

ALL KIDS ACADEMY HEAD START, INC.

PARENT HANDBOOK

Head Start / Early Head Start

2024 -2025



620 West Madison Avenue, El Cajon, California 92020 |

(619)-270-7009 | akaheadstart.org



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Section I

Introduction to All Kids Academy Head Start, Inc.

- ✚ Greetings from the Executive Director
- ✚ About Us
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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 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
- *Health Services
- *Program Governance
- *Services for Children with Special Needs
- *Mental Wellness
- *Family Partnerships
- *Nutrition and Dental Health
- *Parent Involvement/Parent Engagement
- * Prenatal Services

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 expectant families 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 Head Start 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 One - Kindergarten Readiness: All Kids Academy Head Start will ensure that four-year-old children are ready for school and prepared to reduce kindergarten opportunity gaps (achievement gaps) through the outcomes of advanced use and analysis of program data.

Goal Two - Child Health: All Kids Academy Head Start will support the health of children and families through provision of comprehensive services and implementation of a data-informed, case management and care coordination system.

Goal Three - Linkages to Partnerships: All Kids Academy Head Start will continue to increase linkages with partners to achieve greater outcomes related to self-sufficiency, such as housing, employment, and educational opportunities.

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 Head Start adheres to moral character and ethical principals of honesty and transparency, keeping true to the agency's mission.

02 Commitment

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

03 Flexibility

All Kids Academy Head Start 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 Head Start 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 full-day classes. Teachers and Family Service Advocates together provide services to the children and families.</p> <p>Classes are 8 hours a day, five days a week (with the exception of Friday minimum days).</p> <ul style="list-style-type: none"> • Casa de Oro (Head Start) • Darnall (Head Start) • Farragut Circle (Early Head Start & Head Start) • Camden (Early Head Start & Head Start) • Granada (Early Head Start & Head Start) • Jackman Early Head Start • La Mesa (Head Start) • San Martin Early Head Start • Spring Street (Early Head Start & Head Start) 	<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/people and expectant families enrolled in this option will receive weekly visits and/or check-ins based on the families' needs.</p>

Our Locations

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

Dr. Geneva Roberts Administration Building

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

Spring Street Center

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

Home Based & Services for Expectant Families

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



Section II

Informational guide:

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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 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 agency premises or at any activity.
- Children cannot be yelled at, cursed at, thumped, or spanked at any ALL KIDS ACADEMY Head Start center or activity.
- ALL KIDS ACADEMY Head Start 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 the 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 Head Start does not participate in off-site field trips. All Kids Academy Head Start provides on-site assemblies using approved vendors to provide educational experiences for children.

Transportation

- All Kids Academy Head Start does not provide transportation. Information regarding transportation services such as bus schedules, is available upon request.

Food Service Provisions

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

Resting/Relaxation Time

- All Kids Academy Head Start 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 Head Start is committed to partnering with parents and guardians to resolve and support challenging behaviors. All Kids Academy Head Start 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 early childhood education specialist, disabilities/mental health services coordinator, and early childhood behavior 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 Head Start 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 Head Start, 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 Head Start 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

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 your child's center. Please note that each center has a budget 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 Parent Committees. 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 in-person 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.

ALL KIDS ACADEMY BOARD OF DIRECTORS

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

VOLUNTEERING & IN-KIND

Why Volunteering is Important

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, and tuberculosis (TB).

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

ALL KIDS ACADEMY Head Start is required by the Federal Government to match our funding dollars with **in-kind, which is 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 **Parent Committee and Policy Committee meetings**. The monthly dates and times will be listed on the Head Start/Early Head Start calendar and parent bulletin board at your child's center.
- **Do Learning Genie Activities with your child.** 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 parents/guardians learning activities to do with their child(ren) which counts towards in-kind. Parents are encouraged to download the Learning Genie Parent app to receive and submit in-kind learning activities electronically via the application.



- ***Volunteering in the classroom.**

Note: *Contingent upon local community opportunities and conditions

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 upcoming events.
- A parent bulletin board is located at each center with posted announcements and calendars.

PARENT COMMITTEE MEETINGS

- This committee is for all parents/guardians who have children currently enrolled in our program.
- Every parent/guardian who has a child currently enrolled is a member of this committee.
- The parent committee for each center and program option 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.

NO SCHOOL DAYS/MINIMUM DAYS

Holidays

The following holidays are observed. All centers and program services will be closed during this time. Additionally, most program services are closed for one (1) week during the spring break 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 Break
- Martin Luther King Day
- Cesar Chavez Day
- Indigenous People's Day
- Lincoln's Birthday
- President's Day
- Memorial Day
- Spring Break
- 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***).

Minimum Days

Minimum days are scheduled throughout the program year to provide staff planning and professional development time. Please refer to the school calendar for noted minimum day Fridays in which class are scheduled to close after lunch at 12:30 pm.

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 two (2) consecutive days without notifying the center, **the Family Services Advocate will reach out to you to emphasize regular attendance.** In certain circumstances we will initiate appropriate family support to determine the 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 mealtimes. 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 Procedure

You will be given the Late Pick-up 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 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 providing child services 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).

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 Head Start 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 Head Start requires each child enrolled in the program to obtain a physical examination from a healthcare professional. The physical examination will determine 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 are 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 the child needs to be sent home.
2. A child with symptoms listed in the “Keep Me Home If...” poster will automatically be sent home. If it appears as though your child has a life-threatening emergency, staff will immediately call 9-1-1. Should your child need to be transported, staff will accompany your child.
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. You will be asked to update this form in January. Please notify us immediately should your information change.

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 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 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 that requires medication, 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
 - **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**
 - ◆ **RASH** with a fever or behavior change
 - ◆ **EARACHE** or **HEADACHE**
 - ◆ **ANY SKIN LESION IN THE SECRETION STAGE**

- ▶ 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 on 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. Information on how to get rid of head lice from the hair and in the home will be provided. 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



2 or more times in 24 hours

I have diarrhea



- 2 loose/watery stools more than normal for child in 24 hours; OR
- Any blood or mucus in stool

I have a rash, sores, lice, ringworm, or scabies



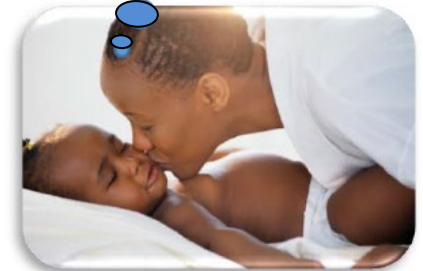
- New onset rash
- Cold sores
- Skin lesions in the secretion stage
- Pink Eye
- Live head lice
- Chicken Pox, Ringworm, or Scabies

I have a fever and/or Cold symptoms



- Temperature of 100°F Or higher
- Sore throat
- Persistent cough
- New onset nasal mucus or congestion
- Headache or earache
- Stomach pain

I'm just not feeling very good.



Unusually tired, low activity level, pale, lack of appetite, cranky, or crying more than normal

- ◆ Children must stay home if they exhibit any signs or symptoms of an illness or contagious infection **or** have been diagnosed with a contagious illness.
- ◆ Children may return to the site **24 hours** after they are fever free **without medication** and when their **symptoms significantly improve**.
- ◆ If the child returns and symptoms worsen throughout the day, the parent/guardian, followed by emergency contacts, will be notified to pick up the child.

COVID-19 Mitigation Policy Quick Guide:

All Kids Academy Head Start has a COVID-19 Mitigation Policy which changes procedures to align to the County’s risk level for COVID-19: Low Risk, Medium Risk, and High Risk. The following guidance provides the most recent health and safety protocols to protect you, your children, and our staff during the Transmission Level in San Diego County. It is our hope these modifications with your support and partnership will create a safe environment for children to learn and thrive. We will continue to monitor local health guidance and follow accordingly.

Transmission Level: Low	
Children with Symptoms	Refer to “If a Child Becomes Sick at School” and “When a Child is Too Sick to Attend”
Children Testing Positive	Children may return to school on day 6 after symptom onset or initial positive test with the condition that the caregiver can provide proof of a negative rapid test sampled from the child on day 5 or later and symptoms significantly resolved.
Children Exposed to COVID-19	Children who have been exposed to COVID-19 but are asymptomatic may remain in care as long as they remain asymptomatic. Caregivers will be strongly encouraged to test their children, even if they are asymptomatic, three to five days after exposure. Should symptoms occur, the child must be excluded and follow symptomatic exclusion and testing procedures.
Masks	Masks are recommended but not mandatory and based on personal preference and personal level of risk.
Co-Mingling of Classes	Stable groups are allowed to co-mingle outdoors and indoors.
Employee Support Staff	Employee support staff are allowed to enter classrooms to complete required tasks related to licensing and program standards or to respond to health, nutrition, disability or mental health service requests. All classroom visits must be documented for tracking and notification of positive cases and exposures.
Visitors	Visitors and Volunteers are allowed and must be documented for tracking and notification of positive cases and exposures.

Transmission Level: Medium		Transmission Level: High
Children with Symptoms	Children may return to school on day 6 after symptom onset with the condition that the caregiver can provide proof of a negative rapid test sampled from the child on day 5 or later with symptoms significantly resolved.	Children may return to school on day 6 after symptom onset with the condition that the caregiver can provide proof of a negative <u>PCR</u> test sampled from the child on day 5 or later with symptoms significantly resolved. The child will be required to wear a mask except for meals, rest periods and outdoor activities.
Children Testing Positive	When community transmission is medium, children may return to school on day 6 after symptom onset or initial positive test with the condition that the caregiver can provide proof of a negative rapid test sampled from the child on day 5 or later with symptoms significantly resolved.	Children may return to school on day 6 after symptom onset or initial positive test with the condition that the caregiver can provide proof of a negative PCR test sampled from the child on day 5 or later with symptoms significantly resolved. The child will be required to wear a mask except for meals, rest periods and outdoor activities.
Children Exposed to COVID-19	Children who have been exposed to COVID-19 but are asymptomatic may remain in care as long as they remain asymptomatic. Caregivers will be strongly encouraged to test their children, even if they are asymptomatic, three to five days after exposure. Should symptoms occur, the child must be excluded and follow symptomatic exclusion and testing procedures.	Children who have been exposed to COVID-19 but are asymptomatic may remain in care as long as they remain asymptomatic. Children will be required to wear a mask indoors until day six following exposure. Caregivers will be strongly encouraged to test their children, even if they are asymptomatic, three to five days after exposure. Should symptoms occur, the child must be excluded and follow symptomatic exclusion and testing procedures.
Masks	Masks are recommended but not mandatory, based on personal preference and personal level of risk.	Masks are required indoors for all children over the age of 2 except for children with medical conditions or disabilities that may be negatively impacted by wearing a mask.

Co-Mingling of Classes	Stable groups are allowed to co-mingle outdoors. Co-mingling of children indoors will only be allowed during the first and last hour of the day.	Stable groups are allowed to mingle outdoors.
Employee Support Staff	<p>Employee support staff are allowed to enter classrooms to complete required tasks related to licensing and program standards or to respond to health, nutrition, disability or mental health service requests. When applicable, virtual options may still be used. All classroom visits must be scheduled using the site calendars to ensure tracking and notification of positive cases and exposures.</p> <p>Special education and early intervention service providers may conduct observations and therapeutic services in the classrooms in accordance with Individual Family Service Plans and Individual Education Plans. Masks are strongly recommended indoors.</p>	<p>Employee support staff may be allowed to enter one classroom per day to complete required tasks related to licensing and program standards or to respond to health, nutrition, disability or mental health service requests. When applicable, virtual options may still be used. All classroom visits must be scheduled using the site calendars to ensure tracking and notification of positive cases and exposures.</p> <p>Special education and early intervention service providers may conduct observations and therapeutic services in the classrooms in accordance with Individual Family Service Plans and Individual Education Plans. Masks are required indoors.</p>
Visitors	No visitors outside of the Employee Support Staff listed above.	No visitors outside of the Employee Support Staff listed above.

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 Head Start.

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 Head Start 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 Head Start 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 Disabilities/Mental Health Services Coordinator 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 Head Start's policy is to never apply a pesticide at a childcare 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
2024 - 2025

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 Y2: 2024-2025**

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

Contact

All Kids Academy Head Start, Inc. 620 West Madison Avenue, El Cajon, CA 92020
Agency Name Address

Doreen Mulz (619) 270-7009 dmulz@akaheadstart.org
Agency IPM Coordinator IPM Coordinator’s Phone Number 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, mechanical, and physical controls. Effective pesticides 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/Assistant Executive Director, other individuals who are involved in making IPM decisions, purchasing, applying pesticides, and complying with the Healthy Schools Act requirements, include:

Job Title	Role in IPM Program
Center Directors/ Pest Managers	Request pest control services, post signs, and provide the <u>IPM Plan</u> and/or specific pesticide application information upon request.
Custodians	Clean, sanitize, disinfect, inspect, and report pest signs/sightings to the Center Director/Pest Manager; apply appropriate action as directed by the Center Director or other members of management.
Facilities/Purchasing Manager	Contacts outside companies for pest control services and ensures required signs are posted when classes are not in session; coordinates/ensures internal pesticide applications are completed.
Agency Applicators/Facilities Team Members	Store, transport, apply, and dispose of agency approved pesticides according to the product label.
Program Specialist/Nutrition	Conducts at least 3 unannounced <u>CACFP</u> site visits per year to monitor for sanitation and reports any signs of pests to the Center Director.
Human Resources Officer	Emails annual <u>IPM</u> documents to all staff during <u>Pre-Service</u> .
Human Resources Recruiter	Provides new hires with the annual <u>HSA</u> training and <u>IPM</u> documents; training evidence is collected, entered into GoEngage with certificates forwarded electronically to the AKA QA Program Specialist.
Administrative Assistant III	Emails all staff 72 hours in advance of a pesticide application.
Administrative Assistant III	Via <u>Learning Genie</u> , the <u>Annual</u> and <u>Individual Notifications</u> are sent electronically to the parents/guardians of enrolled children.

All Kids Academy Head Start, Inc.
Integrated Pest Management (IPM) Plan Y2: 2024-2025

IPM Team continued

Job Title	Role in IPM Program
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. Documents are posted at the center where visible to parents and are available upon request. Make available a hard copy of the <u>Individual Notifications</u> to parents throughout the program year.
Education Specialists and the Manager of Education	Ensures the implementation of <u>IPM</u> activities into EHS/HS <u>Lesson Plans</u> for center-based and home-based program options.
Data Analyst	Activates the back-up email system to parents/guardians of <u>Annual</u> and/or <u>Individual Notifications</u> , as needed.
IT Manager	Posts updated <u>IPM</u> information to the <u>AKA</u> website and the <u>Intranet</u> .
Director of Accounting	Provides the necessary level of financial commitment for the <u>IPM</u> program to succeed.
Quality Assurance Program Specialist	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 Program Specialist 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 a need for pest control services is submitted via the electronic Facilities Ticketing System.

**All Kids Academy Head Start, Inc.
Integrated Pest Management (IPM) Plan Y2: 2024-2025**

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
Cheetah Pro	Glufosinate-ammonium	228-743	PT Wasp-Freeze II Wasp & Hornet	Prallethrin	499-550-ZA
CimeXa	Silicon Dioxide	73079-12	Suspend Polyzone	Deltamethrin	432-1514
CyKick CS	Cyfluthrin	499-304	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 Y2: 2024-2025

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 Program Specialist 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, 2025

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



Signature of IPM Coordinator

07/17/2024
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 who have concerns regarding the Head Start program may have those concerns or complaints heard.

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
- ✚ How Head Start Lesson Plans are Created and Individualized for your Child
- ✚ What will Your Child Learn at All Kids Academy Head Start?
- ✚ Class Activities
- ✚ School Readiness Goals
- ✚ Partnering with Families
- ✚ What Comes Next?
- ✚ Community Resources

ACTIVE SUPERVISION

Ensuring children are safe when they are in our childcare 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 **Pick-up Process, Active Supervision, Mapping and Zoning, and Scanning of children at all times**. Safety 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 Learning Genie app, 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.

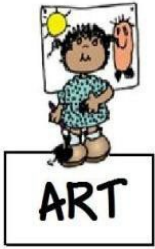
Classroom Environment & Curriculum

Young children learn by actively exploring their environment. All Kids Academy Head Start 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 in our center-based program is based on the Creative Curriculum, which states that children learn through exploration of the environment. Our curriculum in our home-based program is based on Parents as Teachers. 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 in classroom and the COR assessment in home base.



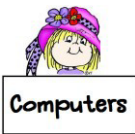
3) During the Joint Home Visit and Parent Teacher Conferences, Teachers share your child's DRDP results. With your input, individualized goals and action steps are created for your child to increase their growth and development.



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



- 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: 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 Plan of Possibilities, which is posted in each classroom.



What will your Child Learn at All Kids Academy Head Start?

Head Start Philosophy is based on developmentally appropriate practices, multicultural and anti-bias principles, 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

In early childhood programs, family style dining is when children and teachers sit together for a meal or snack. Family style meals help children make healthy food choices by modeling positive attitudes from teachers and peers. Children learn about food and eating, including serving sizes and the chance to try new foods. They also use appropriately sized utensils to serve themselves and help set and clear the table. This improves their motor skills, boosts their self-confidence, and expands their social skills



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 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.

PARTNERING WITH FAMILIES

Family Engagement

All Kids Academy Head Start applies a complete family engagement approach that supports family well-being and promotes children's learning and development. We grow relationships with families, recognize parents as their child's primary teacher, and support 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 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 Services 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 in overcoming any barriers in achieving their goal.

Once the Family Partnership Agreement is jointly developed, together with your Family Services Advocate staff, you will review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis, as necessary.

This agreement is meaningful as communication and engagement practices are highly respected and assist with establishing trust. Establishing a two-way communication will ensure coordination of family engagement strategies that meet your family's identify interests, needs, and aspirations.

Parent Education Development

One of the goals of All Kids Academy Head Start is to ensure parents receive ongoing comprehensive educational opportunities, that enhance quality services, as well as personal development. Training 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, etc. This diversity creates opportunities for males to share their knowledge, joy, parenting experiences, and challenges. Head Start family events are also planned and facilitated by the Father Figure Supergroup members. If you are interested in participating in the Father Figure Supergroup, please contact your Family Services Advocate or your Home Visitor.



Kinship: 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 leaders who make connections to peers and community. If you are interested in participating in

the GRRC support group, please contact your Family Services Advocate or your Home Visitor.

High School Equivalency Certificate Program

All Kids Academy Head Start can assist parents/guardians in paying for their High School Equivalency exam fee. If this is your goal, please contact your Family Services 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 childcare 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 have 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. All Kids Academy Head Start support staff attend 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.






COMMUNITY RESOURCES

Due to the constant changes to services in the community, please go to Learning Genie and our social media pages (Facebook and Instagram) to receive the most updated information for all current resources.

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

Follow Us!

@AKAHeadStart

akaheadstart.org

Social Service Hotline

Dial 2-1-1 or visit <https://211sandiego.org/> for free access, 24/7, 365 days a year for 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.

