Kids' Corps Inc. Head Start Full Day Parent Handbook 2026/2027

Welcome to Head Start

OUR MISSION STATEMENT

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

CORE VALUES: Family Empowerment, Equal Dignity & Respect, Belonging, School Readiness, Wellness.

Family Empowerment:
We support and respect parents as decision makers.
Equal Dignity and Respect:
We accept and value families whatever their economic, educational or social status.
Nurturing:
We strive to provide an environment where children, families and staff feel wanted and safe.
School Readiness:
Children have a love of learning and the skills, knowledge, and attitudes necessary for success in school and for later learning.
Wellness:
We focus on helping our families, children and staff achieve & maintain mental, physical and emotional health.

ENVISIONED FUTURE (2026)

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

A MESSAGE FROM OUR EXECUTIVE DIRECTOR

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

Head Start is much more than “daycare;” it’s for parents and other important adults too! We are here to support you as a parent or guardian, as an individual with your own goals for your employment or education and as your child’s first and most important teacher. By working together, we can make sure your child is successful in school and life.

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

Sincerely,
Katrina Ahlfield - Executive Director

Fairview Center Room 5 Staff

Teacher:

Assistant Teachers:

Family Advocate:

Center Director:

KCI Support Staff

Located at 101 Davis Street 279-2021

Executive Director	**Katrina Ahlfield**	Katrina@kcialaska.org
Accountant	**Bernadine Cruz**	bernadine@kcialaska.org
Bookkeeper	**Namununa Lee**	Namununa.lee@kcialaska.org

907-272-0133

Program Manager – Education, Facilities, & Licensing	**Katelyn Balogh**	katelyn@kcialaska.org
Program Manager – Family Services, Health & Home Visiting	**Rachel Schafer**	rachel@kcialaska.org
Program Manager – Coaching, Disabilities & Mental Health	**Steffi Redhead**	steffi.redhed@kcialaska.org
Family Services Coordinator	**Megan Severson**	megan.severson@kcialaska.org
Disabilities & Mental Health Coordinator	**Sheena Lizama**	sheena.lizama@kcialaska.org
Early Childhood Behavioral Specialist	**Erika Kakazu**	erika.kakazu@kcialaska.org
Health & Nutrition Coordinator	**Ayla Haulbrook**	ahaulbrook@kcialaska.org
Enrollment Specialist	**Miriam Vazquez-Mateo**	miriam@kcialaska.org

General Information

Non-Discrimination Statement
Kids' Corps, Inc. will not discriminate in enrollment with regard to socioeconomic status or protected class.

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

Insurance
KCI Head Start carries liability insurance from Philadelphia Indemnity Insurance Company which meets the requirements of the Municipality of Anchorage Code 16.55.4.10.C.

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

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

If a Concern Arises
Parents are encouraged to discuss concerns with their child's Teacher or Family Advocate. If additional discussion is needed contact the Center Director, the Family Services Coordinator or Program Manager. If the agency is unable to address the concern, contact a Municipality of Anchorage licensing representative. The Municipality of Anchorage, Department of Health and Human Services Child and Adult Care Office is the agency responsible for licensing child centers. This agency supervises, monitors, and investigates complaints involving childcare centers. The licensing representative conducts routine site monitoring visits and addresses complaints to see if corrective action is required.

Municipality of Anchorage
Department of Health and Human Services - Child Care Programs
825 L Street/PO Box 196650
Anchorage, AK 99524-0249
(907) 343 – 4758

Security Policy
For the safety of all children & adults, each KCI center entrance door is equipped with a keypad or buzzer on the entrance door.

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

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

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

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

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

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

Full-Day Fee Based Head Start

HEAD START IS MORE THAN "CHILD CARE." We provide a comprehensive child development program for children who are 3 to 5 years old. To provide the quality, comprehensive services required by Head Start, staff participate in many hours of training each year. Please pay close attention to the closure dates listed below.

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

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

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

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

KCI Full Day classroom is designed for children with special needs and/or parents who are working or in a training program. Preference is given to families needing full time, full day services. **Full month child care contracts are required.** 8:30 a.m. to 3:00 p.m. is considered full-day services and children are expected to attend full-day.

CHILD CARE TUITION

Age	Monthly Enrollment
Preschool (36-60 months)	**$1,019**
School Age	**$884**

***Co-Payments must be made in exact amounts (cash, check, or money order) or by debit card through our online payment option. There is no change available at the centers.* **Full month child care contracts only – self-pay is not allowed.**

Billing & Payment Policy

The Childcare Assistance Program may require co-payments as a condition of participating in the subsidy program. Kids' Corps, Inc. does not have the authority to waive these co-payments.

Childcare fees are due no later than the first of each month. A courtesy invoice will be provided to parents with established Child Care Assistance Authorizations the last week of each month that outlines the payment due for the 1st of the following month. **Failure to pay or establish a payment plan by the 5th of the month will result in the child only being allowed to attend the program from 8:30 a.m. to 3 p.m.**

Payments may be made at your child's center or at the administrative office, 101 Davis Street, Anchorage, AK 99508. Payment by mail is also accepted. Online payments, using the invoice link emailed to parents monthly, are also accepted. Contact the KCI bookkeeper at (279-2021) immediately if you have questions about your bill. Contact your Center Director or Education Manager if you need help setting up a payment plan.

Families who do not pay, miss a payment on their payment plan and do not communicate with their Center Director will lose their eligibility for full-day services. If this happens, children will only be allowed to attend from 8:30 a.m. to 3:00 p.m. until the outstanding balance due is paid in full.

All parents are responsible for renewing their childcare authorizations prior to the expiration of the contract. If a child's childcare authorization contract expires the same process will be applied. Parents will have until the 5th of the month to turn in an up-to-date child care contract. If no contract is submitted by the 5th of the month, the child will only be allowed to attend Head Start from 8:30 a.m. to 3 p.m. Parents should maintain ongoing communication with the Center Director and Family Advocate to keep them updated on progress with their childcare authorization contract renewal.

Family Advocates will work with families to address challenges and barriers to renewing their childcare authorization contract. Family Advocates can help parents with setting goals with employment, job seeking, gathering documentation, and contacting their childcare assistance case manager to assist them with eligibility.

Failure to Pay

KCI reports all unpaid fees to Child Care Assistance. Failure to pay will result in the suspension of Child Care Assistance benefits until all outstanding balances are paid in full.

Child Care Late Pick-Up Charges

Fairview 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.

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.

Enrollment Information

Non-Discrimination Statement

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

Steps to Enrollment

Submit KCI Enrollment Application with:

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

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

1. Current Immunization Record

Head Start Performance Standards require children remain up to date with well child exams and to receive a dental exam within 90 Days of enrollment.

FULL-DAY CLOSURES FOR 2026-2027

September 7, 2026	Labor Day Holiday – NO CLASSES
September 25, 2026	In-Service – NO CLASSES
October 12, 2026	In-Service – NO CLASSES
October 28, 29 & 30, 2026	Parent/Teacher Conferences – NO CLASSES
November 11, 2026	In-Service – NO CLASSES
November 26 & 27, 2026	Thanksgiving Holiday – NO CLASSES
December 4, 2026	In-Service – NO CLASSES
December 18, 2026	In-Service – NO CLASSES
December 21, 2026 through January 1, 2027	Winter Break: NO CLASSES CLASSES RESUME JANUARY 4, 2027
January 18, 2027	Martin Luther King's Birthday – NO CLASSES
January 29, 2027	In-Service – NO CLASSES
February 15, 2027	President's Day – NO CLASSES
February 24, 2027	In-Service – NO CLASSES
February 25 & 26, 2027	Parent/Teacher Conferences – NO CLASSES
March 12, 2027	In-Service – NO CLASSES
March 15 – 19, 2027	Spring Break – NO CLASSES
April 19, 2027	In-Service – NO CLASSES
May 21, 2027	In-Service – NO CLASSES
May 31, 2027	Memorial Day Holiday-NO CLASSES
June 17, 2027	In-Service – NO CLASSES
June 18, 2027	Juneteenth Holiday Observance – NO CLASSES
July 5, 2027	Independence Day Observed- NO CLASSES
July 16, 2027	In-Service – NO CLASSES
August 12, 2027	Last day of classes

Full day Head Start is closed 8/6/26-8/21/65 for pre-service. Classes resume 8/24/26

Full day Head Start is closed 8/16/27-8/27/27 for pre-service. Classes resume 8/30/27

Parent Involvement

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

You can...

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

All adults who are in the classroom for more than 15 minutes at one time will be asked to sign in on a classroom volunteer sheet. Any adult who volunteers in a classroom for more than 8 hours per month is required to have a state name based criminal record review and sex offender registry check.

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/mental health, family services, and education)
- Learn how to conduct a meeting (Roberts Rules of Order)
- Share important information with other parents at Parent Committee Meetings

Employment Opportunities for Parents

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

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

Parents on the Policy Council have FUN!!!

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

<u>Join Us Anytime</u>

Parent Committee Meeting

When your family enrolls in a KCI program, you automatically become a member of the parent committee for your center. Meetings take place once a month, in the evening or after class and are a good source of 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/Mental Health, Education, and Family Services)
- Help classroom staff and other program staff to carry out the daily activities of the center

The parent committee formally elects representatives to the Policy Council in October. We would love to have a representative from each classroom or at the very least, two parents for each center. **Your ideas, energy, and passion to see your child succeed is greatly valued – get involved and make the most of your family's KCI experience!**

Plan to join us each month!

Please contact your Center Director or Family Advocate for more information

Family Services

KCI Head Start seeks to support families as they work together to achieve their family's goals. Family advocates conduct 3 home visits with families each year to assist them to:

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

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

Parent Engagement Transportation Assistance

- KCI may offer transportation assistance to enrolled families to support parent/guardian participation in approved KCI parent engagement activities, meetings, volunteer opportunities, trainings, and events. Transportation assistance may be provided through a third-party rideshare provider, such as Uber.
- Participation in transportation assistance is voluntary and intended to help reduce barriers to family engagement and participation in KCI activities and program governance opportunities.
- Transportation assistance is available only for approved KCI-related activities and is not intended for personal use, routine childcare transportation, work transportation, errands, or non-KCI activities.
- Parents/guardians must accompany and supervise their child(ren) during all transportation arranged through this program. Children may not ride alone under any circumstances.
  Parents/guardians remain responsible for supervising their child(ren) and for complying with all applicable child passenger restraint and seatbelt laws, including providing any legally required car seat or booster seat.
- KCI does not own, operate, supervise, employ, or control rideshare vehicles, drivers, or transportation services. Transportation services are provided by an independent third-party provider. KCI does not guarantee driver availability, timeliness, routing, vehicle condition, or transportation outcomes.
- Transportation assistance must be requested and approved in advance and may be subject to funding availability, staffing capacity, scheduling limitations, and program priorities. KCI reserves the right to deny, suspend, modify, or discontinue transportation assistance at any time due to safety concerns, misuse of services, repeated cancellations or no-shows, violation of program policies, or other operational reasons.
- Families must sign the Parent Engagement Transportation Assistance Acknowledgement, Consent, and Release of Liability form prior to receiving transportation assistance.

Child Health & Developmental Services

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

The health education program offers parents information about:

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

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

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

Medication Policy

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

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

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

Over the Counter Medication

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

Topical Medication Policy

KCI staff do not administer topical medications without prior approval from the Health and Nutrition Coordinator and will be approved on a case-by-case basis. Topical medications are non-prescription items applied externally. Examples of such products are insect repellents, sunscreen, and lip balm.

PLANT SAFETY

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

TOOTH BRUSHING IN THE CLASSROOM

Following each meal, staff will include an oral hygiene practice either: "swish and swallow" with water, tooth brushing with a small amount of fluoridated toothpaste (3 years old and up = size of a pea). Children whose families have refused fluoridated toothpaste can brush with water only or can bring in their own toothpaste in its original package with the child's name on it.

Child Illness/Communicable Diseases

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

Children too ill to go outside are too ill to be at school.

Due to the required child/adult ratio, KCI is unable to accommodate requests to keep children indoors during outside playtime.

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

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

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

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

A Child Is Not Ready To Return If they have:

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

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

If one case of a communicable disease develops in a class (for example head lice or impetigo) a letter will be sent to all families to alert them. It will also be reported to MOA child care licensing if required.

Responding to Possible Illness in Program

If a child becomes ill with fever, cough, or difficulty breathing or is unable to participate in daily activities they will be separated and isolated from other children while being comforted and supervised at all times.

If your child becomes ill while at school a program staff will contact you to inform you of signs and symptoms identified and their severity. It is important that you keep your contact information current so we can reach you if necessary. You will be required to pick up your child as soon as possible (within no more than an hour). If your child goes home sick, they will not be able to return until they are symptom free and have been fever free without the aid of a fever reducer for at least 24 hours.

HEAD LICE POLICY

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

Minor Injuries

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

Emergency Treatment

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

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

Nutrition

Head Start serves a morning breakfast and lunch in all centers based on the hours a child attends class. For example, a child attending a morning class would receive a morning breakfast and lunch. Meals are served family style and children are encouraged to taste new foods. There are also nutrition activities (children

"cook" something together) to help children learn about foods and nutrition. KCI also encourages parents and guardians to bring only healthy food choices to any school function.

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

Birthdays and Holiday / Family Traditions

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

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

Sample Menu:

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

USDA Nondiscrimination Statement

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers

the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

Education & Early Childhood Development

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

Screenings are conducted within 45 days of the child's entry in the program. Trained staff use a few standardized screening tool one called the ASQ 3 (Ages and Stages Questionnaire 3), the other called the DIAL4 or speed DIAL for the developmental screenings. The DECA-P2 (Devereux Early Childhood Assessment) screens the social and emotional development of children.

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

Areas evaluated are:

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

Disabilities Services
Children with diagnosed disabilities have been enrolled in Head Start since the program began in the mid-1960s. Children diagnosed with a disability and their families receive a full range of Head Start services.

Head Start staff members work closely with ASD and community agencies to identify and provide services to meet the needs of the children enrolled. Parental consent is required for any disability services.

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

Head Start Child Outcomes

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

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

- Families will receive a weekly “what I learned this week” report
- Families and teachers meet for home visits two times per year (November/December & April/May)
- Families/teacher conferences are held two times per year (October & February)

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

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

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

Curriculum & Education

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

The Creative Curriculum

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

Conscious Discipline Curriculum

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

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

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

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

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

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

Learning Areas

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

<table>
<tr>
<td>BLOCK AREA
▪ Language
▪ Pre-Reading
▪ Math
▪ Problem Solving
▪ Cooperation
▪ Planning
▪ Fine Motor
▪ Cause and Effect</td>
<td>CREATIVITY (ART AREA)
▪ Language
▪ Creative Expression
▪ Follow-Through
▪ Materials Exploration
▪ Directions
▪ Listening
▪ Colors
▪ Counting</td>
<td>LIBRARY AND LISTENING
▪ Emergent Literacy
▪ Comprehension
▪ Discovering
▪ Listening</td>
<td rowspan="2">PUZZLES, GAMES, AND TABLE TOYS
Cognitive
Fine Motor
Problem Solving
Emergent Reading
Math
Emergent Writing
Memory
Rules/Social Skills</td>
</tr>
<tr>
<td>MATH AND SCIENCE
▪ (SAND AND WATER PLAY)
▪ Observing
▪ Coordination
▪ Math
▪ Science
▪ Cooperative Play
▪ Language
▪ Fine Motor</td>
<td>DRAMATIC PLAY
▪ Role Playing
▪ Sense of Self
▪ Planning and Organization
▪ Community Awareness
▪ Vocabulary
▪ Creativity</td>
<td>GROSS MOTOR AND OUTDOOR PLAY
▪ Body Coordination
▪ Creative Expression
▪ Rules
▪ Listening
▪ Cooperative Play
▪ Social Skills</td>
</tr>
</table>

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

Literacy

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

Typical Class Schedule

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

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

Kindergarten Transitioning

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

Animals in the Center/Classroom

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

Television and Computer Use Policies

Television is not a part of the Head Start curriculum. It is not used in the daily activities for children; however, a short video may be used to support a concept. Classroom have tablets with educational curriculum embedded. Children can choose to use these for 10 minutes a day during free play to help learn how to use technology prior to kindergarten.

Dual Language Learners

KCI Policy Statement

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

Helping Your Child Learn Two Languages

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

Speak your language with your child every day!

BENEFITS OF DUAL LANGUAGE LEARNING

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

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

Online Resources for Parents

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

Kids' Corps, Inc.

“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!

Outdoor Play – Cold Weather
Outdoor play is a daily activity. Exercise and fresh air have positive effects on children and adults as long as they are dressed appropriately for the weather. Appropriate winter outdoor clothing includes snowsuits or winter coat and snow pants, mittens or gloves, hats, boots, and warm socks. Children who attend must go outdoors with their class. **Please do not request your child to remain indoors.**

Center directors may cancel outdoor play due to:

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

All Children's outdoor clothing needs to be labeled on the inside with the child's name.
For other seasons, depending on the weather, appropriate outdoor clothing is required. Such items may include jackets, sweaters, hats and rain gear including boots.

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

Home Visits & Conferences
The parents and teacher establish goals based on the child's progress in class and at home. The teacher shares information about program activities, training opportunities and screening results. Home visits and parent/teacher conferences provide opportunities for teachers and parents to help children develop skills they will need in kindergarten. Home visits should be scheduled for about an hour and in the parent's home. Parent/teacher conferences are held for half an hour at the center (October & February).

Home visits are opportunities for

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

Guidance & Discipline
To ensure a positive and safe experience for children at Early Head Start centers, physical punishment such as spanking or striking, as well as name-calling or threats, are strictly prohibited during any program activities, including on buses and field trips. These rules apply to all individuals involved with Early Head Start, including staff, parents, siblings, volunteers, and visitors.

Our approach at KCI emphasizes the following principles for guidance and discipline:

- Noticing without judgement
- Empathy
- Redirecting inappropriate behaviors
- Using logical or natural consequences
- Maintaining consistency and follow through
- Providing safe spaces within classrooms for relaxation and learning
- KCI will always teach the children through the behavior by providing alternative responses and practicing them with the children. If teaching the children does not prove effective, this may prompt an action plan meeting.

In the event of ongoing safety concerns, a meeting will be scheduled with parents and center staff to develop strategies for addressing the behavior both at school and at home. Parental shadowing may be implemented to support the child and maintain safety. This collaborative approach allows parents and teachers to share effective behavior strategies.

KCI is considered a general education program meaning we do not have the resources to provide 1:1 support to children. This program relies heavily on parent involvement to support their own children in a classroom setting if there is an ongoing safety concern. This is called shadowing. Parent shadowing looks like the parent joining the class by staying near their children, playing with them, joining in meals and activities. They should work closely with the teacher to figure out the best ways for them to support, and what an exit plan will look like.

The safety of all children is paramount. If a child's behavior poses a potential risk to themselves, others, or staff, staff members may gently but firmly restrain the child to ensure their safety. Parents will be promptly informed and may be called to pick their child up. Depending on the situation, an action plan, possibly involving parent extended shadowing in class, may be required before the child can return. Child Care Licensing will be notified if a child is removed from class for more than ten minutes.

Children with unsafe behavior includes, but is not limited to: biting, running from the classroom, hitting, pushing, children who require extensive 1:1 teacher support, inability to follow safety instructions, or actions that are disruptive to the learning environment.

Should it be determined that KCI is not suitable for a child due to persistent unsafe behaviors, appropriate referrals to other agencies for specialized services will be made, with Child Care Licensing notified accordingly.

These measures ensure a supportive and secure environment where all children can thrive and learn effectively.

Class Observations

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

General classroom observations occur two to three times a year. They are conducted to assist staff in promoting the development and learning of the children. Focus areas of the observations are:

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

KCI understands typical child development includes some unsafe behaviors. For example, children have no ability to share before the age of three and may push when they are frustrated. We use age guidelines to tell us when children are typically developing or are acting outside of their age range. The Mental Health Consultant or an ASD care team will help us determine if more support is needed. We also look at the child's behaviors, are they improving, are the children adding pauses, or reducing frequency. Continual, harmful behaviors that are outside the appropriate age range for the child will be addressed following the guidelines stated above.

Suspension & Expulsion Policies

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

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

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

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

Communication

Parents at all centers receive monthly newsletters via email which include classroom program updates, menus and other important information. Families also receive fliers and electronic communication throughout the year which tell them about special events and activities.

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

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

Weather Conditions/center closure

When weather conditions or outdoor areas are not considered safe or healthy for children, outdoor time will be canceled. Staff will determine if the conditions are healthy before taking the children outside (determination is made by a combination of weather reports, temperatures, environmental alerts, etc.). Only in extreme cases will the school be closed. **If Anchorage School District classes are canceled, KCI schools may be closed as well.** Weather closure announcements are carried on local radio and television stations.

Emergency Evacuation Sites

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

Fairview Center Evacuation Site: TBD

Transportation

Parent Transportation

There is no Head Start bus transportation for the full day classroom at Fairview Center. The parents or caregiver who brings the child to the center must arrive before 8:40a.m. Children's arrival must be before 8:40 a.m. and departure after 3:00 p.m. for children attending on a full-day Child Care Assistance contract.

Children without a Child Care Assistance contract attend 8:30 – 3:00.

Family Pets

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

A Message for Parents of Preschool Children-Pedestrian Safety

HERE ARE SOME FACTS YOU SHOULD KNOW

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

This is how you can prevent these tragedies:

SUPERVISE PRESCHOOLERS AT ALL TIMES

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

TEACH BY EXPLAINING

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

TEACH BY EXAMPLE

When you cross a street with your child, always:

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

Field Trips

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

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

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

Attendance Procedures

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

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

IF YOUR CHILD IS ABSENT

- If your child is absent, call your child's center within 1 hour of your child's scheduled start time (9:30a.m.) to leave a message for your child's teacher.
- Tell them why your child is absent and when your child will return to class.

If a child is unexpectedly absent and the parent has not contacted the center within one hour of start time (9:30 a.m.), KCI is required by Head Start Performance Standards to try and make contact with the parent via phone call and text. This is to help ensure the child's safety.

ATTENDANCE BECOMES A CONCERN WHEN

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

WHEN ATTENDANCE BECOMES A CONCERN

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

Kids' Corps, Inc.

Closure & Delayed Start Policies

↘ Unexpected Closure Policy

To ensure the safety of those we serve and our staff, Kids' Corps Head Start & Early Head Start centers will close when the Anchorage School District closes due to inclement weather or hazardous road conditions.

In the event of an unplanned closure, we will post a closure notice on the KCI Facebook page and will attempt to notify families by text message or through an agency messaging system.

↘ Delayed Start Policy

If the Anchorage School District calls a delayed start due to inclement weather or hazardous road conditions all part-day KCI Head Start classes will be cancelled for that day. This includes East classrooms 1 and 2, Muldoon Center, and Boniface Center.

Full day classes will be open on a delayed start schedule and will accept children into care beginning at 9:30 am. These classrooms include East 3, 4, & 5, Mt. View Center and Ridgeline Center. If your child attends one of these classes, please follow normal absence procedures and notify your center if your child will be absent or tardy.

In the event of a part-day closure and full day delayed start, we will post a notice on the KCI Facebook page and will attempt to notify families by text message or through an agency messaging system.

Help Your Child Succeed in School: **Build the Habit of Good Attendance Early**

School success goes hand in hand with good attendance!

DID YOU KNOW?

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

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

WHAT YOU CAN DO

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

When Do Absences Become a Problem?

CHRONIC ABSENCE
18 or more days

WARNING SIGNS
10 to 17 days

GOOD ATTENDANCE
9 or fewer absences

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

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

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

Parents must contact their Family Advocate or Center Director to complete a pre-arranged absence contract. If the child does not return to the school on the scheduled return date and the parent/guardian has not contacted the program, the child will be withdrawn from the program. A maximum of 4 weeks total will be permitted of absences that are prearranged during the school year (September – May). Any prearranged absence requesting leave past 4 weeks will be denied and if the child is absent they will be withdrawn from the program.

No prearranged absence will be approved for more than 30 days of consecutive absence. Any child who is absent for 30 or more consecutive days will be withdrawn from the program and may reapply at a later date.

Drop-off and Pick-up Procedures

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

1. Escort the child to the classroom and sign the child in on the Classroom Sign-In/Sign-Out sheet.
2. Parents will then assist their child to put his/her belongings in the cubby.
3. Make contact with the teacher. If parents are staying to volunteer, they must also sign-in on the Classroom Sign In/Out sheet.

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

1. Get the child ready to leave by changing the child out of their indoor shoes and checking their cubby/mailbox for items/flyers.
2. Make contact with the teacher
3. Show identification if requested
4. Sign the child out on the Classroom Sign-in/Sign-Out sheet

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

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

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

CHILDREN WHO ARE NOT PICKED UP AFTER CLASS

If a child has not been picked up by the close of class, staff will attempt to reach the parent/guardian. If staff cannot reach their parent/guardian, staff will contact the individuals listed on the Emergency Contact Form. If the parents or contact person **cannot be reached by the end of business hours,** KCI staff will call the Anchorage Police Department (APD). APD will investigate and determine where to take the child. The Office of Children's Services will also be contacted. Multiple late pick-ups may require the completion of an attendance success plan and/or could result in the child being withdrawn from the program.

Video Cameras in KCI Centers

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

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

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

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

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

such representatives is lawful, consistent with this policy, and appropriate and proper under the circumstances.

KCI Confidentiality Procedure

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

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

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

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

There are some exceptions when written consent is not required:

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

Child Abuse & Neglect Reporting Procedure

Children's safety always comes first. Alaska State Child Abuse and Neglect Reporting law (section 47.17) and the Municipality of Anchorage Code require Head Start staff and all licensed child care providers to report suspected or known cases of child abuse and neglect to the Office of Children'. **Staff must report no matter where the suspected incidents occur.** All incidents of suspected or known child abuse or neglect will be reported to the Office of Children's Services (269-4000) within 24 hours. All reports are confidential. Any suspected abuse or neglect by a parent at a KCI facility or event will also be reported to MOA Child Care Licensing.

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

State law defines child abuse or neglect to include:

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

Unsupervised Child Policy and Procedure

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. Alaska State Law requires that incidents of child abuse or neglect be reported to the office of children's Services (OCS). Kids' Corps are mandatory child abuse and neglect reporters.

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

PROCEDURE

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

HELP IS AVAILABLE

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

Head Start Parent Partnerships

Head Start Parent Rights

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

Head Start Parent Responsibilities

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, a volunteer worker, or a paid employee, and to contribute my services in whatever way I can toward enrichment of the entire program.

- To provide parent leadership by taking part in elections, to explain the program to other parents and to encourage full participation.
- To welcome teachers and family advocates into my home to discuss ways in which parents can help their children's development at home in relation to school experiences.
- To work with the teacher, staff, and other parents in a cooperative way.
- To guide my children with firmness which is both loving and protective.
- To offer constructive criticism to the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs and meetings designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs which help to improve health, education, and recreation for all.

Parents and Visitors Code of Conduct

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

PARENTS/VISITORS ARE EXPECTED TO

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

SCHOOL AND CLASSROOM GUIDING PRINCIPLES

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

NO PERSON SHALL

- Intentionally injure any other person or threaten to do so.
- Disrupt classes, school programs or other school activities.
- Intimidate, harass or discriminate against any person.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Use tobacco products in sight of, Head Start/Early Head Start children.

Parent/Visitor Code of Conduct Violations

The safety of children, families, and staff is our highest priority. To maintain a safe and respectful environment, any individual who behaves in a disruptive or threatening manner on KCI property or during KCI-sponsored activities may be asked to leave immediately. Law enforcement will be contacted if necessary.

Responding to Code of Conduct Violations

Immediate Response

- **If it is safe to do so**, staff will address the behavior directly and respectfully in the moment. For example:
    - "We don't use words like that in our classroom."
    - "You seem upset. Would you like to step outside the classroom to continue this conversation, or should I call a supervisor?"
    - "That comment made me uncomfortable. Please don't say things like that."
    - "This is not an appropriate time to discuss that issue."

Reporting the Incident

- Staff will report the incident to their **supervisor** and the **supervising manager.**

Internal Review

- The **supervisor and manager** will meet with the staff involved to review the incident and determine appropriate next steps.
- If necessary, the **manager will consult** with the **Executive Director** and **Mental Health Consultant**.

Possible Outcomes

- Based on the review, the parent or visitor may:
    - Be given a chance to correct the behavior moving forward
    - Have **limitations placed** on their future involvement with KCI programs.
    - Be **temporarily or permanently excluded** from KCI premises and/or activities.

Parent/Visitor Meeting

- Once all information has been gathered and it is safe to proceed, the **manager may meet with the parent or visitor** to:
    - Discuss the incident.
    - Communicate any decisions regarding exclusions or limitations.
    - Set clear expectations for future behavior.
- The parent or visitor will receive:
    - A copy of the **KCI Code of Conduct**.
    - A written summary of any **restrictions or limitations**, including consequences for future violations.

Municipality of Anchorage Child Care Licensing Program
PARENTS' GUIDE TO LICENSED CHILD CARE
CC61 Rev. 8-2025

This form is required to be included in a child care facility's policies and must be provided to parents and guardians at enrollment.

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 within the Municipality includes child care homes and centers. Your chouse depends on what you want and need for your child.

Licensing is a key to quality child care.

- Licensing promotes good care by setting basic health and safety standards. Before a home or center is granted a child care license, it must meet minimum regulatory standards such as: health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Program conduct on-site inspections at a facility to monitor regulatory compliance and to investigate reports of concern. The goal of licensing is to precent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

An informed parent is a key to quality child care.

- Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice 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 knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present? Are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

What to do if you have questions or concerns about the care your child is receiving:

- First discuss with your caregiver or the facility's administrator or associate administrator if you have concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, contact the Child Care Licensing Program at (907) 343-4758 or via email at hhsccl@muni.org

CHILD-TO-CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITES

CHILD CARE HOMES

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory

- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

CHILD CARE CENTERS

- Administrator and associate administrator must be at least 21 years of age
- 9 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, needed to meet child-to-caregiver ratios:

- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4-year-olds)
- 1 caregiver for every 14 kindergarten children (5 and 6-year-olds)
- 1 caregiver for every 18 school age children (7 through 12 years old)

See 7 AAC 57.510 for allowable maximum group sizes in a Center

TO BE LICENSED

- Required to apply for a Provisional or Biennial License
- Must meet all licensing standards and requirements
- Must be in compliance with all licensing regulations
- Must allow Child Cre Licensing access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
- All staff/household members must have a valid criminal history check from the State of Alaska Background Check Program, associating them to the facility
- All caregivers must meet the licensing early child development training requirements

OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form
- Child emergency information
    - Must be updated by parent when changes occur or at least semi-annually
- Permission for:
    - Medication administration
    - Transportation
    - Field trip participation
- A plan of care for a child identified with a special need
- A behavior guidance plan for a child with a behavior issue

PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include a minimum of 20 minutes of vigorous physical activities for every 3 hours in care
- Must prohibit screen time viewing including T.V., computers, and hand-held devices for children under two years of age
- Must ensure screen viewing time for children two years and over is limited to 1 hour in a 24-hour period except for special occasions
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate risk activity

SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age-appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

SAFETY

- Must meet Child Care Licensing and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes: shaking, spanking, delivering a blow with a part of the body or an object, spalling, punching, pulling, or any other action that seeks to induce pain."

HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure the facility is smoke free
- Ensure there is always a caregiver with pediatric CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver's own child(ren) and all children in care are treated equitably

EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age-appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
    - 35 square feet of usable indoor space per child
    - 75 square feet of usable outdoor space per child