialization Experiences

No matter what your child’s age, group socializations will give you the chance to:

- be out of the house and meet other parents;
- assist in organizing activities, gathering materials, and preparing snacks;
- share what you know and learn with other parents and Early Head Start staff members;
- attend presentations about safety, nutrition, discipline, or other topics of interest;
- learn that you are not alone in the joys and challenges of raising a young child;
- share activity ideas and things you learn with family members;
- most important of all, strengthen your relationship with your child.

## Outdoor Play – Cold Weather

Outdoor play should be a daily activity. Exercise and fresh air have positive effects on children and adults as long as they are dressed appropriately for the weather. We will try to incorporate some outside play during group socialization experiences.

Appropriate **winter** outdoor clothing includes:

- Snowsuits or winter Coat & 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.



## *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 Home Visitor will partner with parents on how their child is progressing each week during home visits.

The Early Head Start Home Visitor will encourage parents input in setting goals for children. If you have ideas or questions concerning your child's progress in Early Head Start, talk with your Early head Start Home Visitor.

### *Planning for Infants and Toddlers*

During the first three 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.

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.

## *Curriculum & Education*

Curriculum is the word used to describe what is planned and accomplished in a program. KCI's home based Early Head Start program uses Parents as Teachers (PAT) Foundational Curriculum as it's home visiting curriculum. The Parents as Teachers model is research based and includes four components of parent education and family support:

- ❖ Personal Visits
- ❖ Resource Referrals
- ❖ Group Socializations
- ❖ Screenings

**Parents as Teachers Areas of Emphasis for all home visits:**

Area	Description
Parent-child interactions	Home visitors provide developmentally appropriate activities for parents and children using everyday household items in order to strengthen developmental parenting skills that are warm, responsive, encouraging and communicative.
Development-centered parenting	Home visitors provide information on child development and help parents make connections between the child's stage of development and his/her behavior. This helps parents identify and understand causes of behaviors and move towards solutions as needed.
Family well-being	Home visitors work with families to identify strengths, capabilities and skills, set goals and provide community resource referrals as requested. Home visitors support families by learning about their perspectives, understanding their needs and wishes, and facilitating their decision-making abilities.

**Literacy**

Literacy activities take place throughout the day in the home and other environments you and your child will be a part of. Children may be engaged in reading books, drawing/writing, listening to stories, looking at books, writing their names, telling stories, tracing letters, singing songs etc. During home visits, your home visitor will help you identify and build on simple, fun, and easy literacy activities. Literacy activities also happen in all areas of the center during group socials.



## ***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 the Ages & Stages SE for social/emotional screenings.

### ***Areas evaluated are:***

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

All screening results are shared with parents.

## ***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.

## ***Transitioning***

As a family/child prepares to transition out of Early Head Start or transition between program options, the home visitor 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 or when changing program options. 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.

## *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

## *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 group socialization 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

## *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
- ❖ Participate in monthly "Man to Man" meetings (for fathers and other important men)
- ❖ 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 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. Speak to your Teacher, Center Director, or the Human Resources Manager for more information.

## *Policy council roles and responsibilities*

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

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

### **POLICY COUNCILS HAVE OPERATING RESPONSIBILITY FOR:**

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

### **POLICY COUNCILS ALSO:**

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

### **Policy Councils Interact With.....**

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

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

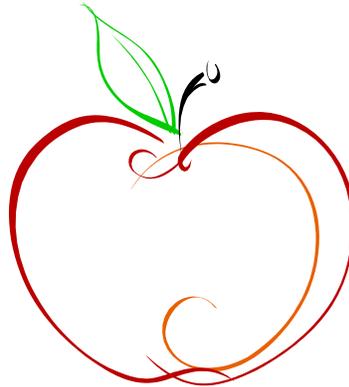
**Join Us Anytime**

# Advisory Committee Descriptions

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

## Education Advisory Committee

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



## DLL COMMITTEE

This Committee works to develop plans and strategies centered on children & families who speak a language other than English.



## 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



## Transition Advisory Committee

This committee assists in determining methods for successful transitions for families into and out of the Head Start & Early Head Start program.



## Early Head Start Advisory Committee

This committee works to ensure that KCI's Early Head Start program practices meet the unique needs of infants and toddlers and their families.

## Family Services Advisory Committee

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

**Please contact your Home Visitor for further information.**

## *Family services*

KCI Early Head Start seeks to support families as they work together to achieve their family's goals.

The Home Visitor works with parents at home visits 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

### *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)

### *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 days of home visits and group socials.

We ask that children and families refrain from participating in any Early Head Start activities if any of the following conditions exists:

- a. Sore throat
- b. Deep hacking cough or severe congestion
- c. Earache
- d. Severe pain or discomfort of joints, ears or abdomen
- e. Acute diarrhea (two times the child's normal frequency of bowel movements in the past 24 hours)
- f. Severe drainage from wound, nose, eyes or ears
- g. Oral or auxiliary temperature of 101.5 degrees or higher
- h. Yellow skin or eyes
- i. Two or more episodes of vomiting in the past 24 hours
- j. Red eyes and discharge
- k. Infected or untreated skin patches or lesions
- l. Difficult or rapid breathing
- m. Severe itching of the body or scalp
- n. Skin rashes, excluding diaper rash, which lasts more than one day
- o. Swollen joints
- p. Visibly enlarged lymph nodes
- q. Stiff neck
- r. Blood or pus from ear, skin, urine, or stool
- s. Unusual behavior for the child such as not playing, confusion, persistent crying, etc.
- t. Loss of appetite such as refusing solids or favorite foods
- u. Symptoms which indicate any of the
- v. Following diseases: chicken pox, lice, scabies, impetigo, ringworm, strep throat
- w. Reportable communicable diseases

### 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 fever in the last 24 hours (a child should be fever free for 24 hours)
- ❖ Had a communicable disease and is still considered contagious
- ❖ Has vomited within the last 24 hours

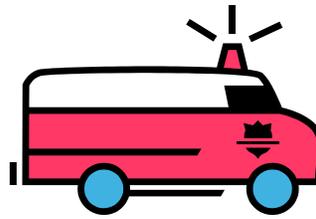
Parents may be asked to provide a statement from a physician stating that the child is no longer contagious. (the child could spread the illness to others.) It is hard for children to cope with group situations when they do not feel well.

### 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.



## *Nutrition*

KCI will provide nutritious foods to meet the child's needs during group socialization experiences, i.e. formula for infants, baby food for older infants, solid or finger foods for toddlers.

### *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 during the KCI Early Head Start group socialization experiences. The procedure is as follows:

- Parents/guardians arrange **in advance** with the Early Head Start home visitor. The home visitor will then notify all other parents of the event.
- The parent and Home Visitor plan an activity that is developmentally appropriate and fits within the regular schedule of the socialization.
- The parent will lead the activity for other parents and children attending the group socialization experience.

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



# Communication

*Kids' Corps EHS is on Facebook!*

*Visit us and receive updated information at: [www.facebook.com/kcialaskaehs](http://www.facebook.com/kcialaskaehs)*

*KCI Web-Site: [www.kcialaska.org](http://www.kcialaska.org)*

*Families will also receive flyers throughout the year, which tell them about special events and activities.*

## *Weather Conditions/Center Closure*

Only in extreme cases will home visits or group socializations be canceled due to weather. **Your home visitor will call you to inform you if it is necessary to cancel a visit or group socialization event.**

## *Transportation*

Transportation to socializations can be provided. Speak to your home visitor to make arrangements.



## *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 feel may present a danger, a plan may be needed to address safety.



# *Early Head Start Parent Partnerships*

## *Parents Rights and Responsibilities*

### *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 home visitors and all other staff who will help the child's total individual development.
- ❖ To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
- ❖ To take part in planning and carrying out programs designed to increase my skill in the areas of possible employment.
- ❖ To become informed about all community resources concerned with health, education and the improvement of family life.

## *Early Head Start Parent Responsibilities:*

- ❖ To learn as much as possible about the program and to take part in major policy decisions.
- ❖ To accept Early Head Start as an opportunity through which i can improve my life and my children's lives.
- ❖ To take part in the group social 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 the home visitor into my home to discuss ways in which parents can help their children's development at home in relation to 'world' experiences.
- ❖ To work with the home visitor, 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.

# Attendance Procedures

## Setting a Home Visiting Schedule

Upon enrollment in KCI's Early Head Start Home Based Program, families will be asked to choose a set visit day and time for weekly visits.

- Establishing a set visit schedule benefits parents, children and home visiting staff.

Families will be expected to participate in visits on this day/time weekly and notify the home visitor **in advance** if they will be unable to participate in a visit.

If a family is unable to attend their scheduled visit on their regular day and time the home visitor will attempt to schedule a "make-up" visit that same week.

After enrollment, changes can be made to your home visit schedule on a permanent basis, but not week to week. Talk to your home visitor if you would like to change your visit schedule.

## Participation Expectations

- When enrolling in the program, families are making a commitment to attend weekly family visits lasting 1.5 hours.
- It is expected that parents and children consistently attend and actively participate in family visits.
- It is expected that parents and children consistently attend and actively participate in group socialization events.

## IF YOU OR YOUR CHILD IS UNABLE TO PARTICIPATE IN HOME VISITS

Call or text your child's home visitor at 854-4532.

- Tell them why you or your child will be unable to participate
- Ask about scheduling a make-up visit later in the week

### Attendance becomes a concern when.....

- There are frequently canceled home visits
- There is a pattern of missed visits
- Families do not cancel in advance for visits they will not be able to attend.

If attendance becomes a concern or a family misses 2 or more visits in a month an attendance plan will need to be completed in order to create a plan to reestablish regular attendance. **Continued poor attendance may result in the family being withdrawn from the program.**

If repeated attempts to contact you fail, a letter will be sent to your last known address advising that you need to contact your home visitor within 7 calendar days and complete an attendance plan to remain in the Early Head Start Home Based 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 and family emergencies.

Parents must contact the home visitor to make arrangements for a prearranged absence. The home visitor will try schedule a home visit for the estimated return date. If the family is not available on the previously scheduled visit date, your home visitor will attempt to contact the parents or guardians. **If they cannot be contacted within three working days, the child will be withdrawn from the program and placed on a wait-list.**



# 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.

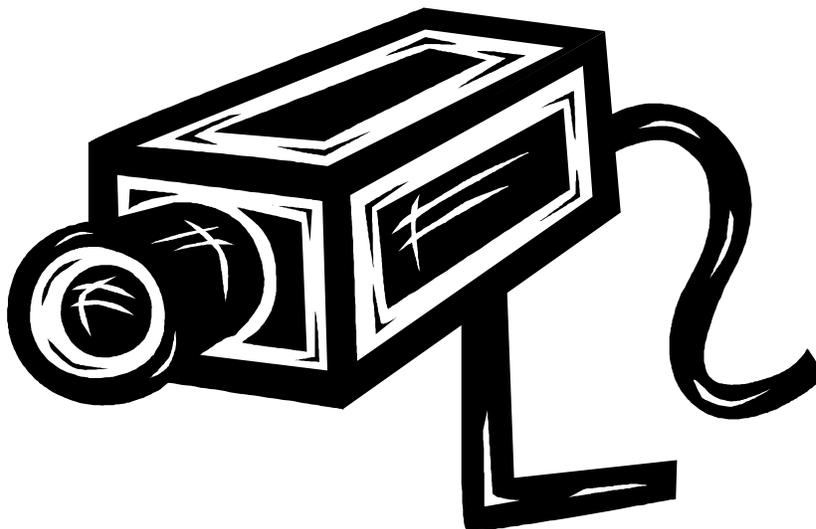
## *Safety & Security*

The entrance doors to the EHS 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



# *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.**

# *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.



## *"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.