

# All Kids Academy Head Start

620 West Madison Ave., El Cajon, CA 92020

(619) 270-7009



## PARENT HANDBOOK

[www.akaheadstart.org](http://www.akaheadstart.org)

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# Section I

## Introduction To ALL KIDS ACADEMY HEAD START:

- ✚ Greetings from the Executive Director
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## **Greetings from Yolanda Perez Head Start Executive Director**

Welcome to All Kids Academy Head Start! You have just enrolled in the most comprehensive child development program in the country, designed for you and your child. As a parent, you will find Head Start offers many opportunities for you to grow as an individual, as a parent, and as a member of the San Diego community. To facilitate this growth and enhance your participation in the program, this Parent Handbook was developed so that you may better understand the Head Start program in general, and A Head Start program, in particular. It provides everything you need to begin your exciting Head Start experience.

Head Start is a family-oriented program. You and your child are the focus of all that we're about. Your child will be growing emotionally, developmentally, and socially while participating in the program. However, your growth is equally as important, for you are the most important teacher your child will have. We teach them for a few years and provide them a head start to kindergarten; your teachings last a lifetime! Your child deserves no less than a concerned, involved teacher and parent. We are here to do our part. Head Start provides the opportunity for you to participate as much as you would like in your child's preschool experience. Please take advantage of this opportunity.

To begin, take a quick glance of what's included in the Handbook. Head Start staff members have attempted to provide you with clear and concise information. Take the time to read and understand the information. This Handbook was written for your use and is yours to keep. Feel free to take notes and write in it.

Remember that you have a right and responsibility to get involved in all phases of the program. The staff respects and welcomes your participation. We are here to assist you and your family to be all you can be. LET'S WORK AND GROW TOGETHER!!!

*Yolanda Perez*

Yolanda Perez  
Executive Director



# ALL KIDS ACADEMY HEAD START

## OUR MISSION STATEMENT

The mission of the All Kids Academy Head Start Program is to serve children, families, and communities by closing the achievement gap. and desire in each of them to achieve their maximum potential as productive members of society. To this end, we provide quality traditional and non-traditional child development services.

## OUR VISION STATEMENT

“Every child’s family leaves empowered for a better life”.



**“The decisions we make with our children today will affect them for the rest of their lives.”**

# All Kids Academy Head Start

## Serving More Than 1,000 east San Diego Children and Families Annually (Locations)

**Spring St. Head Start**  
3845 Spring Drive  
Spring Valley, CA 91977  
(619) 713-2262  
Fax (619) 713-2263

**Casa de Oro Head Start**  
10235 Ramona Drive #A  
Spring Valley, CA 91977  
(619) 660-9772  
Fax (619) 660-9811

**Farragut Circle Head Start**  
490 Farragut Circle  
El Cajon, CA 92020  
(619) 593-8010  
Fax (619) 593-2604

**Jackman Head Start**  
832 Jackman Street  
El Cajon, CA 92020  
(619) 334-4444  
Fax (619) 334-3495

**San Miguel Head Start**  
7059 San Miguel Avenue  
Lemon Grove, CA 91945  
(619) 460-6611  
Fax (619) 460-6761

**La Mesa Head Start**  
7520 El Cajon Blvd.  
La Mesa, CA 91941  
(619) 463-1093  
Fax (619) 463-9853

**Granada Head Start**  
3920 North Granada Avenue  
Spring Valley, CA 91977  
(619) 670-6101  
Fax (619) 670-6735

**Redwood Head Start**  
533 S. First Street  
El Cajon, CA 92020  
(619) 579-0366  
Fax (619) 593-9457

**Vista La Mesa**  
3900 Violet Street  
La Mesa, CA 91941  
(619) 826-5600 ext.2360  
fax (619) 825-5635

**Darnall Head Start**  
6020 Hughes St.  
San Diego, CA 92115  
(619) 955-8730  
Fax (619) 955-8732

**Rolando Head Start**  
6620 Marlowe Drive  
San Diego, 92115  
(619) 795-4650  
Fax (619) 795-4652

**Grand Head Start**  
905 Grand Avenue  
Spring Valley 91977  
(619) 460-6710  
Fax (619) 460-5955

**San Martin de Porres**  
9119 Jamacha Rd  
Spring Valley, CA 91977  
(619) 461-8200  
Fax (619) 461-8203



# About All Kids Academy Head Start

All Kids Academy Head Start is a comprehensive child development program. It is parents and teachers working hand in hand, side by side, to help the child and his/her family develop to their fullest potential. Services are family focused and include:

- \*Early Childhood Education
- \*Kindergarten Readiness
- \*Community Partnerships
- \*Family Partnerships
- \*Program Governance
- \*Parent Involvement/Parent Engagement
- \*Services for Children with Special Needs
- \*Mental Wellness
- \*Speech/Language
- \*Health Services
- \*Nutrition
- \*Dental Health



## **WHAT IS HEAD START?**

Head Start is a federally funded program designed to give three to five year old children and their families the experiences they need to bring about success in public schools and improve their quality of family life. Our program provides Head Start services in center based, home-based, and Family Child Care homes.

## **WHAT IS EARLY HEAD START?**

The Early Head Start Program provides services for children (toddlers) from 18-36 months of age. Early Head Start provides a place for children to experience consistent, nurturing relationships, and stable, ongoing routines, which are the foundation of school readiness. Our program provides Early Head Start services in center based, home-based, and Family Child Care homes.

## **AGENCY GOALS**

**Goal #1-** To engage the whole community (Parents, Head Start, Community Agencies, Local Education Agencies, etc.) in working together to ensure that children are ready for school.

**Goal #2-** To develop systems, competencies, and linkages that ensure that children's overall physical and emotional well-being is supported.

**Goal #3-** To develop programs, competencies, and linkages that support and promote empowerment and self-sufficiency.

**Goal #4-** To develop a long term facilities plan for Head Start that ensures stable, high quality, and cost effective centers and offices for Head Start services.

**Goal #5-** To engage the whole community (parents, Head Start, community agencies, Local Education Agencies, etc.) to promote and encourage school readiness and continuing education for the whole family.

# ALL KIDS ACADEMY HEAD START PROGRAM OPTIONS

Center Based Program	Home Based Program
	
<p>Head Start/Early Head Start services are delivered at various centers located throughout east San Diego County. Services are delivered through various half-day or full-day classes. Teachers work together with Family Service Advocates to provide services to the children and families.</p>	<p>Children and families enrolled in this option receive weekly home visits with a Head Start home visitor who provides comprehensive services. Children in this program also get together two times a month for socialization gatherings.</p> <ul style="list-style-type: none"> <li>• Home Visits are made weekly in the homes of the families.</li> <li>• Socializations are held twice a month.</li> </ul>
<b>Full Day Centers</b>	
<p>Full Day classes vary between 8 and 10 hours according to your family's need and eligibility. Classes are either four days a week or five days a week.</p> <ul style="list-style-type: none"> <li>• Casa de Oro</li> <li>• Darnall</li> <li>• Farragut Circle</li> <li>• Granada</li> <li>• Jackman Early Head Start</li> <li>• La Mesa</li> <li>• Redwood</li> <li>• Rolando Early Head Start</li> <li>• San Martin de Porras Early Head Start</li> <li>• San Miguel</li> <li>• Spring Street</li> <li>• Vista La Mesa</li> </ul>	
<b>Part Day Centers</b>	
<p>Part Day classes are typically 3½ hours each day, four days a week.</p> <ul style="list-style-type: none"> <li>• Casa de Oro</li> <li>• Darnall</li> <li>• Farragut Circle</li> <li>• Granada</li> <li>• Grand Avenue</li> <li>• San Miguel</li> <li>• Spring Street</li> </ul>	
<b>Collaboration Classes</b>	
<p>In collaboration with the Lemon Grove School District, classes are offered at the Vista La Mesa and San Miguel Elementary School.</p>	<p style="color: red; text-align: center;"><b><i>“Head Start has had a strong impact on communities and early childhood programs across the country, serving families in all 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, and Pacific Insular areas”.</i></b></p> 

# Section II



## Informational guide:

- ✚ Parent Code of Conduct
- ✚ My Rights and Responsibilities
- ✚ Governance
- ✚ Volunteering/In-Kind
- ✚ Communication
- ✚ Important Dates
- ✚ Attendance Policy  
(Drop off/Pick Up Policy)
- ✚ Keeping Children Healthy
- ✚ Community Complaint Procedure  
(Procedure/Process/Form)

# **PARENT CODE OF CONDUCT**

## **& Helpful Information Every Parent Should Know**

### **Head Start activities are declared “KID ZONES”**

- Inappropriate behaviors are not acceptable at any of our ALL KIDS ACADEMY Head Start programs, functions, or events, whether it be onsite at centers, the office, or at any other public sites.
- No smoking or drinking of alcoholic beverages is permitted on Head Start premises or at any Head Start activity.
- Children cannot be yelled at, cursed at, thumped, or spanked at any Head Start center or activity.
- ALL KIDS ACADEMY will not tolerate any abusive language, intimidating behavior, physical abuse, or sexual comments towards other parents, Head Start staff, or other children.
- Parents or members of their family who violate the Parent Code of Conduct will be restricted from entering Head Start property or participating in any Head Start activities.
- The law requires that Head Start food, including snacks, must stay at the center at all times and cannot be taken home.

### **Simple Rules to Follow**

- Check your child’s cubby and parent mailbox daily.
- We must have current emergency phone numbers and addresses. Please keep the staff informed of any changes to work, home, or emergency addresses or telephone numbers.
- Parents must supervise their non-Head Start children at all times while in Head Start classrooms, offices, and playground.

### **Clothing/Bedding**

- We ask that your child be dressed in washable, comfortable clothing for daily school activities.
- Children learn by hands-on activities which can be messy, so dress them in clothes that can get dirty.
- Keep a complete change of clothes (underwear, socks, pants, and shirt) in your child’s cubby at all times. **Label your child’s clothing clearly. NOTE: Head Start is not responsible for lost clothing.**
- For safety, children are to wear closed-toed shoes every day.
- We ask parents to voluntarily take home your child’s bedding weekly for washing, and return the washed bedding on the first day back in class.

# My Rights and Responsibilities

## My Responsibilities as a Head Start Parent

- To learn as much as possible about the program and to take part in policy making decisions.
- To utilize Head Start opportunities to enhance my family's quality of life.
- To take part in the classroom as an observer, a volunteer, or a paid employee.
- To provide parent leadership by encouraging program participation to others.
- To provide guidance and support for my child/children.
- To receive information in a timely manner about community resources and activities.
- To develop goals, and strategies to meet those goals, in collaboration with All Kids Academy staff.
- To learn as much as possible about child growth and development, so that I may become a better teacher for my child.

## My Rights as a Head Start Parent

- To take part in policy making decisions affecting the planning and operation of the program.
- To help develop programs and activities that will improve daily living for my family and me.
- To be informed in a timely manner of events or items that may need my approval/disapproval.
- To choose whether to participate or not, without jeopardizing my child's enrollment.
- To be welcomed as a partner in my child's education.
- To always be treated with respect and dignity.
- To maintain confidentiality with items involving staff, parents, and/or of a sensitive matter.
- To be able to learn about the entire operation of the program.
- To be informed about community resources and activities.
- To be able to communicate without fear of ridicule.



*"Take the initiative now; cherish these times, teach them".*

## **Notification of Parents' Rights under California Community Care Licensing**

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION

### **As a Parent/Authorized Representative, you have the right to:**

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing office name: Community Care Licensing

Licensing office address: 7575 Metropolitan Drive, Suite 110, San Diego, CA 92108

Licensing office telephone: (619) 767-2200

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

## **Notification of Childs Personal Rights under California Community Care Licensing**

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION

### **Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:**

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Licensing office name: Community Care Licensing

Licensing office address: 7575 Metropolitan Drive, Suite 110, San Diego, CA 92108

Licensing office telephone: (619) 767-2200

# **GOVERNANCE**

## **All Kids Academy Head Start wants you!**



### **CENTER PARENT COMMITTEE**

Congratulations! You are automatically a member of this Committee if you are a parent/guardian who currently has a child in the program. Please attend center meetings to get involved at the center level. Please note that each center has money set aside for the Parent Committee sponsored activities. That's right, Head Start has funds specifically for Parent Activities, such as workshops, make-n-takes, and classes at your center. It's up to YOU how to best spend the funds.

### **POLICY COMMITTEE**

The Policy Committee serves as a link to the Center Parent Committees as well as a link to the grantee, Neighborhood House Association. The Policy Committee works in partnership with key management staff and the Board of Directors to develop, review and approve or disapprove policies and procedures. Meetings are held on the second Thursday of each month, in the evening. To serve on the Policy Committee, members are elected at the center level to represent their center, but parents who are not elected are more than welcome to attend these meetings. Former Head Start parents are welcome to serve as Community Representatives on the Policy Committee.

### **POLICY COUNCIL**

Policy Council meetings are held monthly and facilitated by the grantee, Neighborhood House Association. The Policy Committee elects one Representative to represent All Kids Academy Head Start at the grantee level. The Policy Council is an avenue for All Kids Academy parents' voices to be heard at the grantee level. Your participation affects over 8,000 San Diego Head Start children served county-wide.

### **ALL KIDS ACADEMY HEAD START BOARD OF DIRECTORS**

The Board of Directors meetings are held on the third Monday of each month at the Administrative Office. Two parents will be elected, from the Policy Committee, to serve on the Board of Directors.

## Why Volunteering is Important



Funding for the Head Start program is provided by the Federal Government and is based on community involvement. If you do not support the program by volunteering, the program will not be able to generate the matching funds (in-kind) required to continue receiving federal money to operate. Volunteering not only helps the program, but it is also a rewarding experience. The children benefit from your presence at the center, and you also benefit knowing that you have made a difference in a child's life.

Volunteering time in the classroom has requirements our program must follow to keep our program in compliance with state licensing requirements.

Please follow these simple rules when volunteering:

1. Absolutely no siblings will be allowed in the classroom, kitchen area, or office while the parent/guardian is volunteering.
2. Any person who volunteers for All Kids Academy Head Start must have up-to-date immunizations on file. The volunteer policy requires that all Head Start Children, Volunteers, and staff have up-to-date immunizations against measles, pertussis, influenza, and TB.

**Volunteering is important because it helps us to generate the in-kind required by our funding source.**



# ★ In-Kind ★

ALL KIDS ACADEMY Head Start is required by the Federal Government to match our funding dollars with **in-kind - volunteer hours/services donated to the program for which we would otherwise have to pay**. Parents are our most valuable source of in-kind. Each hour you dedicate to Head Start is worth in-kind to the program. Your volunteer commitments insure the continuation of the federal monies, and thus, the Head Start program.

In-kind can be documented in a variety of ways. The following are some suggestions:



Attend monthly **Center Parent Committee and Policy Committee meetings**. The monthly dates and times will be listed on the Head Start calendar.



Every week, your child's teacher will send home activities for you to do with your child. The time you spend on these activities is considered in-kind.



Any time **volunteering in the classroom** is counted as in-kind.



Time invested as a parent representative doing any of those assigned duties is considered in-kind. If you are called by a parent representative - the time spent talking to them on the phone is in-kind.

# Communication

On-going communication between the families and staff is very important. It allows individuals to become fully involved in program activities and to make group decisions that promote a quality program. Our program is committed to maintaining open lines of communications through:

## HOME VISITS

- The educational staff and the Family Services Advocates will make home visits.
- Home visits provide the opportunity to exchange important information regarding your child's education and family support.
- Home visits are scheduled at times that are mutually convenient for parents and/or caregivers.
- Head Start requires two (2) home visits per year be made each year.
- RELAX – we are coming into your home to promote better school/family relations—not to judge your home or your housekeeping.

## CALENDARS/NEWSLETTERS

Every Head Start center will provide families with a monthly calendar or newsletter announcing up-coming events.

## PARENT COMMITTEE MEETINGS

This committee is for all parents/guardians who have children currently enrolled in our program. Every parent who has a child currently enrolled is a member of this committee. The parent committee for each program must be established by the 30<sup>th</sup> of September each year. This committee will meet at a time that is voted on by the parents.



# Important Dates

## Holidays

The following holidays are observed. All Centers will be closed during this time. Additionally, most centers are closed for one (1) week during the spring vacation and two (2) weeks during the winter break.

***Check your site calendar for specific dates when your center will be closed.***

- Labor Day
- Veteran's Day
- Thanksgiving
- Winter Vacation
- Martin Luther King Day
- Cesar Chavez Day
- Lincoln's Birthday
- President's Day
- Memorial Day
- Spring Vacation
- Fourth of July

## Staff Development Days

- Programs will be closed on specific dates throughout the program year for staff training/professional development (***advanced notice will be given***).



*The best inheritance parents can give to their children is a few minutes of their time each day.*



# Attendance Policy

Regular attendance at All Kids Academy Head Start supports your child's development and school readiness goals. It is VERY important that your child attends school every day. It is the parents' responsibility to notify your child's center each day that your child is absent. If your child is absent four (4) consecutive days without notifying the center, the Family Services Advocate will make a home visit to emphasize regular attendance. In certain circumstances we will initiate appropriate family support to determine child's enrollment.

## Late Drop-Off Policy

It is important that children be present at the beginning of class because activities scheduled are part of the curriculum. This is where children develop self-help skills as they participate in mealtime. When children are late, they miss out on the opportunity to socialize with their friends and teachers.

- As a parent/guardian, it is your responsibility to bring your child to school on time. If you are running late, please call the center to notify the staff.



Children at risk who have been enrolled in a quality early childhood program are 25% less likely to repeat a grade

## Late Pick-up Policy

You will be given the Late Pick-up/Late Drop-off Form to sign each time you pick your child up late from school. On the third late pick-up, we will initiate appropriate family support to ensure your child is picked up on time.

You must pick up your child on time. If you are late, the following steps will be taken:

- The staff will call your emergency phone number.
- The staff will call your home, work, and/or school.
- The staff will contact your emergency contacts.
- In extreme situations, at the discretion of the Center Director/Second in Command, staff may call the police and have the child transported to the appropriate child custody facility. **Under no circumstances will staff take a child home or transport a child to another location.**

### The Sign-in/Sign-out Policy is as follows:

ALL KIDS ACADEMY Head Start maintains and implements a written procedure to sign children in/out of Head Start centers. This is to ensure safety and supervision of enrolled children and to comply with state licensing.

- The person who brings the child to, and removes the child from the center must sign the child in and out daily. The person shall use their full legal signature and record the time of day.
- Any person who removes the child from the site during the day, and returns the child to the center the same day shall sign the child in/out using their legal full signature (for example: Jill Smith-Speech Therapist).
- A child must be signed in/out by an authorized person. If the authorized person's signature is missing, the teacher will immediately request the signature upon the return of the parent/guardian.
- **A person must be 18 years or older to sign children in and out of the program.**

## Authorization for the Release of a Child

- Head Start children may be picked up from class only by their parent/legal guardian, or by those people listed on the authorized pick-up list.
- If parents are separated or divorced, ALL KIDS ACADEMY Head Start will release the child to either parent, **unless** Head Start is in possession of a **court order** identifying the custodial parent and the terms of custody as decreed by the court.
- Head Start staff will not get involved with any parental/custody issues, but will follow court orders as written.

### Requirement for Identification

- At the time of enrollment a Identification and Emergency Information form was completed authorizing persons to take your child from the facility as well as additional persons who may be called in an emergency. Such persons must provide a valid form of identification before the child will be released.

## Keeping Children Healthy

All Kids Academy Head Start requires each child enrolled in the program to obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care, including a TB Risk Assessment. Staff will work with parents/guardians to obtain or have an appointment for the mandatory physical examination within 30 calendar days following the first day of attendance.

### If a Child Becomes Sick at School - Medical and Dental Emergencies

At the time of enrollment a Consent for Emergency Medical Treatment is signed and kept on file in case of emergency medical or dental care to identify your prescribed duly licensed physician (M.D.) Osteopath (D.O.) or Dentist (D.D.S.). The care may be given under whatever conditions are necessary to preserve the life, limb or well being of your child.



Health and safety policies and procedures related to staff training and classroom intervention are in place in case your child gets sick. Staff is trained in handling blood borne pathogens, CPR, first aid, diapering, proper hygiene techniques, and child abuse prevention.

1. If a child becomes sick at school, it will be determined if he/she needs to be sent home.
2. If they have any of the symptoms listed in the, “When a Child is Too Sick to Attend” found on the next page, the child will automatically be sent home. If it appears as though your child has a life threatening emergency, staff will immediately call 9-1-1.
3. The child’s family will immediately be notified. If the family cannot be reached, the emergency contacts listed on file will be notified to pick up the child. It is important to make sure your contact information on file is current. Please notify Head Start if your information changes.
4. Until the parent/guardian or emergency contact person arrives, the child will wait in a quiet area of the classroom or office.

## **Medication Administration**

All Kids Academy Head Start has a Medication Administration Policy that states:

1. **NO OVER THE COUNTER** medications (Example: Tylenol) will be given during classroom hours, unless prescribed by a physician.
2. If a child requires a prescribed medication to be given during Head Start hours, the medication must be brought to the center in the ORIGINAL PHARMACY LABELED BOTTLE/BOX with the child’s name written on it.
3. In order for staff to administer any medication at school, an Authorization to Administer Medication Form, signed by the doctor and parent must be on file.
4. When there is a change in the dosage or type of medication needed, a new Medication Authorization and Administration form needs to be filled out and a new pharmacy labeled bottle needs to be brought to school.
5. If a child has a chronic condition, an Individual Health Plan must be completed with the parent/guardian and staff before the child can start school.



## When a child is too sick to attend Head Start

Most children with mild illnesses can safely attend Head Start. A child may be too sick to attend if:

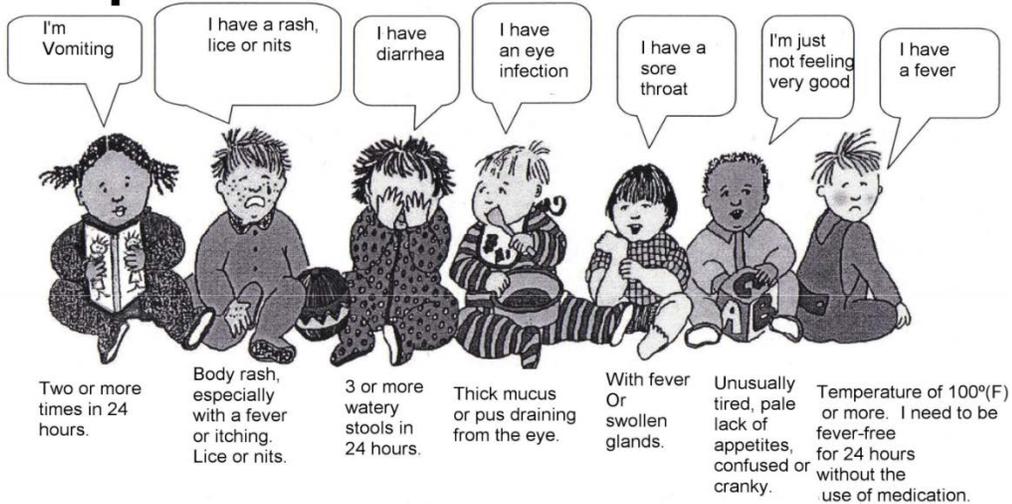
- ▶ The child does not feel well enough to participate comfortably in the program's activities
- ▶ The staff cannot adequately care for the sick child without compromising the care of the other children.
- ▶ The child has any of the following **symptoms**, unless a healthcare provider determines that the child is well enough to attend and that the illness is not contagious:
  - ◆ **FEVER** (100°F or above) accompanied by behavior change and other signs or symptoms of illness (ex: child looks and acts sick).
  - ◆ **SIGNS OR SYMPTOMS OF POSSIBLY SEVERE ILLNESS** (ex: persistent crying, extreme irritability, uncontrolled coughing, and difficulty breathing, wheezing, lethargy).
  - ◆ **DIARRHEA** ~ until it has been at least 24 hours since the last episode of diarrhea. This includes changes in the child's usual stool pattern – increased frequency of stools, looser/watery stools, child can't get to the bathroom in time.
  - ◆ **VOMITING** ~ until it has been at least 24 hours since the last episode of vomiting
  - ◆ **MOUTH SORES** with drooling
  - ◆ **RASH** with a fever or behavior change
- ▶ The child, with any one of the following **diagnoses** from a health care provider, must be kept home **until treated or no longer contagious**:
  - ◆ **INFECTIOUS CONJUNCTIVITIS / PINK EYE** (with eye discharge) - Until 24 hours after treatment has started
  - ◆ **SCABIES, HEAD LICE, OR OTHER INFESTATION** - Until 24 hours after treatment and free of nits
  - ◆ **IMPETIGO** - Until 24 hours after treatment started
  - ◆ **STREP THROAT, SCARLET FEVER, OR OTHER STREP INFECTION** - Until 24 hour after treatment started and child is free of fever and symptoms
  - ◆ **PERTUSSIS** - Until 5 days after treatment started
  - ◆ **TUBERCULOSIS (TB)** - Until a health care provider determines that the disease is not contagious
  - ◆ **CHICKEN POX** - Until all the sores have crusted over

- ♦ MUMPS - Until 9 days after the start of symptoms (swelling of “cheeks”)
- ♦ HEPATITIS A - Until 7 days after start of symptoms (Example: Jaundice)
- ♦ MEASLES - Until 6 days after start of rash
- ♦ RUBELLA (German measles) - Until 6 days after start of rash
- ♦ ORAL HERPES/COLD SORES - Until drooling has ceased and lesions have healed
- ♦ SHINGLES (if lesions cannot be covered) - Until lesions are dry
- ♦ HAND, FOOT AND MOUTH DISEASE - Until the lesions heal, drooling ceases and temperature is normal
- ♦ PINWORMS - Until 24 hours after treatment has started.

## Head Lice Policy

Head lice checks will be done on all enrolled children the first day of attendance, after all breaks of four or more days from school, or if a child appears symptomatic. If nits or live lice are found, the child will be sent home with information on how to get rid of head lice from the hair and in the home. The child will be checked by the teaching staff upon return to school. If live lice or nits are found, the child will be sent home again. Head lice checks will be redone in that classroom in one week to ensure that it has not spread.

## Keep Me Home If...



### When Your Child is Sick:

1. Have plans for backup childcare.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

## Child and Adult Care Food Program

All Kids Academy Head Start, with funding from the Child and Adult Care Food Program, support a nutrition program that meets the needs of the children and their families. Food served at the centers is high in nutrient content and low in fat, sugar, and salt.

**Birthday Celebrations** are recognized monthly with a special “Celebration Treat”, which will be provided to all centers. The treat will be pre-approved by the Nutrition Consultant and Health Specialist to ensure its healthy content.

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they

applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. This institution is an equal opportunity provider.

## **Mental Health Services**

Mental health services are provided by mental health professionals with experience and expertise in serving young children and their families and/or licensed mental health consultants.

## **Dental Health Services**

Children brush their teeth while supervised by adults. Proper tooth brushing and healthy eating are taught in class. Head Start sites also collaborate with dentists to provide oral exams on children, and with the Delta Dental program, to teach good practices in keeping teeth and gums healthy.





**All Kids Academy Head Start, Inc.**  
**620 West Madison Avenue • El Cajon, CA 92020**  
**Phone (619) 270-7009 • Fax (619) 444-5668**  
**www.akaheadstart.org**

**ANNUAL LETTER OF NOTIFICATION**  
**2018 - 2019**

Dear Staff/Parent/Guardian,

The Healthy Schools Act requires all California schools to notify staff and parents/guardians of students with an annual written notification of anticipated pesticide use on school sites. For a complete list of pesticides that could possibly be used at your center during the upcoming school year, please reference the attached Integrated Pest Management (IPM) Plan. The IPM Plan is posted to AKA Head Start's website at [www.akaheadstart.org](http://www.akaheadstart.org). It is also available to view in the center office where you work or your child attends. Additional information regarding these pesticides and pesticide use reduction can be found at the California Department of Pesticide Regulation's website: <http://www.cdpr.ca.gov>.

A sign will be posted at the entrance to the school at least 24 hours before a pesticide is applied. Further information regarding each pesticide application will be available upon request in the center's office, on AKA's website as noted above, and on the agency's Intranet.

AKA Head Start will provide a 72-hour notice prior to a pesticide application at the center. If the recommended pesticide product of choice is not listed in the IPM Plan, the notice will be in writing.

If you have any questions, please contact your Center Director. You may also contact our Administrative Office at (619) 270-7009 and ask to speak with either the agency's IPM Coordinator, Alfonso Rivera, or Quality Assurance Specialist, Debbie Sanchez.

Sincerely,



Dr. Patsy Brown  
Director of Early Education and Program Operations

**All Kids Academy Head Start, Inc.  
Integrated Pest Management (IPM) Plan**

An Integrated Pest Management (IPM) Plan is required according to the Healthy Schools Act (HSA) for schools that use pesticides.\*

**Contact**

AKA Head Start, Inc.  
Agency Name

620 West Madison Avenue, El Cajon, CA 92020  
Address

Alfonso Rivera  
Agency IPM Coordinator

(619) 270-7009  
IPM Coordinator's Phone Number

[arivera@akaheadstart.org](mailto:arivera@akaheadstart.org)  
Email Address

**IPM Statement**

It is the goal of All Kids Academy (AKA) Head Start, Inc. to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to:

- Reduce overall use of pesticides,
- Manage immediate needs, and
- Focus on long-term pest prevention.

**IPM Team**

In addition to the IPM Coordinator/Facilities Technician, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

<b>Job Title</b>	<b>Role in IPM Program</b>
Maintenance Custodians	Clean, sanitize, disinfect and make minor repairs. Inspect and report pest signs/sightings to the Center Director/Pest Manager; apply appropriate action as directed by the Center Director.
Center Directors/ Pest Managers	Ensure completion of IPM trainings and submit evidence, request pest control services, notify staff and parents/guardians post signs and provide record information upon request.
Director of Data Management, Training and ERSEA	Ensures that the state approved HSA training is offered each year, tracked and training records stored.
Procurement Technician	Contacts outside companies for pest control services.
Program Specialist/Nutrition	Monitors for sanitation.
Education Specialist	Ensures the implementation of the IPM theme into EHS/HS <u>Lesson Plans</u> within the first 60 calendar days of school for center-based and home-based program options.
HR Recruiter/Technician	Provides new hires with the annual HSA training and the IPM documents; training evidence is collected and housed in HR.
Benefits & HRIS Manager	Emails IPM documents to all staff during <u>Pre-Service</u> .
Family Services Advocates	Disseminate the IPM documents to all enrolled families by the end of September; as of October 1 <sup>st</sup> , they're issued at <u>Final Enrollment</u> .
IT Specialist II	Posts updated IPM information to the AKA website and the Intranet.
Administrative Receptionist	Emails all staff 72 hours in advance of a pesticide application.
Budget Manager	Provides the necessary level of financial commitment for the IPM program to succeed.
Quality Assurance Specialist	Facilitates the implementation of the <u>IPM Plan</u> and monitors.

**All Kids Academy Head Start, Inc.  
Integrated Pest Management (IPM) Plan**

**Pest Management Outsourcing**

- ☑ Pest management services are outsourced to a licensed pest control business. Pest Control Business name(s) are: Western Exterminators, Cartwright Termite & Pest Control, Inc., and Bee Best Bee Removal, Inc.
- ☑ Prior to contacting a vendor for pest control services, AKA Head Start, Inc. has confirmed that the business understands the training requirement and other requirements of the Healthy Schools Act.

**Pest Identification, Monitoring and Inspection**

All staff is responsible for reporting pests/signs of pests to the Center Director. Whoever sees it first is the First Responder. Pest identification is done by: Pest Control Companies, Maintenance Custodians, Center Directors, and the IPM Coordinator.

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by Maintenance Custodians and Center Directors, and results are communicated to the IPM Coordinator.

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:

- Maintenance Custodians complete a Facility Checklist on a daily/weekly basis.
- Quarterly Health and Safety reviews are conducted by Quality Assurance.
- Monitoring for sanitation is completed three times annually as a part of the CACFP.
- Visual observations of pests or any signs of pests are immediately reported to the Center Director.
- Center Directors ensure that the need for pest control services are submitted via the electronic Facilities Ticketing System.

**Pests and Non-Chemical Management Practices**

This agency has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

Pest	Remove Food	Fix Leaks	Seal Cracks	Install Barriers	Physical Removal	Traps	Manage Irrigation	Other
Ants	☑	☑	☑	☑	☑	☑		
Flies	☑			☑	☑	☑		
Roaches	☑	☑	☑	☑	☑	☑	☑	
Rodents	☑	☑	☑	☑	☑	☑	☑	
Spiders			☑	☑	☑	☑		Cobweb Removal
Weeds		☑	☑	☑	☑		☑	Mulch

*\*Bed Bugs: In addition to physical removal, the pest issue is outsourced to a professional pest control company.*

**Chemical Pest Management Practices**

If non-chemical methods are ineffective, the agency will consider pesticides only after careful monitoring indicates that they are determined not to be under control and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment. This agency expects the following pesticides (pesticide products

**All Kids Academy Head Start, Inc.  
Integrated Pest Management (IPM) Plan**

and active ingredients) to be applied during the year. This list includes pesticides that will be applied by trained agency staff or licensed pest control businesses:

<b>All Kids Academy Head Start, Inc. – List of Approved Pesticides For Any Site Except Vista La Mesa Head Start</b>					
<b>Name</b>	<b>Active Ingredient</b>	<b>EPA Reg. No.</b>	<b>Name</b>	<b>Active Ingredient</b>	<b>EPA Reg. No.</b>
Avenger Weed Killer RTU	D-limonene (citrus oil)	82052-3	RoundUp	Glyphosate	71995-33
BorActin	Orthoboric Acid	73079-4	Suspend Polyzone	Deltamethrin	432-1514
Cutter	Lambda-Cyhalothrin	9688-262-121	Suspend SC	Deltamethrin	432-763
Hot Shot MaxAttrax	Orthoboric Acid	8660-20203-8845	Talstar Professional	Bifenthrin	279-3206
Mosquito Dunks	Bacillus Thuringiensis	6218-47	Taurus SC	Fipronil	53883-279
Mosquito Bits	Bacillus Thuringiensis	6218-73	Termidor SC	Fipronil	7969-210
Ortho Home Defense	Bifenthrin, Zeta-cypermethrin	279-9534-239	Transport	Acetamiprid, Bifenthrin	8033-96-279
PT Wasp-Freeze II Wasp&Hornet	Prallethrin	499-550-ZA	ULD BP 300	Pyrethrins, Piperonal Butoxide	499-522
Ranger Pro	Glyphosate	524-517			

For further information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184, reference: [www.cdpr.ca.gov/schoolipm](http://www.cdpr.ca.gov/schoolipm).

**Healthy Schools Act**

- This agency complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 – 17613, 48980.3; Food & Agricultural Code Sections 13180 – 13188)

**Training**

Every year, agency employees who make pesticide applications receive the following training prior to pesticide use:

- Pesticide specific safety training (Title 3 California Code of Regulations 6724)
- School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

**Submittal of Pesticide Use Reports**

- Reports of all pesticides applied by agency staff during the calendar year, except pesticides exempt<sup>1</sup> from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at [www.cdpr.ca.gov/schoolipm](http://www.cdpr.ca.gov/schoolipm). (Education Code Section 16711)

**Notification**

This agency has made this IPM Plan publicly available by the following methods (check at least one):

- This IPM Plan can be found online at the following web address: [www.akaheadstart.org](http://www.akaheadstart.org)
- This IPM Plan is sent out annually to all parents/guardians and staff.

**All Kids Academy Head Start, Inc.  
Integrated Pest Management (IPM) Plan**

**Review**

This IPM Plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Next review will be conducted by: July 31, 2019

*I acknowledge that I have reviewed this agency's IPM Plan and it is true and correct.*

  
\_\_\_\_\_  
Signature of IPM Coordinator

07/31/18  
Date

*\*These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement:  
1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments,  
3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)*

# Community Complaint Procedure

The purpose of this procedure is to establish a process whereby members of the community having concerns regarding the Head Start program may have those concerns or complaints heard. One of the important functions of the Parent Policy Committee, consistent with Federal Regulations, is to establish a procedure for the airing of community complaints. Moreover, it is the position of this agency that parent involvement in the airing and resolution of community complaints is a fundamental key to the successful operation of the Head Start program.

The procedures outlined in this document have as their goal the informal resolution of complaints. It is recognized that frequently complaints or concerns arise out of a failure of communication. Thus, many complaints or concerns can be resolved when the interested parties meet informally to discuss the concerns. To that end, a complainant must demonstrate that he/she has attempted to solve his/her concern prior to filing a complaint under this procedure.

ALL KIDS ACADEMY Head Start, Inc. is required by government regulation to establish and maintain procedures for working with community (which includes families and individuals) complaints about the program.

It is the intent of ALL KIDS ACADEMY to foster positive community relations with agency partners and Head Start parents. In order to promote fair and constructive communication and identify appropriate levels of Communication, every effort will be made to resolve complaints in a timely manner.

The following are applicable to this complaint resolution procedure:

1. A formal hearing is not authorized at any step of the procedure. While a complainant shall be afforded a full opportunity to air his/her concerns, There does not exist the unlimited right to call witnesses. This procedure does not authorize the issuance of subpoenas to compel the attendance of witnesses. There shall be no right to cross-examination. Formal rules of evidence will not be followed at any step of the process.
2. This procedure does not apply to the complaint from any person employed by ALL KIDS ACADEMY Head Start or any contractor of the Head Start program.
3. All complaints must be set forth in writing, outlining, in reasonable detail, the nature of the complaint and the remedy sought. Agency staff will be designated by All Kids Academy Head Start Executive Director, to assist complainants in preparing a written complaint utilizing the All Kids Academy Head Start Complaint Form.
4. Petitions will not be accepted.
5. The complainant will receive a call within three working days.
6. Complaints must be filed with:  
All Kids Academy Head Start  
Program, Inc. Executive Director  
620 West Madison Avenue  
El Cajon, CA 92020

## Community Complaint Process

### Step One: Center Level

- Bring your written complaint to your Site Supervisor.
- Site Supervisor will review the complaint within one working day of receipt.
- Site Supervisor will facilitate resolution, document steps towards resolution, and forward documentation to the Assistant Executive Director within 24 hours of review date.
- If complaint is not resolved at this step, continue to step two.

### Step Two: Administrative Operations Level

- Bring of forward your written complaint to the ALL KIDS ACADEMY Head Start Assistant Executive Director.
- The Assistant Executive Director will review the written complaint within one working day of receipt.
- The Assistant Executive Director will negotiate resolution, document steps towards resolution, and forward documentation to the Executive Director within 24 hours of review date.
- If complaint is not resolved at this step, continue to step three

### Step Three:

- The ALL KIDS ACADEMY Head Start Executive Director will present and recommend a course of resolution to the appropriate parties.



**ALL KIDS ACADEMY Head Start Program, Inc.**

620 West Madison Avenue ♦ El Cajon, CA 92020

Phone (619) 444-0503 ♦ Fax (619) 444-5668

www.All Kids Academyheadstart.org

Community Complaint Form

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Best time to call you back: \_\_\_\_\_

Head Start Child (name): \_\_\_\_\_

Head Start Center: \_\_\_\_\_

Describe your complaint in detail (if needed, use back of paper):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Section III



## Program Cornerstones:

- ✚ Active Supervision
- ✚ Classroom Environment and Curriculum
- ✚ Head Start Class Activities
- ✚ Kindergarten Readiness
- ✚ Partnering with Families
- ✚ Parent Involvement
- ✚ What Comes Next?

## Active Supervision

Ensuring children are safe when they are in our child care facilities is one of the major responsibilities of All Kids Academy Head Start, and is taken very seriously. The safety of your child is a joint concern between you and the program, and best practices occur when parents are involved.

The agency provides considerable safety protocols and techniques you will see at the center, such as a **Gatekeeper procedure, Active Supervision, Mapping and Zoning, and Scanning of children at all times**. Information will be provided to you in a variety of ways, including by way of handouts and brochures, using a variety of media such as slide shows and DVDs, and by keeping the lines of communication open and having one-on-one discussions to address your concerns.

We ask parents for your support. If your child likes to play hide and seek, talk to them about while at school, the dangers of hiding from the teacher while in the classroom or during outside time. Please be straightforward with information about your child's behavior at the beginning of the school year so teaching staff can utilize best practices to keep your child safe, for example, please let us know if your child is a "runner" (a child who likes to run away from adults, sometimes leaving the house/apartment or yard). Keeping open lines of communication are important.

Emergency situations can happen anywhere. All Kids Academy Head Start cannot guarantee that an emergency situation will never occur while children are in our care. Together, with parents however, we can ensure every child can experience a safe, learning environment.

## Classroom Environment & Curriculum

Young children learn by actively exploring their environment. All Kids Academy arranges the classrooms and playground to provide opportunities for children to discover, share, explore, create, and experiment. This allows children to reach their highest developmental potential.

Our curriculum is based on the Creative Curriculum, which states that children learn through exploration of the environment. The Head Start philosophy is that a child's social/emotional development is the first step to academic success.

# How Head Start lesson plans are created and individualized for your child:



1) Each enrolled child receives a developmental screening to determine their strengths and possible areas of need. This screening will be completed prior to the beginning of school, or within 45 days of enrollment.

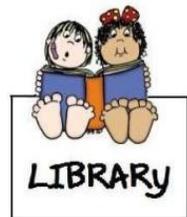


2) Your child's progress will be tracked 3 times per year using the DRDP on-going assessment.



3) During conferences and home visits DRDP results are shared to set individual goals and objectives.

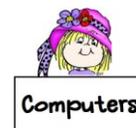
4) The Head Start Performance Standards set guidelines for some of the daily activities. Some examples of these activities are:



- a. Small motor skills: coloring, cutting, writing, painting, puzzles, Lego's, blocks, lacing cards
- b. Large motor skills: hopping, jumping, running, outdoor play, skipping, climbing
- c. Cognitive & language skills: colors, counting, number and letter recognition, shapes, story time, and singing
- d. Health & nutrition: brushing teeth, family style meals, washing hands, personal safety, snacks, cooking activities



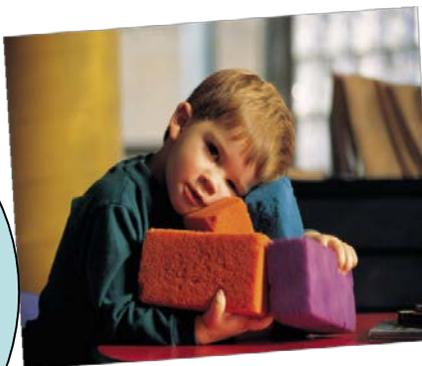
5) All the above items are found within the lesson plan.



## What will your child learn in Head Start?

Head Start Philosophy is based on developmentally appropriate practices, multicultural and anti-bias principles, and recent research on children's brain development, Head Start Program Performance Standards, and our many years of experience working with young children.

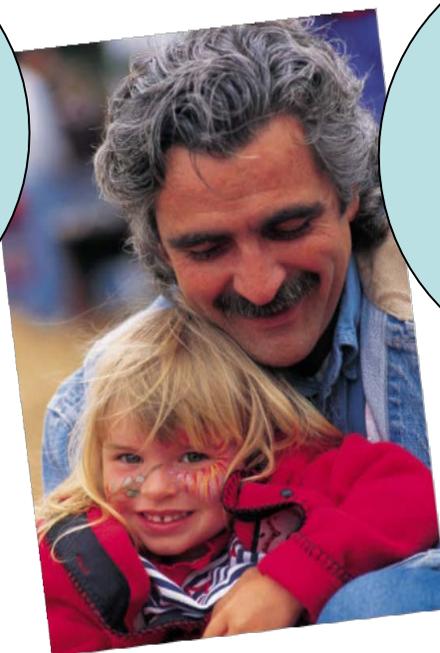
**Social Emotional -**  
Classrooms provide a safe emotional and social environment for children by respecting children's unique background, choices and individual development, while encouraging self-discipline and self-control.



**Equity and Inclusiveness-**  
Classrooms are equitable, diverse and inclusive, reflecting and honoring differences of gender, language, culture, disabilities, and special needs of children and their family environments.



**Cognitive and Physical Development -**  
classrooms support the individuality of each child, generate creative and independent thinking, promote literacy and numeracy development, and provide appropriate physical stimulation for the development of young children.



**Parent Partnership -**  
Parents, staff and community partner in providing a safe and stimulating environment where each child has the opportunity and encouragement to achieve his/her greatest potential.



# Head Start Class Activities



## Large Group Activities

Children engage in activities that are done in a large group setting. These activities include their greeting or circle time, when they sing songs, play group games, or read a story. Children learn how to follow directions, to wait for their turn, and to enjoy the experience of being with other children in a relatively structured setting.

## Small Group Activities

There are options for children to join a small group to do an activity closely supervised and monitored by an adult. This is another opportunity for a child to learn how to get along with others in doing a common project and to follow instructions.

## Child-Initiated Activities

There is a separate time period in the class schedule that allows children to choose a learning area to develop an art project, to build structures, to play with puzzles and games, to imagine, and to pretend. The value of this time is that it gives the child the opportunity to make plans, to be self-reliant, and to develop personal ways of interacting with other children.



## Meal Times

Eating meals together in a family-style or buffet-style approach, where children take turns in serving themselves, is also a learning activity. Children learn social interactions and table manners at the eating table. They learn healthy eating habits and how food finds its way to the dining table.

## Outdoor Play

In an outdoor setting equipped with safe and developmentally appropriate play structures, children engage in large motor activities closely supervised by adults. Children have a lot of fun running around, riding a bicycle, or simply observing and tinkering objects of nature they find in the playground.

# Laying the Foundation For a Successful Future

## All Kids Academy Head Start School Readiness Goals

All Kids Academy Head Start has identified the following School Readiness Goals. The School Readiness goals for infants, toddlers, and preschoolers have been developed to align to the California Department of Education school readiness Foundations. The five areas and corresponding goals are listed below.

**Social and Emotional Development:** Children will acquire the social skills, self-awareness, and personal qualities that are interconnected with learning with others in the classroom, at home or in their community.

**Language Development and Literacy:** Children will identify sounds, and discriminate the smaller sounds within words (phonological awareness), and recognize sounds and words through pictures, symbols, and print.

**Approaches to Learning:** Children will develop attention skills, and basic scientific inquiry skills for everyday explorations and for planned experiences on science.

**Cognition and General Knowledge:** Children will use math in classroom activities and everyday experiences to gain number sense, count, compare, make simple addition and subtraction for reasoning and problem solving.

**Physical Well-Being and Motor Development:** Children will identify and demonstrate healthy and safe practices.

## Toys from Home

Each center is well equipped with toys. **We ask that personal toys be kept at home.** We've learned that toys from home are too easily broken or lost and are extra hard to share. We will not be responsible for any toys from home. However, they may be brought on your child's "sharing" day.

## Partnering With Families

Head Start joins hands in partnership with parents to contribute to the child's development into a healthy, well-adjusted, productive adult. Parents are the most important influence on a child's development. An essential part of every Head Start program is the involvement of parents in parent education, program planning, and program operations. Many parents serve as members of center and policy committees, and have a voice in policy-making decisions (See "Governance").



Recognizing that a parent's most significant role is as his/her child's first teacher, Head Start empowers parents in that role by providing them with opportunities to volunteer in the classroom, and by giving guidance on how parents can help in building their child's skills at home. Parents are also given opportunities to become employed by Head Start and to receive assistance for continued education, such as our GED Program.

## High School Equivalency Certificate Program

All Kids Academy Head Start sponsors parents/guardians in obtaining a High School Equivalency Certificate/High School Diploma. Funds are available to assist you with the High School Equivalency Exam. For more information, please contact your Family Service Advocate or Home Visitor.



## Family Partnerships

The Family Partnership Agreement is a valuable tool used by Head Start staff to assist and support families to reach their goals. With staff and parent representatives working together, a Family Partnership Agreement process is developed. Once a family is enrolled into the program, staff and parent(s) begin to develop a Family Partnership Agreement (FPA). The FPA assists in identifying the immediate strengths and needs of the family. Those needs may include emergency food or shelter, access to medical assistance, or just a friendly face with which a family may begin to bond and build a relationship of trust. From that original meeting, a process using the Family Partnership Agreement has begun and will continue to be updated throughout the year, encouraging and assisting families to address both their immediate needs and long-term goals.



## Parent Training Development

The goal of All Kids Academy Head Start's training effort is to ensure that parents and Head Start staff receive ongoing comprehensive learning opportunities which support the program's commitment to quality services, as well as personal development. Head Start is committed to establishing a learning environment in which children, parents and staff can teach and learn from one another, hence, "Excellence through Shared Learning."

## Parent Training

Training and workshops are delivered to the sites to address the various topics and issues that are identified by parents as important and necessary, and are required by the Performance Standards. These topics include: Children with Disabilities, Food Budgeting, Pedestrian Safety, Health and Wellness, Transition, Child Growth and Development, First Aid, and Child Abuse Prevention. Head Start staff, as well as speakers from community agencies, provide these training services.

## Parent Events

A variety of parent events are offered to encourage and support more parent participation in program activities. Workshops, community agencies, and community services may also be included to provide information and services in the following areas: empowerment, advocacy, self-esteem, leadership skills, employment, child development, and health.



# Parent Involvement

All Kids Academy Head Start bases its approach to parent involvement on the philosophy that parents are a vital and integral part in shaping the content and operation of the Head Start program. Parents are given the opportunity to expand their learning, plan services with staff, and participate in a wide variety of ways.

Successful implementation of this philosophy requires that all staff (in all content areas) are parent/family focused and family directed; that all staff encourage parent involvement and participation in all aspects of program operations; and that all staff are provided with the support, information, and assistance, in order to promote greater participation of the parents and families in the program.

We anticipate and encourage all Head Start parents to have an active part in the program. The classroom and offices are open to you at all times. Your participation is needed to develop a program that is responsive to the needs of your children and your family. Also, the staff needs your help to provide the many services available to you and your child. We need volunteers to assist in every part of the program.

**NOTE:** We ask that when volunteering in your child's classroom, other siblings and/or children are not brought to the center. This is a special time for you and your Head Start child.

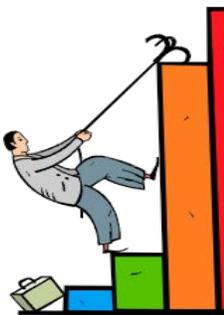
## Parent Involvement Mission Statement:

ALL KIDS ACADEMY HEAD START believes that  
PARENT INVOLVEMENT  
is based on the philosophy that:

Parents are the FOUNDATION and CORNERSTONE  
for the growth and success of  
THEMSELVES and THEIR CHILDREN.

PARENTS shape and influence the design,  
implementation and direction of the program.

PARENTS are people with individual strengths,  
abilities, and knowledge, all of which  
MUST be RESPECTED and  
ACCEPTED.

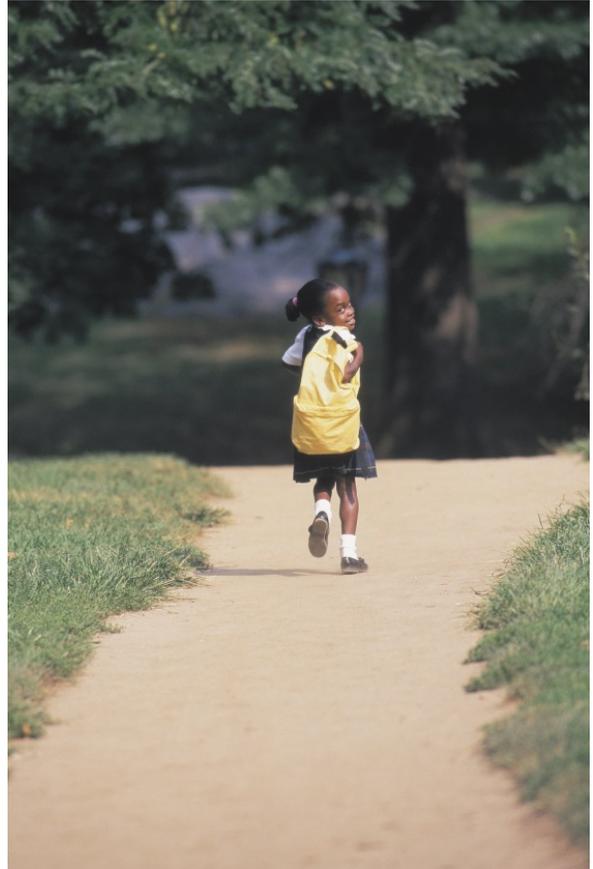


# What Comes Next?

## (Transitioning)

### My Child Goes to Pre-School

Turning three years old is a great big step for your toddler. Whether your child is enrolled in our Early Head Start program or from another child care placement, you and your child will be provided support and guidance to ease the transition to preschool. Some of Head Start's transition services to families include providing literature on developmental milestones and characteristics, and linking up special services in health, nutrition, and special education when necessary. Our program is committed to making your child's transition to preschool a very positive one.



### My Child Goes to Kindergarten

Kindergarten marks the child's entry to a bigger world. It can be both exciting and scary. While in Head Start, your child has experienced activities and interactions that has made him or her socially, emotionally, physically, and intellectually ready to face a more structured kindergarten experience. Children vary in their readiness to face this next challenge. Our program follows each child's development and provides instruction that is appropriate to the child's developmental level. Goals are set by the parent and the teacher to help the child move along successfully to kindergarten. The All Kids Academy Head Start support staff attends parent meetings to provide information on how the parents can help children prepare for kindergarten, as well as providing information on school district registration dates and enrollment requirements. Enrichment activities are also prepared by staff for children and parents to do at home to provide more opportunities for the child. With parent's consent, the child's school records may also be transferred to the receiving school, in order to ensure continuity of special services.

# Section IV



## Community Resources:

- Parent Support
- Food Programs
- Housing Programs
- Health Care
- Special Needs
- Legal Services
- Important Numbers

Attached, please find recent community resources you may want to access. However, it is recommended you use the 211 information hotline for all community services. The system is always current and very informative. Remember, when in need, call 211.

# Parent Support

## Social Service Hotline



Dial **211** for free access to social services in San Diego County

Dial **1-800-SANDIEGO** (726-34346) for free directory assistance



## Parent Support Programs

[Parenting Link](#)..... (858) 300-1211

Offers live call center with a comprehensive database of parenting classes and in-home parenting support programs in San Diego County. No fee for referrals and services are offered in Spanish.

[Gregg Rogers School-Parent Intervention Program](#) (619) 656-2082 ext.6400

Offers a training program for parents with children 2-5 years old with behavior problems. Parents learn techniques to manage their child's behavior in a positive way. No fee but there is volunteer expectation. Offer services in Spanish.

# Food Programs

## Emergency Meals and Food/Free Food/ Low Cost Food

There are several agencies in San Diego which give free meals, and emergency, free or low cost food. Food programs provide ongoing, monthly food assistance to low-income families and individuals. Emergency groceries may be available through various community churches and programs. Contact the following agencies for details:

## Emergency Food

### The Neighborhood House Association (NHA) Client Support Services

Client Support Services provides short-term emergency social services for those in crisis. Services include water, gas and electricity support as well as emergency food support. Services are offered daily from 1:30pm-4:30pm.

Call: (619) 263-7761

### Home Start, Inc. – Family Resource Center

Offers emergency assistance with food, CAL-Fresh applications, and clothing for families.

(619) 229-3660 (San Diego)

(619) 401-8375 (El Cajon)

### The Salvation Army

San Diego (619) 466-4778

El Cajon (619) 440-4683

### The Woman, Infants and Children Supplementary Food Program (WIC)

provides vouchers for nutritious food to low-income, pregnant or breast feeding women, and infants up to 18 months of age. Vouchers for approved foods are accepted at local grocery stores.

California State WIC Program Information Line  
1-888-942-9675

### San Diego Food Bank

Distributes high-quality food through various food programs. Low-income people of all ages are welcome to participate. Every food recipient is treated with dignity and respect.

1-866-350-FOOD (3663)

Please contact for distribution information.

Monday through Friday 8 a.m. to 5 p.m. For emergency food on weekends or after hours, dial 211.



# Housing Programs

## Low-Cost Housing

The San Diego Department of Housing Authority and Community Development provides information on:

- Low-income housing programs
- Federally subsidized apartments
- Emergency and temporary shelters
- Handicapped-accessible rental units
- Private lower rent housing
- Shared housing programs
- Transitional housing programs
- Rooming houses

San Diego County Housing Authority and Community Development  
(858) 694-4885 or (858) 694-4801  
TTY for the hearing impaired (858) 694-4884  
Or visit their website at [www.sdhcd.org](http://www.sdhcd.org).

## Community Housing Works

CHW offers a comprehensive class for first time home buyers, and may qualify you for reduced rates with some lenders, CHW down payment loans, and government low-cost down payment loans.

Sign up for online or on-site classes, which are offered monthly, by contacting:

(888) 884-4249, Ext. 5465

[www.chworks.org](http://www.chworks.org)



## Home Buying Assistance

National Homebuyers Fund (NHF) Programs ACCESS Program. Allows low and moderate-income homebuyers to borrow money to pay for down payment and closing costs in the form of a 20-year fixed-rate second mortgage. Loan amounts can be up to 7% of the home's sales price. Borrowers do not need to be first-time homebuyers, but must occupy the home they are purchasing.

National Homebuyers Fund (NHF) at 1-866-NHF-4YOU or 1-866-643-4968 (toll free) for program information.

### San Diego Housing Commission

Offers a number of programs to assist low-income seniors, families and persons with disabilities. These include Rental Assistance (Section 8), and publicly funded affordable housing created by developers. Housing rehabilitation programs provide funding and technical assistance to renovate older rental and owner-occupied homes, including mobile homes.

1122 Broadway, Ste 300

San Diego, CA

92101 [www.sdhc.org](http://www.sdhc.org)

(619) 231-9400 General information

Section 8 Rental Assistance and publicly owned housing – application and waiting list information: (619) 578-7305 - English

(619) 578-7306 - Spanish

(619) 578-7307 - Vietnamese

# Health Care

## Dental Care

You can get low-cost dental care through clinics or dental school programs. Each program or clinic provides a variety of treatment services. While these services are not free, the fees are lower than those charged by private dentists.

Dental Society of San Diego County  
(619) 275-0244  
Offers referrals to area dentists. Spanish speaking.

San Diego Children's Dental Health Care  
(619) 234-8131  
Dental care for low-income children between the ages of 3-21 years old. Medi-Cal and CHDP accepted.

California Health Services Department Dental Referral Service (for referrals to dentists accepting Medi-Cal) .....1-800-322-6384

## Child Health

First 5 of San Diego provides free services to children under five years of age including developmental checkups, classes, therapy, speech and language services, vision services, hearing services, behavior services, parent support and newborn in home checkups.

Family Health Centers of San Diego  
Central (619) 515-2406  
East (619) 515-2463

## Geographic Managed Care Providers

Health Care Options..... 1-800-430-4263

Prenatal Health  
San Diego Birth Network  
[www.sandiegobirthnetwork.org](http://www.sandiegobirthnetwork.org)

Doulas/professional labor assistants provide continuous physical, emotional and informational support to a mother before, during and after her baby is born. Services include pre-natal visit, assistance through labor and birth, and post-natal visit. Services provided on a sliding scale. Spanish and German speaking assistance available.

Best Start Birth Center (619) 299-0840 or  
1-800-479-2229

Fully licensed and accredited free-standing birth center. Provides all services needed for normal childbirth. Medi-cal, Tricare and private insurance accepted. Payment plans accepted. Spanish speaking.

College Area Pregnancy Services

Offers confirmation of pregnancy, initial physician consultations, and limited first trimester sonograms. Women are referred to a local OB/GYN for continuing care during pregnancy. Appointment or walk ins. No fee.  
(619) 337-8080

## Family Planning Services

Planned Parenthood of San Diego

Provides family planning information and services to every person who wants them. Please call 1-888-743-PLAN (7526) to make an appointment at the time and location that's most convenient for you.

# Disabilities

<p><b>East County SELPA</b></p> <p>924 E. Main St El Cajon, CA 92020 619-590-3920 <a href="http://www.sdcoe.net/student-services/special-education/ecselpa/Pages/east-county.aspx">http://www.sdcoe.net/student-services/special-education/ecselpa/Pages/east-county.aspx</a></p>	<p><b>Team of Advocates for Special Kids (TASK)</b></p> <p>3180 University Ave. Suite 235 San Diego, CA 92104 877-609-3218 <a href="http://www.taskca.org/index.html">http://www.taskca.org/index.html</a></p>
<p><b>San Diego Regional Center</b></p> <p>4355 Ruffin Rd. San Diego, CA 92123 858-576-2996 <a href="http://sdrc.org">http://sdrc.org</a></p>	<p><b>California Children's Services</b></p> <p>619-528-4000 <a href="http://www.sandiegocounty.gov/content/sdc/hh/sa/programs/phs/california_children_services.html">http://www.sandiegocounty.gov/content/sdc/hh/sa/programs/phs/california_children_services.html</a></p>
<p><b>Exceptional Family Resource Center</b></p> <p>9245 Sky Park Ct. #130 San Diego, CA 92123 619-594-7416 <a href="http://www.efrconline.org">http://www.efrconline.org</a></p>	<p><b>Deaf Community Services of San Diego</b></p> <p>1545 Hotel Circle Suite 300 San Diego, CA 92108 619-398-2441 <a href="http://www.deafcommunityservices.org">http://www.deafcommunityservices.org</a></p>
<p><b>Autism Society of America</b></p> <p>4699 Murphy Canyon Rd San Diego, CA 92123 858-715-0678 <a href="https://www.autismsocietysandiego.org">https://www.autismsocietysandiego.org</a></p>	<p><b>The Blind Community Center of San Diego</b></p> <p>1805 Upas St. San Diego, CA 92103 619-298-5021 <a href="http://www.bccsd.org">http://www.bccsd.org</a></p>
<p><b>Autism Tree Project Foundation</b></p> <p>2845 Nimitz Blvd San Diego, CA 92106 619-222-4465 <a href="http://www.autismtreeproject.org">http://www.autismtreeproject.org</a></p>	<p><b>Down Syndrome Association of San Diego</b></p> <p>9245 Sky Park Ct #130 San Diego, CA 92123 619-594-7389 <a href="http://dsasdonline-net.secure43.ezhostingserver.com">http://dsasdonline-net.secure43.ezhostingserver.com</a></p>
<p><b>KidSTART</b></p> <p>3665 Kearny Villa Rd Suite 500 San Diego, CA 92123 858-966-5990 <a href="http://www.rchsd.org/programs-services/kidstart">http://www.rchsd.org/programs-services/kidstart</a></p>	<p><b>Americans with Disabilities Act</b> <a href="http://www.dol.gov/dol/topic/disability/ada.htm">http://www.dol.gov/dol/topic/disability/ada.htm</a></p> <p><b>Individuals with Disabilities Education Act</b> <a href="http://idea.ed.gov">http://idea.ed.gov</a></p>

# Legal Services

## General Legal Services

There are several agencies which offer information and counseling on various areas of law. Services are available depending on your need and income. Call the numbers below for details on services.

San Diego Superior Court  
(619) 450-7777

Provides free parental orientation and mediation on custody and visitation issues. El Cajon office provides mediation services only. No fee.

Crisis House  
(619) 444-1194

Provides legal advice, but no court representation. Legal services available 2<sup>nd</sup> Monday of every month. Assists with obtaining and filing restraining orders, assists with divorces, paternity suits and child custody. Referrals to counseling and shelter. No fee.

Legal Aid Society

San Diego County 1-(877)-534-2524

Provides legal services including counseling, advice, and representation to low-income individuals in areas such as health, housing, immigration rights, family law, and juvenile law. Call for an intake. No fee. Spanish speaking available.

## Immigrant & Newcomer Services

Chaldean-Middle Eastern Social Services  
(619) 631-7400

Alliance for African Assistance

El Cajon (619) 282-9052

San Diego (619) 282-4218

Assists eligible legal residents with citizenship application paperwork and interview preparation.

Casa Familiar (619) 428-1115

Provides immigration and naturalization services. Nominal fee. Spanish speaking.

Access Immigration Services

(858) 560-0871

Helps immigrant domestic violence victims obtain legal status. Sliding scale and payment plan available. Spanish speaking.

# Important Numbers

## Domestic Violence

Center for Community Solutions  
(619) 697-7477

San Diego County Domestic Violence Hotline  
1-(888)-385-4657

Sexual assault crisis hotline providing support for those who have experienced assault, rape or domestic violence. Toll free, 24 hours.

Domestic Violence Response Team (DVRT). DVRT Specialists accompany police on all domestic violence calls. They also provide crisis intervention to victims and their children including assisting children and adult victims plan their immediate and long-term safety. No fee. Spanish speaking. Toll free:

Central Region 1-(888)- 385-4657

South Bay (619) 420-3620

North County (760) 757-3500

## Child Protective Services

1-(800)-344-6000

## San Diego Access and Crisis Line

1-(800)-479-3339

Information and referrals for women experiencing domestic violence, mental health crisis, and suicide prevention. Spanish speaking and translation services available.

## Employment & Training Services

San Diego Workforce Partnership

One Stop Career Centers.

The San Diego Workforce Partnership provides employment related services to local businesses and job seekers through a network of countywide One Stop Career Centers. Businesses look to the Workforce

Partnership for skilled employees, expertise in job training and supportive services. Job seekers, both adult and youth, look to us for referral to and placement in high quality jobs, education, and training programs. For information, call 1-(888)-884-SDWP (7397), TDD (619) 228-2983 or visit [www.SanDiegoAtWork.com](http://www.SanDiegoAtWork.com)

## Family Activities/ Literacy

San Diego Public Libraries  
Spring Valley (619) 463-3006  
El Cajon (619) 588-3718  
San Diego (619) 236-5800

For Hearing Impaired (619) 233-4361

Not only books are available to be borrowed, but libraries also offer music and videos as well.

City of San Diego Event Listing

(619) 685-1331. Listing of parades, concerts, farmers markets, festivals, nature walks, street fairs, etc. in San Diego.

## The Salvation Army Kroc Center

(619) 287-5762. Offers a variety of activities, athletics, computer lab, day camps, visual and performing arts. Fees vary.  
YMCA Family Activities

(858) 292-4034. Offers a variety of activities including family camps, aquatics, fitness and sporting events. Fees vary.

## Transportation

Regional Transit Information Office  
(personalized Trip Planning) 5-1-1 and say  
Public Transportation or select option 3 or  
(619) 233-3004.

Info Express (automated schedule  
information) 5-1-1 and say Public  
Transportation or (619) 685-4900

TTY-TDD (for persons with hearing  
impairments only)

1-(888)-722-4889 or (619) 234-5005.

