



ALL KIDS ACADEMY HEAD START, INC.

PARENT HANDBOOK

Head Start / Early Head Start

2026 -2027



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



Table of Contents

GREETINGS FROM THE EXECUTIVE DIRECTOR.....	4
ABOUT US	5
PARENT CODE OF CONDUCT	10
MY RIGHTS AND RESPONSIBILITIES	13
Notification of Parents' Rights under California Community Care Licensing	15
Notification of Childs Personal Rights under California Community Care Licensing	16
GOVERNANCE	17
VOLUNTEERING & IN-KIND	18
COMMUNICATION	20
NO SCHOOL DAYS/MINIMUM DAYS.....	21
ATTENDANCE POLICY	22
KEEPING CHILDREN HEALTHY	24
If a Child Becomes Sick at School - <i>Medical and Dental Emergencies</i>	24
Medication Administration	25
Our Health Protocols	26
CHILD AND ADULT CARE FOOD PROGRAM (CACFP).....	27
MENTAL HEALTH, DISABILITY, DENTAL HEALTH, & HEALTHY SCHOOL ACT	29
COMMUNITY COMPLAINT PROCEDURE.....	32
ACTIVE SUPERVISION	37
CLASSROOM ENVIRONMENT & CURRICULUM	38
CLASS ACTIVITIES	39
PARTNERING WITH FAMILIES.....	42
WHAT COMES NEXT?.....	45
COMMUNITY RESOURCES.....	46

Section I

Introduction to All Kids Academy Head Start

 Greetings from the Executive Director

 About Us

- o Mission, Vision Statement, and Core Values
- o Program Options
- o Our Locations

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 learning journey, 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 Disabilities
- *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 from infant to 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. Families with infants from birth to 36 months of age may receive services through the Home-Based Program. Children ages 18 to 36 months may receive services through either the Center-Based Program or the Home-Based Program, based on program availability and family needs.

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. This might require you to sign documents with the State of California logo. California State Preschool is funded from the State of California. This supplemental funding provides extended hours of service and additional staff support.

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

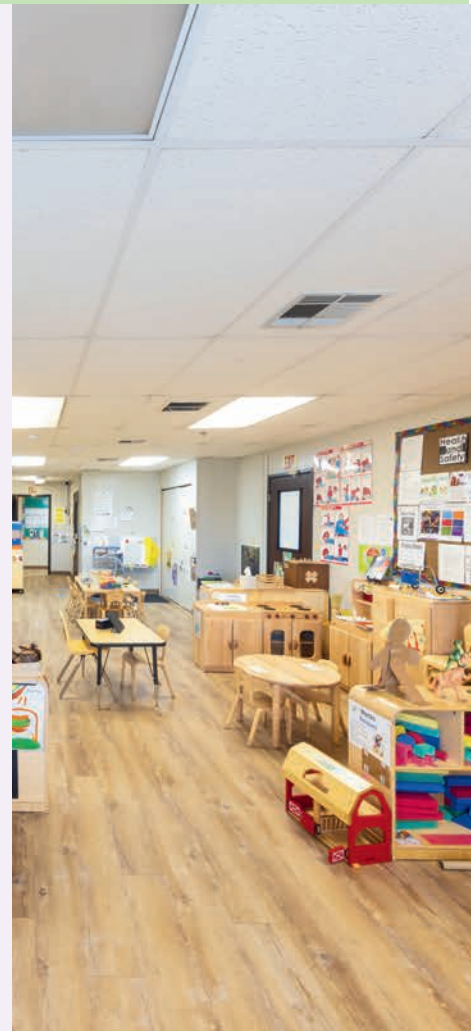
All Kids Academy Head Start is committed to closing the achievement gap and supporting the child's family from a holistic approach.

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
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. Classes are 8 hours a day, five days a week (with the exception of Friday minimum days). • 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)	Children and families enrolled in this option receive weekly home visits with a Home Visitor who provides comprehensive services. Children in this program also get together two times a month for socialization gatherings. • Home Visits are made weekly in the homes of the families. • Socializations are held twice a month. Pregnant women enrolled in this option will receive weekly contacts based on the families' needs.

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

Darnall Center

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

Jackman Center

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

Spring Street Center

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

Camden Center

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

Farragut Circle Center

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

La Mesa Center

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

Home Based & Services for Pregnant Women

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

Casa De Oro Center

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

Granada Center

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

San Martin Center

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



Section II

Informational guide:

-  Parent Code of Conduct
-  My Rights and Responsibilities
-  Governance
-  Volunteering & In-Kind
-  Communication
-  No School Days/Minimum Days
-  Attendance Policy (Drop Off/Pick Up Policy)
-  Keeping Children Healthy
-  Community Complaint Procedure

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/guardians, members of their household or family, emergency contacts, babysitters, caregivers, authorized pick-up persons, or any other individual associated with or acting on behalf of the family are expected to comply with the Parent Code of Conduct. Violations by any of these individuals may result in appropriate corrective action, including restrictions on access to program facilities and activities, as permitted by law and program policy.
- 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 in the program that best meets their individual needs and is in their best interest, taking into consideration family needs, the child's developmental and educational needs, and the availability of program options and enrollment capacity. 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.
- ALL KIDS ACADEMY Head Start uses an electronic communication system called “Learning Genie” and “Go Engage.” Please check it often for updates as this is the primary form of communication with you and the program.
- 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, playground and agency sponsored events unless it notes childcare is provided by the agency for the specific event.

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.***
- Please be mindful about sending your child with jewelry. ***NOTE: The agency is not responsible for lost jewelry.***
- For safety, children are to wear closed-toed shoes every day.
- If your child 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). Your child is provided with breakfast, lunch, and snacks. All Kids Academy Head Start 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 children. 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 and 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:
 - o 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.
 - o Have a licensed mental health professional on contract.
 - o Have an early childhood education specialist, disabilities/mental health services coordinator, mentor teachers, and early childhood behavior specialists on staff to provide coaching and support.
 - o 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 parents and guardians, will support a transition to a more optimal 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 and Go Engage 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 and retaliation.

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 childcare 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 childcare 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 childcare 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 childcare 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 childcare 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 accommodation, 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 CENTER 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 and home base meetings to get involved at your child's program. Please note that each center and home base has a budget set aside for the Parent Center 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. Parent meetings may be held in person, virtually, or in a hybrid format, based on the preference of the majority of participating parents as determined annually. Meeting days and times will also be established each year based on the preference of the majority of participating parents to encourage meaningful participation and accessibility.

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 on the second Wednesday of each month in the morning in-person or virtually. To serve on the Policy Committee, members are elected at the center/home base option level to represent their center/home base, 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 HEAD START BOARD OF DIRECTORS

The Board of Directors meetings are held generally on the third Monday of each month in person at the administrative office.

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 from 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). Volunteers are also asked to be fingerprinted and pass a background clearance check.

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

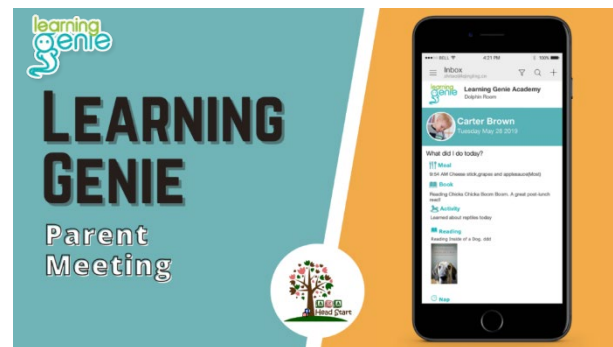
All Kids Academy Head Start is required by the Federal Government to match our funding dollars with **in-kind, which is volunteer hours/services donated to the program for which we would otherwise have to pay.**

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 Center 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.** There are several volunteer opportunities available to directly support in the classroom, or at a home base socialization. Parent volunteers can help with classroom preparation and support such as decorating a bulletin board, reading a book to children, helping children with daily activities, and food preparation.

Note: *Contingent upon local community opportunities and conditions

COMMUNICATION

On-going communication between 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 communication 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 Associates 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 CENTER 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 classes are scheduled to close after lunch at 12:00 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 Associate 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/electronic 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 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.

Requirements for Identification

- At the time of enrollment, an Identification and Emergency Information form is completed authorizing person(s) to take your child from the facility as well as additional persons who may be called in an emergency. Such person(s) must provide a valid form of identification before the child is released. This is for the protection of your child. *Please ensure the emergency form is current and information is accurate.*

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 bloodborne pathogens, CPR, first aid, AED, 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 (see page 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. 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 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.

Our Health Protocols

Contagious Disease Management

It's important that families are made aware of any risk of contagious disease in a timely manner. We will inform parents of a confirmed case of an infectious disease in their child's classroom. We follow all Community Care Licensing reporting protocols and recommended public health policies related to infectious disease management.

Daily Health Check

When you arrive each day, we will screen your child for any signs of illness. This includes but is not limited to: fever, cough, runny nose or congestion, stomachache, diarrhea, vomiting, open sores, rash or other indicators of an infectious disease. If your child is ill, our team will advise you on next steps to ensure your child receives care for their symptoms and can return to school ready to learn!



Keep Me Home If...

 I'm vomiting	 I have diarrhea	 I have a rash, sores, lice, ringworm, or scabies	 I have a fever and/or Cold symptoms	 I'm just not feeling very good.
2 or more times in 24 hours	• 2 loose/watery stools more than normal for child in 24 hours; OR • Any blood or mucus in stool	• New onset rash • Cold sores • Skin lesions in the secretion stage • Pink Eye • Live head lice • Chicken Pox, Ringworm, or Scabies	• Temperature of 100°F Or higher • Sore throat • Persistent cough • New onset nasal mucus or congestion • Headache or earache • Stomach pain	Unusually tired, low activity level, pale, lack of appetite, cranky, or crying more than normal

When your child is sick:

1. Have plans for back up child care
2. Contact your Center and notify them of child's absence

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

All Kids Academy Head Start, with funding from the Child and Adult Care Food Program (CACFP), support a nutrition program that meets the nutritional needs and feeding requirements of the children served. 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/ad-3027.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.
Esta institución es un proveedor que ofrece igualdad de oportunidades.

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 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 (including gender identity and sexual orientation), 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, 155

MENTAL HEALTH, DISABILITY, DENTAL HEALTH, & HEALTHY SCHOOL ACT

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 and/or licensed mental health consultants. with experience and expertise in serving young children and their families.

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.

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

The following are applicable to this complaint resolution procedure:

1. A formal hearing is not authorized at any step of the procedure. While a complainant shall be afforded a full opportunity to air his/her concerns, there does not exist the unlimited right to call witnesses. This procedure does not authorize the issuance of subpoenas to compel the attendance of witnesses. There shall be no right to cross- examination. Formal rules of evidence will not be followed at any step of the process.
2. This procedure does not apply to the complaint from any person employed by ALL KIDS ACADEMY HEAD START or any contractor of the Head Start program.
3. All complaints must be set forth in writing, outlining, in reasonable detail, the nature of the complaint and the remedy sought 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.orgCommunity 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
-  Lesson Plans at Head Start
-  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, Regular Counts of Children especially during transition times, and Scanning of children at all times.** Safety information will be provided to you in a variety of ways, including handouts and brochures, meetings, using a variety of media such as the Learning Genie app, and keeping the lines of communication open as well as 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 is 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.

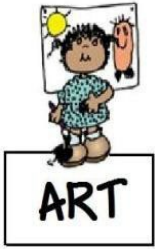
CLASSROOM ENVIRONMENT & CURRICULUM

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.

All Kids Academy Head Start believes children learn through play and exploration of the environment. Our philosophy is that a child's social/emotional development is the first step to academic success. Our curriculum in our center-based program is based on the Creative Curriculum. Our curriculum in our home-based program is based on Parents as Teachers



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.

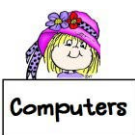


- 3) During the Joint Home Visit and Parent Teacher Conferences, Teachers share your child's DRDP results. With your input, individualized goals and action steps are created for your child to increase their growth and development.



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

- 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. Home base families are invited to share their ideas for socializations and home visits as well on the lesson plans.



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

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



Welcoming Environment

Classrooms are welcoming and respectful environments that support all children by recognizing and valuing individual differences in gender, language, background, abilities, and family circumstances.



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 with 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 areas and corresponding goals are listed below.

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

Foundational Language Development: 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 in science.

Cognition, Math, and Science: Children will develop the knowledge, skills, and behaviors needed to build early math and science concepts. This includes spatial thinking, classification, number and counting, shapes and spaces, observe, explore, investigate, and learn about people, objects, and ideas.

Physical Development: Children will develop and demonstrate balance, coordination, large muscle movements, object control skills (such as using balls and tools), and fine motor skills needed for grasping, drawing, and manipulating small objects.

Health Development: Focuses on children's understanding of health, safety, and wellness, as well as their ability to participate in daily self-care routines.

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 Associate 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 outlines the family goals, strategies, and their timeline in achieving goals. It also outlines staff support in coordinating services or assistance in overcoming any barriers in achieving their goal.

Once the Individual Family Partnership Agreement is jointly developed, together with your Family Services Associate 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 offered both in person, virtually, and hybrid 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 either in person or virtually. 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 involvement in children's lives by encouraging parent-child relationships and overall family well-being. All men who play a role in a Head Start child's life – fathers, grandfathers, uncles, and others, are welcome to participate. This group provides an opportunity to connect with others, share parenting experiences, and support one another. Members also help plan and lead Head Start family events. If you are interested in joining Father Figure Supergroup, please contact your Family Services Associate or your Home Visitor.



Kinship: Grandparents & Relatives Raising Children Support Group (GRRC)

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 Associate 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 Associate 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 with 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.

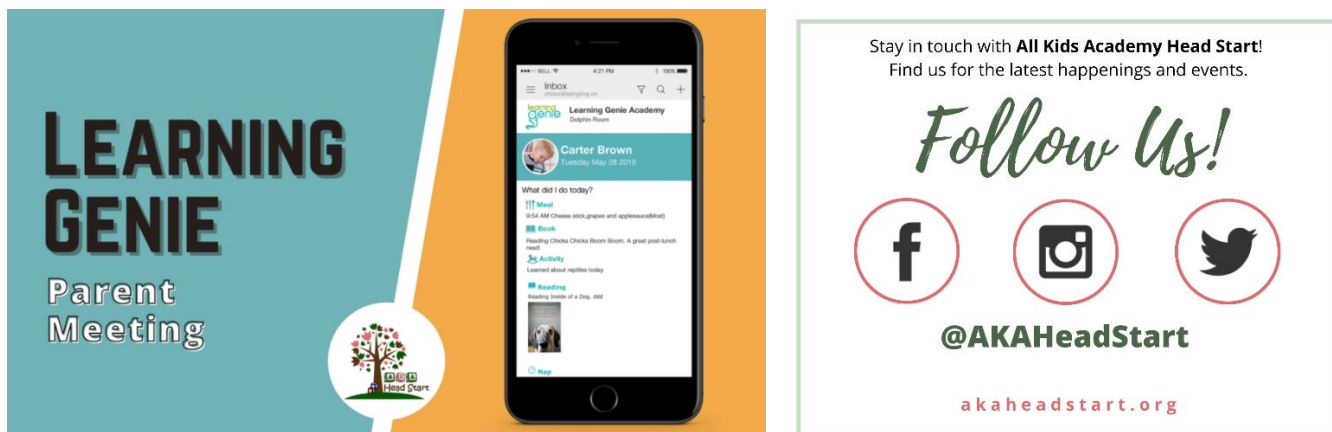
My Child Goes to Kindergarten

Kindergarten marks the child's entry into 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, 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!

Facebook, Instagram, Twitter icons

@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.



Family Preparedness Plan

Please refer to the following websites for information and resources on the Family Preparedness Act.

Attorney General Website: <https://oag.ca.gov/immigrant>

Know Your Rights: A Guide for Families with Children in Early Education or Child Care Programs Regarding Immigration Enforcement Actions (April 2026)

You have a right to privacy

- You never need to provide citizenship or immigration status to enroll your child in daycare, preschool, or early education.
- You never need to provide a social security number, or part of a social security number.
- Child care and early education providers must generally keep children's information private, unless required or authorized to share it by law, or if the request for disclosure is directly connected with the administration of the program.
- Local educational agencies should not, to the extent practicable, respond to any requests for information regarding a child or family for immigration enforcement purposes, unless presented with a court order, judicial warrant or judicial subpoena.
- To prove eligibility for programs based on income or need for services, you do not need to have your employer contacted if you are concerned that would negatively affect your employment. Instead, you can state your concern under penalty of perjury.

You have a right to know

- Licensed child care facilities must report to you any incident that affects your child's safety or wellbeing. This might include requests for your child's information or immigration enforcement activities that happen when your child is present.

You have a right to decide what happens to your child if you cannot pick them up.

- If you are detained by immigration enforcement or otherwise cannot pick up your child, your child care provider must use the emergency contact information you have provided to release your child to a safe adult.
- You can update your child's emergency contact information, including secondary contacts, to make sure it's current.

- You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of joint guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child if you are unavailable.

You have a right to a safe environment for your child

- Child care facilities that have employees and local educational agencies as employers are not allowed to consent to immigration enforcement agents accessing nonpublic (private) areas of the facility, unless presented with a judicial warrant.
- Local educational agencies are not allowed to consent to immigration enforcement agents accessing nonpublic (private) areas of a school site, unless presented with a valid judicial warrant, judicial subpoena, or a court order, or unless required by state or federal law or required to administer a state or federally supported educational program.

From **"Know Your Rights: A Guide for Families with Children in Early Education or Child Care Programs Regarding Immigration Enforcement Actions (April 2026)"**, by Rob Bonta, 2026, *Promoting Safe Early Childhood Education for All*, p. 63 (<https://oag.ca.gov/system/files/media/ece-childcare-guidance-model-policies-public.pdf>)