



PARENT HANDBOOK

ALL KIDS ACADEMY HEAD START, INC.

Head Start / Early Head Start



620 West Madison Avenue, El Cajon, California 92020 |
(619)-270-7009 | akaheadstart.org



Table of Contents

a. SECTION I — Introduction to All Kids Academy Head Start, Inc.

🚧 Greetings from the Executive Director.....	4
🚧 About Us.....	5
🚧 Mission, Vision Statement, Agency Core Values.....	6
🚧 Program Options.....	7
🚧 Our Locations.....	8

b. SECTION II — Informational Guide

🚧 Parent Code of Conduct.....	10
🚧 My Rights and Responsibilities.....	13
○ Notification of Parent’s Rights under Community Care Licensing	
○ Notification of Childs Personal Rights under Community Care Licensing	
🚧 Governance.....	17
🚧 Volunteering.....	18
🚧 In-Kind.....	19
🚧 Communication.....	20
🚧 Holidays.....	21
🚧 Attendance Policy (Drop Off/Pick Up Policy).....	22
🚧 Keeping Children Healthy.....	24
○ If a Child Becomes Sick at School – Medical and.....	24
Dental Emergencies	
○ Medication Administration.....	25
○ When a Child is Too Sick to Attend.....	26
○ Head Lice Policy.....	27
○ Keep Me Home If.....	28
○ Child and Adult Care Food Program (CACFP).....	29
○ Child and Adult Care Food Program (CACFP) Complaint Policy.....	30
○ Mental Health, Disability, Dental Services.....	31
and Healthy Schools Act	
○ Annual Letter of Notification and IPM Plan.....	32
🚧 Community Complaint Procedure (Procedure, Process, Form).....	37

c. SECTION III - Program Cornerstones

🚧 Active Supervision.....	41
🚧 Classroom Environment and Curriculum.....	42
🚧 How Head Start lesson plans are created and.....	43
individualized for your child	
🚧 What will your Child Learn at All Kids Academy?	44
🚧 Class Activities.....	45
🚧 School Readiness Goals.....	47
🚧 Partnering with Families.....	48
🚧 What Comes Next?.....	51
🚧 Community Resources.....	52

Section I

Introduction to All Kids Academy Head Start, Inc.

- ✚ Greetings from the Executive Director
- ✚ Mission, Vision Statement, and Agency Core Values
- ✚ Our Locations
- ✚ About Us
- ✚ Program Options

Greetings from our 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 we offer 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 All Kids Academy Head Start, in particular.

We are 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 your child for a few years and provide them a *Head Start* to kindergarten; however, a parent teaches for a *lifetime!* Your child deserves no less than a concerned, involved teacher and parent. We are here to do our part. We provide the opportunity for you to participate as much as you would like in your child's preschool experience, so please take advantage of this opportunity.

To begin, take a quick glance of what's included in the Handbook. Our staff members have attempted to provide you with clear and concise information. Please take the time to read and understand the information, as this handbook was written for your use.

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.

LET'S WORK AND GROW TOGETHER!!!

Yolanda Perez

Yolanda Perez
Executive Director

ABOUT US

All Kids Academy 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
- *Health Services
- *Program Governance
- *Services for Children with Special Needs
- *Mental Wellness
- *Family Partnerships
- *Nutrition and Dental Health
- *Parent Involvement/Parent Engagement

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 and home-based settings.

WHAT IS EARLY HEAD START?

The Early Head Start Program provides services for pregnant women, and children (toddlers) from 12-36 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. Services for pregnant women and children 12-36 months are offered in a home base program and services for children 18-36 months are offered in a center-based program as well.

WHAT IS CALIFORNIA STATE PRESCHOOL?

All Kids Academy has a contract with the California Department of Education to administer the California State Preschool program, so you may have had to sign documents with the State of California logo. California State Preschool is funding which comes from the State. This supplemental funding provides extended days of service and additional teacher supports in the classroom.

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.



Vision

"Every Child's Family Leaves Empowered for a Better Life."

Mission

"The mission of All Kids Academy Head Start is to serve children, families, and communities by closing the achievement gap. To this end, we provide quality school readiness and comprehensive services; and partner with families to support their hopes and desires, in achieving their maximum potential as productive members of society."

Our Core Values

01 Integrity

All Kids Academy adheres to moral character and ethical principals of honesty and transparency, keeping true to the agency's mission.

02 Commitment

All Kids Academy is committed to closing the achievement gap and supporting the child's family from a holistic approach.

03 Flexibility

All Kids Academy is adaptable with the ever changing climate of early childhood education and communities served, to ensure families receive the services needed.

04 Purposefulness

All Kids Academy is purposeful in the administration of the programs, understanding that our work is meaningful and can have positive impacts on a child and their family for a lifetime.



PROGRAM OPTIONS

Please note this handbook is subject to modifications based on environmental conditions and/or regulatory changes.

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 and Family Service Advocates together 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"> • Home Visits are made weekly in the homes of the families. • Socializations are held twice a month. <p>Pregnant women enrolled in this option will receive weekly visits and/or check ins based on the families' needs.</p>
<p>Full Day Centers</p> <p>Full Day classes are 8 hours a day according to your family's need and eligibility. Classes are five days a week.</p> <ul style="list-style-type: none"> • Casa de Oro • Darnall • Farragut Circle • Camden • Granada • Jackman Early Head Start • La Mesa • San Martin Early Head Start • San Miguel • Spring Street 	

Our Locations

All Kids Academy Head Start has locations all across eastern San Diego County, providing a variety of program options to meet your family's needs.

Administrative Office

620 West Madison Ave
El Cajon, CA 92020
Phone: (619) 270-7009
Fax: (619) 444-5668

Camden Center

551 Farragut Circle
El Cajon, CA 92020
Phone: (619) 499-5982
Fax: (619) 499-5986

Casa De Oro Center

10235 Ramona Drive #A
Spring Valley, CA 91977
Phone: (619) 660-9772
Fax: (619) 660-9811

Darnall Center

6020 Hughes St.
San Diego CA 92115
Phone: (619) 955-8730
Fax: (619) 955-8732

Farragut Circle Center

140 East Camden Ave
El Cajon, CA 92020
Phone: (619) 593-8010
Fax: (619) 593-2604

Granada Center

3920 North Granada Ave.
Spring Valley, CA 91977
Phone: (619) 670-6101
Fax: (619) 670-6735

Jackman Center

832 Jackman Street
El Cajon, CA 92020
Phone: (619) 334-4444
Fax: (619) 334-3495

La Mesa Center

7520 El Cajon Blvd. #201
La Mesa, CA 91941
Phone: (619) 463-1093
Fax: (619) 463-9853

San Martin Center

9119 Jamacha Rd. #100A
Spring Valley, CA 91977
Phone: (619) 461-8200
Fax: (619) 461-8203

San Miguel Center

7059 San Miguel Ave.
Lemon Grove, CA 91945
Phone: (619) 460-6611
Fax: (619) 460-6761

Spring Street Center

3845 Spring Drive
Spring Valley, CA 91977
Phone: (619) 713-2262
Fax: (619) 713-2263

Home Based & Services To Pregnant Women

620 West Madison Ave
El Cajon, CA 92020
Phone: (619) 270-7009
Fax: (619) 444-5668



Section II

Informational guide:

- ✚ Parent Code of Conduct
- ✚ My Rights and Responsibilities
- ✚ Governance
- ✚ Volunteering
- ✚ In-Kind
- ✚ Communication
- ✚ Holidays
- ✚ Attendance Policy (Drop Off/Pick Up Policy)
- ✚ Keeping Children Healthy
- ✚ Annual Letter of Notification/ IPM Plan
- ✚ Community Complaint Procedure
(Procedure/Process/Form)

PARENT CODE OF CONDUCT & Helpful Information Every Parent Should Know

Activities are declared “KID ZONES”

- Inappropriate behaviors are not acceptable at any of our ALL KIDS ACADEMY 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 agency premises or at any activity.
- Children cannot be yelled at, cursed at, thumped, or spanked at any ALL KIDS ACADEMY center or activity.
- ALL KIDS ACADEMY will not tolerate any abusive language, intimidating behavior, physical abuse, or sexual comments towards other parents, staff, or other children.
- Parents or members of their family who violate the Parent Code of Conduct will be restricted from entering agency property or participating in any activities.
- The law requires that food, including snacks, must stay at the center at all times and cannot be taken home.

Admission Policies

- Placement is based on child’s need. Interviews with parents will be conducted, as well as an orientation.
- The following forms will be required to be signed by parents:
- LIC 995, LIC610A, LIC700, LIC 702, LIC 701, and immunizations requirements for children.

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-program children at all times while in 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: The agency is not responsible for lost clothing.**
- For safety, children are to wear closed-toed shoes every day.
- If your child is in a full day class and naps at the center, sheets and blankets will be provided and will be cleaned regularly on site.

Field Trips

- All Kids Academy does not participate in off-site field trips. All Kids Academy provides on-site assemblies using approved vendors to provide educational experiences for children.

Transportation

- All Kids Academy does not provide transportation.

Food Service Provisions

- All Kids Academy participates in the Child Adult Care Food Program (CACFP). If your child attends a full day, your child is provided with breakfast, lunch, and snack. If your child attend part day, your child is provided either breakfast or lunch. All Kids Academy partners with local school districts to provide high quality nutritious meals.

Resting/Relaxation Time

- All Kids Academy provides an opportunity for rest and or nap time for those children that attend full day services. Rest and nap are voluntary for each child.

Discipline Policy

- Positive discipline includes but is not limited to strategies such as redirection, positive reinforcements, behavior charts, stating behavior what to see, behavior shaping, and activity reinforcers.
- Corporal punishment/violation of personal rights is not permitted.

- All Kids Academy is committed to partnering with parents and guardians to resolve and support challenging behaviors. All Kids Academy has implemented several strategies to support children including the following:
 - Staff are fully trained in social emotional development and follow the pyramid model. The Pyramid Model is a tiered (promotion, prevention, intervention) public health framework to assess, align, and implement evidenced based strategies and practices that support children socially and emotionally.
 - Have a licensed mental health professional on contract.
 - Have an education specialist on staff to provide coaching and support.
 - Referrals are conducted with a multi-disciplinary team that coordinates meetings and conferences with parents and colleagues to develop an individualized plan to support the child.

- All Kids Academy recognizes that every environment is not a fit for every child. In situations when it is determined that a more appropriate environment is in the best interest of the child, All Kids Academy, in collaboration with the parent and guardians, will support a transition to a more conducive environment for the child.

MY RIGHTS AND RESPONSIBILITIES

My Responsibilities as a Parent

- To learn as much as possible about the program and to take part in making decisions.
- To utilize opportunities to enhance my family's quality of life.
- To provide parent leadership by encouraging program participation to others.
- To provide guidance and support for my child/children.
- To receive and respond to 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.
- To follow guidelines in the Parent Code of Conduct and program policies.
- Register on the Learning Genie application to ensure you receive timely communication and resources from the agency, center, and child's teacher.

My Rights as a 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 I.
- To be informed in a timely manner of events or items that may need my approval or 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.

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

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, our program 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 (NHA). 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 generally held on the second Thursday of each month, in the evening via in person or a virtual platform. 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 at the grantee level. The Policy Council is an avenue for All Kids Academy parents' voices to be heard at the county level. Your participation affects over 8,000 San Diego Head Start children served county-wide.

ALL KIDS ACADEMY BOARD OF DIRECTORS

The Board of Directors meetings are held generally on the third Monday of each month via in person at the administrative office or via a virtual platform. Two parents will be elected, from the Policy Committee, to serve on the Board of Directors.

VOLUNTEERING

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. 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, TB, and COVID-19 vaccinations.

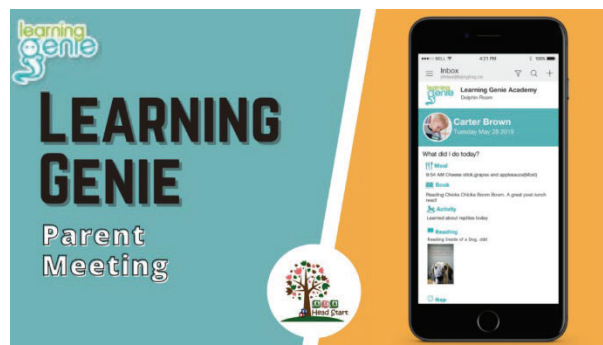
Volunteering is important because it helps us to generate the in-kind required by our funding source.

Note: *Contingent upon local community opportunities and conditions.

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, our 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 via an electronic application Learning Genie. Learning Genie is an application used by Teachers to send home learning activities that can be used as in-kind. Parents are encouraged to download the Learning Genie Parent app to receive and submit in-kind learning activities electronically via the application.



- Any time **volunteering in the classroom** is counted as in-kind.
Note: *Contingent upon local community opportunities and conditions
- 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

- Head Start requires two (2) home visits to be made each year.
- Educational staff will make home visits. Based on community conditions and/or family needs, these visits can be conducted at a mutually agreed place, via the phone or remotely.
- Family Services Advocates may make home visits as needed.
- 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.
- RELAX, no judgement – we are coming into your home to promote better school/family relations—not to judge your home or your housekeeping.

CALENDARS/NEWSLETTERS

- Every 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 30th of September each year. This committee will meet at an established time that is voted on by the parents.

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
- Indigenous People's Day
- Lincoln's Birthday
- President's Day
- Memorial Day
- Spring Vacation
- Fourth of July
- Juneteenth

Staff Development Days

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

ATTENDANCE POLICY

Regular attendance at All Kids Academy 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 two (2) 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.

Late Pick-up/Late Drop Off Procedure

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 off/late drop off, 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 maintains and implements a written procedure to sign children in/out of 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 exact 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.

Authorization for the Release of a Child

- **A person must be 18 years or older to sign children in and out of the program.**
- Children may be picked up from class only by their parent/legal guardian, or by those people, 18 years or above, listed on the authorized pick-up list.
- If parents are separated or divorced, ALL KIDS ACADEMY will release the child to either parent, **unless** the agency is in possession of a **court order** identifying the custodial parent and the terms of custody as decreed by the court.
- 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, an Identification and Emergency Information form is 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 requires each child enrolled in the program to obtain from a healthcare professional a determination as to whether your child is up-to-date on a schedule of age appropriate preventive and primary health care. 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 will 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 your child becomes sick at school, staff determine if he/she needs to be sent home.
2. A child with symptoms listed in the, “When a Child is Too Sick to Attend” (see page 21-23) 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. Your child’s parents/guardians will immediately be notified. If the parents/guardians 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 us immediately should your information changes.

4. Until the parent/guardian or emergency contact person arrives, the child will wait in a safe area supervised by staff.

Medication Administration

All Kids Academy 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 your child requires a prescribed medication to be given during program hours, the medication must be brought to the center in the **ORIGINAL PHARMACY LABEL** with the child's name 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 your child has a chronic condition, an Individual Health Plan must be completed with the parent/guardian and staff before your child can start school.

WHEN A CHILD IS TOO SICK TO ATTEND

Please note this policy can be modified based on current health conditions and directives by the local health department, CDC, community care licensing, and other regulatory guidelines. Most children with mild illnesses can safely attend our program however, your child may be too sick to attend if:

- ◆ Your 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.
- ◆ Your child has any of the following **symptoms**, unless a healthcare provider determines that your child is well enough to attend and that the illness is not contagious:
 - **Any 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 48 hours after treatment has started
 - ◆ SCABIES, LIVE HEAD LICE, OR OTHER INFESTATION - Until 48 hours after treatment and no live lice.
 - ◆ IMPETIGO - Until 48 hours after treatment started
 - ◆ STREP THROAT, SCARLET FEVER, OR OTHER STREP INFECTION - Until 48 hours after treatment started and child is free of fever and symptoms
 - ◆ TUBERCULOSIS (TB) - Until a health care provider determines that the disease is not contagious
 - ◆ CHICKEN POX - Until all the sores have crusted over
 - ◆ HEPATITIS A - Until 7 days after start of symptoms (Example: Jaundice)
 - ◆ ORAL HERPES/COLD SORES - Until drooling has ceased and lesions have healed
 - ◆ HAND, FOOT AND MOUTH DISEASE - Until the lesions heal, drooling ceases and temperature is normal
 - ◆ PINWORMS - Until 48 hours after treatment has started.
 - ◆ RINGWORMS - Until 48 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 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 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 ...



I'm vomiting



Two or more times in 24 hours.

I have a rash or live lice.



Body rash, especially with a fever or itching.
In order for child to return to school, child must be lice free.

I have diarrhea.



Three or more watery stools in 24 hours.

I have an eye infection.



Thick mucus or pus draining from the eye.

I have a sore throat.



With fever or swollen glands.

I'm just not feeling well.



Unusually tired, pale, lack of appetite, confused or cranky.

I have a fever.



Temperature of 100° (F) or more (taken under arm) AND sore throat, rash, vomiting, diarrhea, earache, or just not feeling good.

When your child is sick:

1. Have plans for back-up child care.
2. Contact your CENTER & notify them of child's absence.

Child and Adult Care Food Program (CACFP)

All Kids Academy Head Start, Inc., with funding from the Child and Adult Care Food Program (CACFP), 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.

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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.

07/25/2022

CACFP Complaint Policy

Process for filing a complaint for an alleged violation of a law or regulation of the Child and Adult Food Care Program (CACFP) administered by All Kids Academy.

1. Complaint may be sent by phone, letter or email to:
Doreen Mulz, Assistant Executive Director
dmulz@akaheadstart.org
620 West Madison Ave.
El Cajon, CA 92020
619-270-7844
2. A complaint filed on behalf of an individual child may only be filed by the child's duly authorized representative.
3. The complaint must be submitted within one year of the date of the alleged violation.
4. Complaints must include:
 - a) A statement that All Kids Academy Inc. has violated a law or regulation related to the Child Nutrition Program.
 - b) Facts on which the statement is based.
 - c) The specific site that the allegations are made against.
 - d) The contact information of the person making the complaint.
 - e) If alleging allegations are against a specific child, the full name of the child.
 - f) A summary of all complaints including those regarding meal counting and claiming reimbursable meals, eligibility of a child or use of allowable expenses will be forwarded for review by the Nutrition Services Division (NSD), and the California Dept. of Education, who will issue a written report within 90 days.
5. Allegations of discrimination based on race, color, national origin, sex, age or disability will be forwarded to the US Department of Agriculture (USDA) Food and Nutrition Services (FNS) Instruction B-1.

CACFP Regulation: 5 CCR 15580, 15581

Mental Health Services

Teaching staff provide positive teacher-child interactions, effective classroom management, and positive learning environments to support children's social and emotional well-being. 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.

Disability Services

All Kids Academy collaborates and coordinates with LEA's (Local Educational Agencies), state, and local early childhood programs to provide services for children with disabilities. For information about special education services at districts throughout San Diego County, please contact the district that is assigned to your home address. For further assistance you may contact the Mental Health/Disability Manager at our program

Dental Health Services

Children brush their teeth while supervised by adults. (Contingent upon local guidelines). Oral health education and healthy eating are taught in the classroom. Centers may also collaborate with dentists within the community to provide oral exams, and fluoride varnish.

Healthy Schools Act

The Healthy Schools Act is based on the parents' right to know what pesticides their child could potentially be exposed to at school. Pesticides are only used when non-chemical methods have shown to be ineffective. All Kids Academy's policy is to never apply a pesticide at a child care center while children are present.



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
2023 - 2024**

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 attached to this notice and posted to AKA Head Start's website at www.akaheadstart.org. It is also available to view in the office at the center 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>.

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.

A warning 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.

If you have any questions, please contact your Center Director. You may also contact me through our Administrative Office at (619) 270-7009.

Sincerely,

Doreen Mulz
Assistant Executive Director/IPM Coordinator

**All Kids Academy Head Start, Inc.
Integrated Pest Management (IPM) Plan-PY58**

IPM Team continued

Job Title	Role in IPM Program
Education Specialists or the Administrative Assistant II and the Disabilities/Mental Health Services Manager	Via <u>Learning Genie</u> or <u>Kambu</u> , the <u>Annual</u> and <u>Individual Notifications</u> are sent electronically to the parents/guardians of enrolled children. Ensures the implementation of <u>IPM</u> activities into EHS/HS <u>Lesson Plans</u> for center-based and home-based program options.
Family Services Advocates and Home Visitors	Incorporate the <u>Annual Notification</u> along with the <u>IPM Plan</u> into the <u>Final Enrollment Packet</u> for parents. Make available a hard copy of the <u>Individual Notifications</u> to parents throughout the program year.
Systems Management Analyst	Activates the back-up email system to parents/guardians of <u>Annual</u> and/or <u>Individual Notifications</u> , as needed.
IT Program Manager	Posts updated <u>IPM</u> information to the <u>AKA</u> website and the Intranet.
Director of Accounting	Provides the necessary level of financial commitment for the <u>IPM</u> program to succeed.
Quality Assurance Specialist II	Facilitates the implementation of the <u>IPM Plan</u> and monitors the <u>IPM</u> program.

Pest Management Outsourcing

- Pest management services are outsourced to a licensed pest control business.
Pest Control Business name is: Cartwright Termite & Pest Control, Inc.
- Prior to contacting a vendor for pest control services, All Kids Academy 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: Cartwright Termite & Pest Control, Inc., Center Directors, Custodians, or designated staff.

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by Custodians and Center Directors, and results are communicated via the Facilities Ticketing System.

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

- A Facility Checklist is completed daily and weekly by the Custodian.
- Quarterly Health and Safety reviews are conducted by the Quality Assurance Specialist II and the grantee.
- Monitoring for sanitation is completed three (3) times annually as a part of the CACFP by the Nutrition Program Specialist.
- Visual observations of pests or any signs of pests are immediately reported by staff to the Center Director.
- Center Directors ensure that the need for pest control services is submitted via the electronic Facilities Ticketing System.

**All Kids Academy Head Start, Inc.
Integrated Pest Management (IPM) Plan-PY58**

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Moisture
Flies	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Moisture
Mosquito	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ID standing water
Roaches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rodents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Spiders			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Cobweb Removal
Weeds		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	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 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:

All Kids Academy Head Start, Inc. – List of Approved Pesticides					
Name	Active Ingredient	EPA Reg. No.	Name	Active Ingredient	EPA Reg. No.
Alpine D Dust	Dinotefuran	499-527	Premise Foam	Imidacloprid	432-1391
Bifen I/T	Bifenthrin	53883-118	PT PI	Pyrethrins	499-444
CimeXa	Silicon Dioxide	73079-12	PT Wasp-Freeze II Wasp & Hornet	Prallethrin	499-550-ZA
CyKick CS	Cyfluthrin	499-304	Suspend Polyzone	Deltamethrin	432-1514
Cheetah Pro	Glufosinate-ammonium	228-743	Suspend SC	Deltamethrin	432-763
Hot Shot MaxAttrax	Orthoboric Acid	8660-20203-8845	Termidor SC	Fipronil	7969-210
Mosquito Bits	Bacillus Thuringiensis	6218-73	Tim-Bor Professional	Disodium Octaborate Tetrahydrate	64405-8
Mosquito Dunks	Bacillus Thuringiensis	6218-47	Transport	Acetamiprid, Bifenthrin	8033-96-279
NyGuard	2-[1-Methyl-2-(4-Phenoxyphenoxy) Ethoxy] Pyridine	1021-1603	ULD BP-300	Pyrethrins, Piperonal Butoxide	1021-2841
Ortho Home Defense	Bifenthrin, Zeta-cypermethrin	279-9534-239	Wisdom Lawn Granular	Bifenthrin	5481-521

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.

**All Kids Academy Head Start, Inc.
Integrated Pest Management (IPM) Plan-PY58**

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 exempt¹ from HSA recordkeeping, are submitted by the Quality Assurance Specialist II to the Department of Pesticide Regulation (DPR) at least annually, by January 30 of the following year, using the form provided at 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.
- This IPM Plan is sent out annually to all parents/guardians and staff.

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 17, 2024

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



Signature of IPM Coordinator

07/17/2023

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,) 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 who have 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 complaints (which includes complaints from families and individuals) about the program.

It is the intent of ALL KIDS ACADEMY HEAD START, Inc. 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 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 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, Inc.
Attn: Community Complaint Dept.
620 West Madison Avenue
El Cajon, CA 92020

Community Complaint Process

Step One: Center Level

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

Step Two: Administration Office

- Mail your written complaint to

ALL KIDS ACADEMY HEAD START, Inc.
Attn: Community Complaint Department
620 W. Madison Ave.,
El Cajon, CA 92020.

The Executive Director or designee will present and recommend a course of resolution to the appropriate parties.

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

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
- ✚ Class Activities
- ✚ School Readiness Goals
- ✚ Partnering with Families
- ✚ What Comes Next?
- ✚ Community Resources

ACTIVE SUPERVISION

Ensuring children are safe when they are in our child care facilities is one of the major responsibilities of All Kids Academy, 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 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.

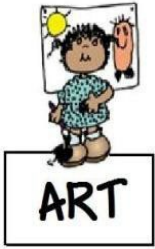
Classroom Environment & Curriculum

Young children learn by actively exploring their environment. All Kids Academy arranges the classrooms and playground to provide opportunities for children to discover, play, 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. Our 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 within 45 days of enrollment.



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



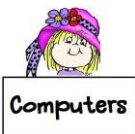
3) During the Joint Home Visit and Parent Teacher Conferences, Teachers share your child's DRDP results. With your input, individualized goals and action steps are created for your child to increase their growth and development.



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



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



5) Parents are invited to share their ideas for Lesson Plan activities on the Parent and Partners Planned of Possibilities, which is posted in each classroom.



What will your Child Learn at All Kids Academy?

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.



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.



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.



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.

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 or facilitated by a teaching staff. This is another opportunity for a child to engage in activities that promote critical thinking and conversation.



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 modified family-style. Although children are not taking turns in serving themselves, it continues to be a learning experience. Children learn social interactions, table manners, and hunger cues 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.

All Kids Academy

School Readiness Goals

All Kids Academy 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.

PARTNERING WITH FAMILIES

Family Engagement

All Kids Academy applies a complete family engagement approach that supports family well-being and promotes children's learning and development. We grow relationships with families, and recognize parents as their child's primary teacher, supporting parent-child relationships. All staff are family focused, encouraging parent engagement in all aspects of the program such as parent education, program planning and program operations. Many parents serve as members of the Center Parent Committee and/or the Policy Committee and have a voice in policy making decisions (see "Governance"). Your participation is needed to develop a program that is responsive to the interests and needs of your children and family. Opportunities for interaction and engagement are culturally relevant providing services to families in their preferred language, or through an interpreter.

Family Partnership Agreement

The Family Service Advocate and Home Visitor staff collaborate with each enrolled family in developing an Individual Family Partnership Agreement (IFPA). The IFPA is a valuable family driven tool that outline's the family goal, strategies, and their timeline in achieving goal. It also outlines staff support in coordinating services or assistance to overcome any barriers achieving their goal.

From that original meeting, a partnership 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.

Establishing trust and a respectful two-way communication as appropriate, sharing information to ensure coordination of family engagement strategies with children in both classroom, home and community.

Parent Education Development

One of the goals of All Kids Academy is to ensure parents receive ongoing comprehensive educational opportunities, that enhance quality services, as well as personal development. Trainings and workshops are delivered at the centers to address various topics, and are required by the Performance Standards. These topics include: Children with Disabilities, Nutrition, Positive Parenting, Pedestrian Safety, Health and Wellness, Transition, Child Growth and Development. Pedestrian Safety and Vehicular Traffic Safety Tips, as well as speakers for community agencies provide these training sessions. Parents are encouraged to participate and provide input regarding the topics of their interest.

Parent Events/Support

A variety of parent events are provided to encourage parent engagement in program activities and to support families expressed needs and interests.

The Annual Parent Summit is held in the spring. Parent workshops are held to address various topics and issues that are identified by parents as important and necessary. Community agencies are also included to share information on their services such as employment, child development, family wellness, nutrition, transition, health and safety



Father Figure Supergroup/ Male Engagement

The Father Figure Supergroup supports male engagement, family well-being and parent child relationships. All male role models involved in the Head Start Child's life are welcomed fathers, grandfathers, uncles, ECT. This diversity creates opportunities for males to share their knowledge, joy, parenting experiences, and challenges. Head Star family events are also planned and held by the Father Figure Supergroup members.



Grandparents & Relatives Raising Children (GRRC) Support Group



The GRRC support group connects Kinship families to peers and community services providing emotional support, resources and training to support families raising children. The mission of the GRRC is to support and inspire families in a trusting, safe environment to become advocates and leader who make connections to peers and community.

High School Equivalency Certificate Program

All Kids Academy sponsors parents/guardians to obtain a High School Equivalency Certificate/High School Diploma. Funds are available to assist you in paying the Equivalency Exam fee. If this is your goal, please talk with your Family Service Advocate or Home Visitor.



WHAT COMES NEXT? (Transitioning)

My Child Goes to Preschool

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 our 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 our program, 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.

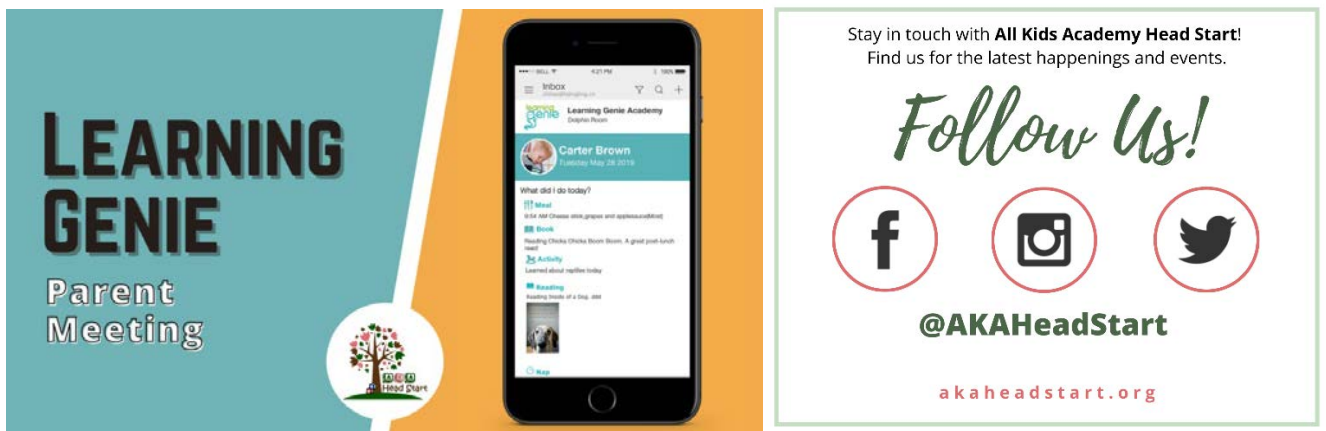
Children vary in their readiness to face this next challenge. Our program follows each child's development and provides instruction that is appropriate to the child's developmental level. Goals are set by the parent and the teacher to help the child move along successfully to kindergarten. The All Kids Academy 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 service.



COMMUNITY RESOURCES

Due to the constant changes to services in the community, in order to keep you with the most updated information for all current resources; please go to the Family Engagement Resource Guide located on the agency's webpage at www.akaheadstart.org.

Additional resources are regularly shared via Learning Genie and social media (Facebook and Instagram).



Stay in touch with **All Kids Academy Head Start!**
Find us for the latest happenings and events.

Follow Us!

f **Instagram** **Twitter**

@AKAHeadStart

akaheadstart.org

Social Service Hotline

Dial 2-1-1 or visit <https://211sandiego.org/> for free access, 24/7, 365 days a year to the latest information on health and social services as well as disaster alerts and resources in San Diego County. The system is always current and very informative.

