



**FAIRBANKS NATIVE  
ASSOCIATION**

**2024-2025 Parent Handbook Form**

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**I have enrolled the following children in the FNA Head Start 0-5 Program:**

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

By signing this document, I am verifying that I received a copy of the 2024-2025 FNA Head Start 0-5 Parent Handbook. I was made aware that a digital copy can be found on the Fairbanks Native Association website at: <https://www.fairbanksnative.org/head-start/>

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FNA Head Start 0-5 Staff Printed Name

\_\_\_\_\_  
FNA Head Start 0-5 Staff Signature

\_\_\_\_\_  
Date





# FAIRBANKS NATIVE ASSOCIATION

## Head Start 0-5

A digital copy of this handbook can be found on the Fairbanks Native Association website at:

<https://www.fairbanksnative.org/head-start/>

### School Year 2024-2025 PARENT HANDBOOK

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**PHYSICAL AND MAILING ADDRESS:** FNA HEAD START 0-5  
POLDINE CARLO BUILDING  
3830 SOUTH CUSHMAN STREET  
FAIRBANKS, ALASKA 99701  
PHONE: (907) 451-8814  
FAX: (907) 451-8815

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UPDATED: 08-2024

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## INTRODUCTION

FNA Head Start 0-5 would like to welcome you to the 2024-2025 School Year! For returning families, we are excited that you have decided to continue partnering with us and for new families, that you have selected our school as your child's academic starting point. It is our hope that you will not only find our program valuable for the intellectual, social and emotional health of your child, but will utilize our services for the well-being of your entire family. We look forward to this school year and working closely with you and your family!

### HEAD START 0-5 STAFF AND CLASSROOM PHONE NUMBERS: 907-452-1648 907 CELL PHONE

Early Childhood Development Director-Office #237	Ext 6730	347-6501
Administrative Coordinator-Office #233	Ext 6724	371-5563
Bus Drivers	Cell: 371-7302 / 378-4021	
Education & Inclusion Coordinator-Office #129	Ext 6723	371-0432
Enrollment Coordinator-Office #123	Ext 6522	388-0158
Family Advocate- Office #133	Ext	888-8449
Family Wellness Coordinator-Office #136	Ext 6518	371-5902
Health Specialist- Office #241	Ext 3049	388-0088
Home Based Education Manager	Ext	
Infant/Toddler Education Manager-Office #158	Ext 6726	371-5621
Nutrition Coordinator	Ext 1974	347-2096
Preschool Education & Transportation Manager-Office #137	Ext 6733	371-5152
Preschool Mentor Coach Specialist-Office #138	Ext 3013	
Toddler Mentor Coach Specialist-Office #157	Ext 6530	388-8426

### CLASSROOMS:

Bear-Preschool Extended Day Classroom-Room#104	(8:00am-5:15pm)	Ext 3052	251-6971
Beaver-Preschool Full Day Classroom-Room#126	(8:30am-2:30pm)	Ext 6512	
Bluebell-Toddler Extended Day Classroom-Room#161	(8:00am-5:15pm)	Ext 6527	251-6608
Blueberry-Infant Extended Day Classroom-Room#152	(8:00am-5:15pm)	Ext 6728	
Eagle-Preschool Extended Day Classroom-Room#106	(8:00am-5:15pm)	Ext 6731	
Fireweed-Toddler Extended Day Classroom-Room#174	(8:00am-5:15pm)	Ext 6531	
Owl-Preschool Full Day Classroom-Room#185	(8:30am-2:30pm)	Ext	
Moose-Preschool Full Day Classroom-Room#132	(8:30am-2:30pm)	Ext 6510	
Raspberry-Toddler Extended Day Classroom-Room#162	(8:00am-5:15pm)	Ext 6528	371-3060
Salmon-Preschool Full Day Classroom-Room#128	(8:30am-2:30pm)	Ext 6511	347-4570
Salmonberry-Toddler Extended Day Classroom-Room#173	(8:00am-5:15pm)	Ext 6524	371-3255
Willow-Infant Extended Day Classroom-Room#153	(8:00am-5:15pm)	Ext 6532	371-0842

### HOME VISITORS:

Home Visitor 1	(8:00am-5:30pm)	Ext 6722	371-7338
Home Visitor 2	(8:00am-5:30pm)	Ext 6722	371-3080
Home Visitor 3	(8:00am-5:30pm)	Ext 6722	978-8341
Home Visitor 4	(8:00am-5:30pm)	Ext 6722	371-5108

# HEAD START

Head Start is a national program which provides comprehensive developmental services for America's low-income, pre-school children ages 0 - 5 and social services for their families. Specific services for children focus on education, social-emotional development, nutrition, physical and mental health.

Head Start began in 1965 in the Office of Economic Opportunity as an innovative way in which to serve children of low-income families and is now administered by the Administration for Children and Families, under the U.S. Department of Health and Human Services. The cornerstone of the program is parent and community involvement which has made it one of the most successful pre-school programs in the country. Approximately 1400 community-based non-profit organizations and school systems develop unique and innovative programs to meet school readiness goals for children and families across the United States.

## **FNA HEAD START 0-5 PROGRAM PHILOSOPHY STATEMENT**

FNA Head Start 0-5 empowers a parent as a child's first teacher. Our learning center provides a safe, loving and inclusive opportunity for each child to explore and discover their identity, culture, and traditional values. We collaborate with parents using relationship-based practices to help their child develop the emotional, physical, and cognitive skills needed to successfully navigate towards school readiness.

## **FNA HEAD START 0-5 PROGRAM DESCRIPTION**

FNA Head Start 0-5 promotes cultural identity of Alaska Native and American Indian families, while giving children educational, physical, social skills, and tools to have a great *head start* towards school readiness. All of the students receive screenings to help ensure they are where they should be developmentally and Head Start seeks to obtain additional services for them when needed. Head Start works with families to connect with partnering community agencies for additional resources that they may need.

## **FNA HEAD START 0-5 PROGRAM HISTORY**

FNA Head Start opened its doors in 1993. The original site provided Part Day services for 60 children and Home Based services for 22 children. The original program had 15 staff members. In 1998, FNA expanded, offering Early Head Start services for an additional 80 families in Center Based and Home Based options.

FNA Head Start has grown through the years and in 2014 FNA restructured its Early Childhood Division, bringing Early Head Start and Head Start together to operate as one program. In 2018, FNA Head Start 0-5 began its transition to merge all programs into one building, the Poldine Carlo Building. The 2023-2024 school year marked the completion of that transition, including an addition to the preschool wing completed in 2024. The FNA Head Start 0-5 program provides Center Based and Home Based options to children and prenatal mothers. Head Start 0-5 is currently funded for 68 employees to serve 220 children; 103 slots for children ages 0-3, and 117 slots for children ages 3-5. The Poldine Carlo Building is licensed to serve 152 children birth to the age of 5.

## **FNA HEAD START 0-5 PROGRAM SERVICE OPTIONS OVERVIEW**

FNA Head Start 0-5 accepts applications from all families living in the Fairbanks North Star Borough. The children enrolled in FNA Head Start 0-5 are guided in developing social skills, practicing physical fitness and taking part in educational experiences that give them a head start towards school readiness. All children receive appropriate developmental screenings and referrals as needed. The program is inclusive and promotes the cultural identity of Alaska Native and American Indian families through onsite activities and field trips to cultural events such as the Festival of Native Arts.

### **FNA Head Start 0-5 service options available to families:**

- ☼ **Full Day Center Based (3 - 5 years of age):** These classes operate for 6 hours per day (8:30-2:30). Service is offered Monday through Thursday. \*Free
- ☼ **Extended Day Center Based (6 weeks - 5 years of age):** The Extended Day classes are open Monday through Thursday, 8:00am-5:15pm. \*Tuition  
*\*Note: The Extended Day program option is intended to support parents/guardians in training, going to school, searching for work or currently employed as well as children identified as needing extended day services. There are monthly fees for the additional hours provided in the Extended Day Option; parents/guardians are required to complete a payment agreement and are responsible for extended day monthly program fees.*
- ☼ **Home Based (Prenatal – 5 years of age):** This option offers weekly educational home visits Monday through Thursday that last at least 1 ½ hours, as well as community-based socialization activities twice a month for two hours. \*Free

\*Services are offered from Mid-August 2024 through Mid-July 2025 with Fall, Winter, Spring and Summer closures shown on the school calendar found on the last page of this handbook.

\*Children in all options can receive special education/early intervention services from our Part B (children ages 3-5 years) and Part C (children ages 0-36 months) educational partners if needed.

## **TEACHING STAFF QUALIFICATIONS**

Head Start encourages parent hire when possible. In addition to FNA's hiring criteria, the Office of Head Start requires additional qualifications of their teaching staff to ensure quality pre-school services.

- ☼ **Lead Teachers HS/EHS –** Head Start and Early Head Start lead teachers are required to have a BA Degree in Early Childhood Education or Alaska SEED Level 10 Practitioner Certificate.
- ☼ **Primary Teachers HS –**Head Start primary teachers are required to have at a minimum an Alaska SEED Level 9 Practitioner Certificate or AA Degree in Early Childhood Education. A BA in Early Childhood Education is preferred and primary teachers who do not currently have a BA degree in ECE must be enrolled in a BA Early Childhood Education Program.
- ☼ **Primary Teachers EHS –** Early Head Start primary teachers are required to have at a minimum an Alaska SEED Level 6 Practitioner Certificate or Child Development Associate Credential (CDA) and be enrolled in an AA or BA Early Childhood Education Program. An AA or BA Degree in Early Childhood Education is preferred.
- ☼ **Associate Teachers HS/EHS –** Head Start and Early Head Start associate teachers must have a high school diploma or GED along with some early childhood experience and the commitment to obtain at a minimum an Alaska SEED Level 6 Practitioner Certificate or CDA

within the first year of hire.

- ☸ **Substitute or Support Staff** – In the absence of a Teacher, care will be provided by qualified, on-site Head Start staff.

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## **ELIGIBILITY & ENROLLMENT**

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### **SELECTION**

If there are more enrollment applications for FNA Head Start 0-5 than the program can accommodate, children will be evaluated and placed in a wait pool according to the following criteria:

- Categorical Eligibility – Foster, Families in Transition (Homeless) and Public Assistance
- American Indian / Alaska Native
- Parental Status
- Disabilities – Identified or suspected
- Referrals
- Other Child/Family Considerations – Selection Criteria established by the Parent Policy Council

### **AGE GUIDELINES**

#### **Center Based Services**

- ☸ For the 0-3 Options, children must be at least 6 weeks old or under 3 years of age on September 1<sup>st</sup>\*
- ☸ For the 3-5 Options, children must be at least 3 years of age by September 1<sup>st</sup>\*. Any child who will be 5 years old on or before September 1st is eligible to attend kindergarten and cannot attend Head Start.

#### **Home Based Services**

- ☸ Prenatal moms and children from 0 to 5 years of age are eligible to enroll in the Home Based Option. Any child who will be 5 years old on or before September 1st is eligible to attend kindergarten and cannot attend Head Start.

*\*September 1<sup>st</sup> is the date used to determine eligibility for public schools in the Fairbanks North Star Borough in which the FNA Head Start 0-5 school is located.*

### **NO INCOME REQUIREMENTS TO DETERMINE ELIGIBILITY: REGION XI AI/AN PROGRAM:**

As per the Further Consolidated Appropriations Act signed by President Biden on March 23, 2024 (Public Law 118-47), and specifically PI Log No. ACF-OHS-PI-24-03, which outlines revisions to eligibility criteria for Region XI, American Indian and Alaska Native (AIAN) Head Start recipients, significant adjustments have been made regarding income requirements.

Effective immediately, in accordance with Section 238 of the afore-mentioned Act, AIAN Head Start programs are no longer mandated to collect income information from families to determine eligibility or to maintain income eligibility records. This policy applies universally across tribal and non-tribal children within an AIAN program's service area.

In alignment with PI Log No. ACF-OHS-PI-24-03, FNA Head Start 0-5 ceased the practice of requesting proof of income from families, effective June 26, 2024. The waitpool status is determined by categorical eligibility points along with other family considerations outlined in the eligibility (selection) criteria.

For further details, please refer to the full policy directive available at:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-ohs-pi-24-03>

### **ENROLLMENT PROCEDURES**

Applications for enrollment may be submitted at any time online or paper version. The initial application must be accompanied by copies of:

- *Proof of Age (hospital letter or birth certificate)*
- *Proof of Tribal Enrollment (If applicable)*
- *Foster Care Documentation*
- *Public Assistance Documentation*
- *IFSP / IEP or Health Plan (If Applicable)*
- *If parent is a student - proof of registration*

**Upon enrollment you will be asked to provide the following:**

- *child's current immunization record (must be current to attend classroom services)*
- *well child check*
- *current IFSP or IEP (if applicable or has been updated)*

Before acceptance into the program the parent/guardian must also complete the necessary enrollment forms. In addition to the above documentation, **every child must receive a hearing screening and vision screening, as well as developmental (ASQ-3) and social/emotional screenings (ASQ-SE2) within 45 days of enrollment. Every child must receive a comprehensive physical exam (EPSDT screening including lead, TB, and hemoglobin) and dental screening within 90 days of enrollment.**

If a parent/guardian needs assistance in accessing community health services, FNA Head Start 0-5 staff will assist families in every way possible to obtain such screenings.

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## **POLICIES & PROCEDURES**

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### **VIDEO/AUDIO/PHOTOS**

FNA Head Start 0-5 is an educational program and child care facility that exists for the purposes of caring for and educating young children. To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our Head Start child care facility, the FNA Poldine Carlo Building is equipped with a digital video surveillance system and security cameras are installed in all classrooms, hallways, outdoor play area, our parking lot, and on our FNA Head Start school busses. We may conduct video surveillance of any portion of the Poldine Carlo premises or school bus at any time, with the only exception being private areas such as restrooms, changing pads (are blocked out), and individual offices. Video/security cameras will be positioned in appropriate places within and around our child care facility and used in order to help promote the safety and security of people and property. The video is recorded and saved for approximately 30 days to be used only if there were need for a child care licensing specialist or the Director of Head Start 0-5 to conduct a review

based on an injury, damage or missing property/materials. Head Start 0-5 leadership, staff, contractors, and specialists from ACCA (Alaska Center for Children and Adults-Fairbanks Infant Learning Program) and the Fairbanks North Star Borough may periodically use video and audio tape (via web based cameras and other electronic devices) and/or photograph children as part of their day to day assessments. Therefore, a video, audio, photo release for a child attending FNA Head Start 0-5 is a condition of enrollment.

**Due to confidentiality, parents are not permitted to review recorded video footage. Families sign agreement in enrollment paperwork to not record or take images of children other than their own child/children while at FNA Head Start. Video recording for any purposes may constitute a crime and is subject to prosecution.**

### **PARENT PICK-UP AND DROP-OFF POLICIES**

#### ***Hours of Operation:***

Extended-day Infant, Toddler, and Preschool classrooms operate from 8:00am-5:15pm, Monday through Thursday. Full-day Preschool classrooms operate from 8:30am-2:30pm, Monday through Thursday. We appreciate families understanding that we must work within our license limitations. This means we cannot accept children any earlier than our classrooms are scheduled to be open and that parents are expected to pick up by closing time.

**All staff, family and community members must enter and exit through the front doors of the Poldine Carlo Building.** For our extended-day classrooms, the Poldine Carlo Building front doors and the inside Infant/Toddler Wing door will open at 8:00am for families to bring their child to his or her classroom. For our full-day classrooms, the inside Preschool Wing door will open at 8:30am for families to bring their child to his or her classroom. If you arrive prior to 8:30am, you are welcome to wait on the bench by the front desk or in the front foyer until the Preschool Wing door opens at 8:30am. Due to evacuation safety guidelines, families will not be permitted to congregate in the hallways.

#### ***Sign In and Out Procedures:***

If you are dropping off or picking up your child at FNA Head Start 0-5 or visiting the program, please follow the sign in and sign out procedure. This procedure is essential to providing adequate child safety.

**All parents/guardians or authorized individuals bringing children to or picking children up from the Poldine Carlo Building must use only the main entrance at all times when entering and exiting the building** and park in designated child drop-off/pick-up parking spaces. Parents/guardians will sign their child in/out using the classroom daily attendance sheet. Daily information sharing and a health check will be conducted.

Children must be brought directly to their assigned classroom by a parent or caregiver. Parents must check and change diapers/pullups to be sure they are clean and dry. Parents must help the child wash hands upon entering the classroom. If your child's classroom is outside on the playground, parents are expected to deliver their child to that area, dressed appropriately for the weather.

To pick up your child if you are not familiar to Head Start personnel as a parent, legal guardian or emergency contact, please be prepared to show identification at that time. NO child will be released to someone who is not on the Authorized Pick Up List.

Any person who will be remaining in the classrooms or in the building will be asked to sign in and out at the front desk, so that we can maintain a log of all persons who have been in our classrooms or buildings on any given day. This is to help us ensure the safety and well-being of the enrolled children.

***CHILDREN WHO ARE NOT PICKED UP BY THE DESIGNATED END OF THE DAY:***

Parents who are not on time for pick up and are consistently late picking up their child, will need to meet with the Family Advocate and Education Manager to develop a plan of consistency. If a parent has not picked up his/her child at the center by 15 minutes past the end of class, and the parent has not contacted the program informing the staff of late arrival, the Front Desk Attendant or Primary Teacher will attempt to locate the parent through the use of the emergency contact numbers. If half an hour after the program closes there is no contact from the parent, or guardian, and the contact list has been exhausted, the Front Desk Attendant or Primary Teacher will contact the Education Manager. FNA Head Start 0-5 Staff will NEVER take children to their own home or drive children anywhere even if this request is made by a parent/guardian or any other agency. After making emergency contact efforts and reaching an hour past the program closure, the Education Manager will contact the local authorities (police and OCS). A note will be left on the front door of the program with a contact number for the parent/guardian to inquire where the child has been taken, what time, etc.

***\*To adhere to Alaska Child Care Licensing Policies, each family must have at least one individual other than the primary and secondary parent/guardian listed as an authorized emergency contact.***

**BUS TRANSPORTATION**

FNA Head Start 0-5 provides bus transportation services within Fairbanks city limits to preschool children. Head Start regulations limit the amount of time a child can ride on the bus to approximately 60 minutes. Due to this limitation, both individual and communal stops are utilized as routing requires. We also offer services first to families with the highest needs and then to additional families as room is available. Families interested in bus transportation service must submit a Transportation Request Form to the transportation team. The transportation team will review all requests and contact families within two weeks. Families that are selected for bus service must attend a brief orientation prior to the first day of transportation services. In the event that the program is unable to provide bus transportation service, FNA Head Start 0-5 staff will work closely with parents/guardians to identify alternative transportation options.

**BUS TRANSPORTATION POLICIES & PROCEDURES**

1. For the safety of each child, a bus aide will accompany the driver.
2. In order to keep riding time to one hour or less, bus stops will only be within the city limits of Fairbanks. Families outside this area may have the option to meet the bus at a communal or group stop.
3. Parents/guardians must accompany their child **to** and **from** the bus.
4. In order to maintain a time-efficient bus route, parents/guardians must have their children fully ready five minutes prior to the designated pick-up time, **wearing weather-appropriate**

**clothing.**

5. Children will be released only to adults who are authorized by the parent/guardian on the **Emergency Contact (Yellow) Card** on file with FNA Head Start 0-5. Picture ID is required for any person who is not familiar to the FNA Head Start 0-5 staff.
6. The driver will not leave a child at an empty house. The bus aide or driver will attempt to call and text the parents/guardians and emergency contacts listed on the Emergency Contact Information form. If the child is still not picked up, the driver will move on and finish the rest of the route, then return to the child's stop. After two failed attempts to leave the child with an authorized individual at their regular bus stop, the driver will bring the child back to the Poldine Carlo Building. If staff at the building are unable to reach the parents/guardians or listed emergency contacts by the time FNA Head Start 0-5 closes, local authorities will be contacted (police and OCS). A note will be left on the front door of the program with a phone number for the parents/guardians to inquire where the child has been taken, what time, etc.
7. If a child is unable to attend school, it is the parent/guardian's responsibility to call or text a bus driver to notify them of the child's absence:

**Bus Driver phone numbers: 907-378-4021 & 907-371-7302**

8. Children must be adequately dressed for the weather in order to ride the bus. If the child does not have appropriate clothing for the weather, the Bus Driver and/or Bus Aide have the authority to refuse bus privileges. (If denied transportation, the parent/guardian may transport their own child.)

**When snow is on the ground and/or the temperature is colder than 32 degrees above zero Fahrenheit, Adequate Clothing includes:**

- **Warm Coat, Snow Pants or Snowsuit**
  - **Hat or Hood**
  - **Mittens or Gloves**
  - **Boots or Mukluks**
9. In extreme weather conditions, transportation will not be provided. Very icy roads, strong winds, or extreme cold temperatures are considered unsafe for transporting children. Drivers will contact families by 7:00am if bus services are canceled. If the center remains open, parents/guardians may transport their own child.
    - **Bus transportation will not be provided if the temperature is at or colder than -35 degree Fahrenheit.** Drivers will check the NOAA website in the morning:
      - <https://forecast.weather.gov/MapClick.php?lon=-147.761&lat=64.837>
    - If Fairbanks public schools are closed, FNA Head Start 0-5 will be closed.

**WEAPON POLICY**

Weapons of any kind are not permitted on the Poldine Carlo Property, including the parking lot. Any weapons or toys that resemble weapons (guns, knives, swords, bow & arrows, darts, numb-chucks, spears) will not be allowed at FNA Head Start 0-5 at any time.

**PROCEDURES:**

The following are the procedures that will be used to enforce the FNA Head Start 0-5 weapon policy:

1. Any time a real weapon is brought into the building or parking lot the police will be called immediately.

2. Any toy resembling a weapon that is brought into the building will be taken away and given to the parent when the child is picked up or taken home.
3. If it happens a second time, it will be taken away and the parents will be called to come and pick it up immediately.
4. If it happens a third time, it will be taken away and the parents will be called in for a meeting to discuss the issue and develop a plan to ensure it does not happen again.

### **SMOKING POLICY**

FNA Head Start 0-5 is a Smoke Free environment for staff, children, and participants. This policy covers the smoking or use of any tobacco product, e-cigarettes, and vapors. This applies to anyone in our facility. Any use of such items must be done at a minimum of 50 feet from the facility and out of sight of all children, including the parking lot. Please ask staff for the designated location. *If you are a smoker, please be responsible for your trash and dispose of it properly in the cigarette butt receptacle.*

### **COLD WEATHER POLICY**

#### **BUS SERVICE WILL BE CANCELED AT -35 DEGREES FAHRENHEIT**

According to the 6:00am NOAA (458-3745 Ext.1)

#### **HOME-BASED OPTION WILL SUSPEND SERVICES AT -35 DEGREES FAHRENHEIT**

#### **CENTER-BASED CLASSES WILL BE CANCELED AT -45 DEGREES FAHRENHEIT**

According to the 6:00am NOAA temperature (458-3745 Ext. 1)

#### **THE PROGRAM WILL DO ITS BEST TO CONTACT EACH FAMILY PRIOR TO 7:00AM**

### **INSURANCE**

FNA Head Start 0-5 maintains liability insurance as required by State Law.

### **OPEN DOOR POLICY AND RIGHT OF ACCESS**

FNA Head Start 0-5 recognizes that parents and families are the most important people in a child's life. Parents/Guardians are encouraged to participate in their child's education and have access to their child's classroom during business hours. Please check in at the front desk as you enter the building, following our sign-in procedure. FNA Head Start 0-5 strongly encourages families to participate in their child's developmental experiences. We are here to provide comprehensive family support services. Family member visits must be authorized by parents, classroom teachers, and a supervisor.

***\*Volunteering for 10 or more hours a week requires additional procedures as outlined in the Parent Involvement/Volunteering Section.***

## **ATTENDANCE PROCEDURE**

All Head Start children **must meet the 85%** attendance requirement as defined in our Performance Standards. If your child is not meeting the required attendance, you may be in jeopardy of losing his/her slot. If your child is ill or has another reason for an absence, please call the classroom phone number as soon as possible to give notification about the absence. If you do not call to report your child absent, you will receive a call to inquire about your child's attendance. If you plan to take a vacation, please complete an Extended Absence Form.

### **ATTENDANCE IS VERY IMPORTANT IN OUR CENTER BASED CLASSROOMS**

#### **Center Based Attendance**

Parents/Guardians are encouraged to call each day their child does not attend class and explain the reason for the absence. Attendance will be recorded daily upon drop off and entered into Child Plus. If the monthly average attendance falls below 85 percent, Family Services must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each student, including the reasons for absences as well as the number of absences that occur on consecutive days. This analysis will be documented and placed in the child's main file. If regular attendance cannot be established, the family will be placed on an Attendance Plan. If increased attendance and improvement of participation isn't shown or there is no contact from the parents/guardians regarding requests to establish an Attendance Plan, a letter will be mailed to the last known mailing address informing the family that they have 14 calendar days to respond. If we have not received a response by the 14th day or the letter is returned undeliverable by the US Postal Service, the child will be withdrawn and placed in the inactive wait pool until further contact is made by the parent/guardian.

### **ATTENDANCE IS VERY IMPORTANT IN OUR HOME BASED PROGRAM**

#### **Home Based Attendance**

Parents/Guardians are encouraged to call their home visitor as soon as they know they will not be able to complete a scheduled home visit or, at a minimum, 2 hours prior to the scheduled visit. At this time, they will be asked to explain the reasons for the cancelation and to schedule a makeup home visit. Completion of home visits will be recorded daily and entered into Child Plus weekly. If the monthly completion rate falls below 85 percent, the Home Visitor will work with the family to analyze the causes of canceled home visits. This analysis will be documented and placed in the child's main file. If regular completion of home visits cannot be established, the family will be placed on an Attendance Plan. If increased participation and completion of weekly home visitation is not shown or there is no contact from the parents/guardians regarding requests to establish an Attendance Plan, a letter will be mailed to the last known mailing address informing the family that they have 14 calendar days to respond. If we have not received a response by the 14th day or the letter is returned undeliverable by the US Postal Service, the child will be withdrawn and placed in the inactive wait pool until further contact is made by the parent/guardian.

## **CONFIDENTIALITY**

Information is gathered so that FNA Head Start 0-5 can completely understand the needs for your child and family, allowing us to work together to meet your needs. All information obtained from

you is completely confidential. At all times records are stored in locked cabinets; they are kept for five (5) years, and then destroyed. Records will only be sent to another agency with written permission using a Release of Information Form completed by the parents or legal guardian. Only the primary parent or guardian signing the enrollment forms will have access to the child's records. In addition, any visitor that enters our program is required to sign a statement of confidentiality.

### **CHANGES IN POLICY OR PROCEDURE**

FNA Head Start 0-5 will give all families at least thirty (30) days written notice in advance of changes in policy and/or procedure. This notice will also be posted on the parent information board in each classroom or distributed on home visits for the home based option.

### **FILING A CONCERN OR COMPLAINT WITH THE PROGRAM**

FNA Head Start 0-5 follows the Administration for Children and Families (ACF) published Final Rule from September 1, 2016 revising the Head Start Program Performance Standards (HSPPS) to strengthen and improve the quality of our program. The Center Based option also meets the Alaska State Child Care Licensing Regulations.

FNA Head Start 0-5 wishes to ensure that all program concerns and/or complaints are addressed in a timely and efficient manner. In order to do so, the program requests that all concerns and/or complaints be addressed to the Program Director. Although phone calls are always welcome, concerns and/or complaints which impact program systems must be accompanied by a written statement. This statement must also be submitted to the Program Director. Upon review of the concerns and/or complaints by program administration, a reply will be issued.

### **CUSTODY OF A CHILD**

It is vitally important that any custody changes are reported immediately to our program and that legal documentation be provided indicating these changes. We will support the entire family and cooperate following the guidelines provided in the legal documents that we have on file. We are unable to enforce any changes or adhere to requests without legal documentation on file at our program. FNA Head Start 0-5 staff cannot provide supervised visitation services arranged through OCS or any Tribal Custody arrangement.

### **WRITTEN SUGGESTIONS AND RECOGNITION**

The FNA Head Start 0-5 Program would like to hear any and all suggestions that you might have for our program. You can make your suggestions anonymously or sign them indicating that you have provided the suggestion or recognition, knowing with confidence that each suggestion will receive a response from the Program Director.

### **PARKING**

Please use the parking areas designated for parents. The Poldine Carlo Building also has additional parking available. Please do not park in the handicap parking unless you have appropriate tags. Enforcement will be followed.

**FNA HS 0-5 Policy states that no children are to be left unattended in a vehicle, including children not enrolled in our program. Families must be within sight and sound of their children at all times to provide adequate supervision and ensure their safety.**

### **CAR SEATS**

FNA Head Start 0-5 supports the Alaska State Laws in regards to car seat safety. If your family needs assistance in securing the correct car seat for your child, please contact your Family Advocate or Home Visitor. We will do our best to connect you with local resources enabling your family to obtain an appropriate car seat.

### **PLANTS**

FNA Head Start 0-5 will maintain all plants out of reach of all children in our program. Children will be supervised while performing any activity involving planting and plants and the program will provide plants that are harmless to young children and approved by licensing regulations for child care programs.

### **ANIMALS**

Due to the nature of our program serving infants and toddlers, we do not allow animals in Infant-Toddler classrooms. On a limited basis, animals may be allowed in the 3-5 year old classrooms for educational purposes, with prior approval from the Education Manager and Early Childhood Development Director.

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## **EDUCATION**

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### **CURRICULUM**

#### **Center Based Curriculum**

The primary curriculum we use at FNA Head Start 0-5 is **The Creative Curriculum**. It is a widely used curriculum that was founded on the belief that children learn best through play. For young children, play is their work! We offer a variety of experiences and activities that give children opportunities for self-discovery, exploration, and the freedom to create within a safe environment. Activities facilitate each child's physical, social, emotional, cultural, and intellectual growth.

In conjunction with The Creative Curriculum, we use **Second Step** as our social-emotional curriculum for children 3-5 years old. This curriculum focuses on helping children manage emotions and behavior, get along with peers, and solve problems peacefully. These skills are important to children while they are in our classrooms, and throughout their lives, to help them be successful in the workplace and adult relationships.

A weekly lesson plan is posted for the parents at the beginning of each week. A daily schedule is posted in each classroom. The daily schedule provides a balance of active and quiet times, child-

directed and teacher-directed activities, small and large groups, meal times, and large motor activity with outside play as the weather permits.

### **Home Based Curriculum**

The Home Based Program uses two curriculums: **The Creative Curriculum** and **Partners for Healthy Babies**. The Creative Curriculum was founded on the belief that children learn best through play. For young children, play is their work! Partners for Healthy Babies is a research-based parenting curriculum that supports home visitors in addressing the needs of expectant and new families. Home visitors use this curriculum to systematically plan discussions on key topics at critical times in a child's development.

### **SCREENING AND ASSESSMENT**

Screening and assessment are two ways to learn more about and support your child's development. Screenings are a snapshot of your child's development at a specific point in time and serve as an introduction to your child's current developmental skills level as they begin in our school. During enrollment, parents are required to sign a consent form granting FNA Head Start 0-5 permission to administer developmental screenings. Head Start Performance Standards require that all children attending a Head Start program have health and developmental screenings completed within 45 days from the day they start Head Start services.

Assessment is an ongoing cycle of observing and documenting your child's progress over time. Information learned through this process supports educators in learning about your child's interests, strengths, and needs. Teachers and Home Visitors then coordinate with you as the parent to plan activities and use strategies both within our program and at home that will best support your child's progress towards their next developmental milestones.

***It is crucial to the consistency of your child's education that you complete the ASQ questionnaires, Home Visits, and Parent Teacher Conferences to work with your child's Primary Teacher or Home Visitor to monitor their development.***

***The following are brief descriptions of the screening and assessment tools used in the FNA Head Start 0-5 Program:***

#### **Screening Tool: Ages and Stages Questionnaires**

We believe that you are your child's first and best teacher and can offer the most consistent information about your child's development. Our educators rely heavily on your experiences with and knowledge of your child to help guide their development here at FNA Head Start 0-5. The Ages and Stages Questionnaires (ASQs) must be filled out by the primary parent/guardian. The ASQ process begins when a child has been enrolled into our program. The screening process helps ensure that we are doing all we can to meet your child's individual needs. This is the initial step for ongoing collaboration to ensure that we are continually working together to meet the needs of your child.

Once the ASQ screenings have been completed and returned, the child's Primary Teacher or Home Visitor and, when needed, support staff meet with the parent to share results within 14 days of Head Start receiving the screening. They will complete the ASQ Parent Conference Form together, creating

a plan to ensure that we are all doing everything we can to meet your child's developmental needs.

### **Assessment Tool: Teaching Strategies SmartTeach**

Teaching Strategies SmartTeach (TSS) is the assessment tool used by our program along with HATCH – Ignite Early Learning Tablets that capture developmental progress through educational games. Teachers and Home Visitors use TSS to track a child's progress and development according to their age and ability. TSS aligns with the Alaska Early Learning Guidelines and the Head Start Early Learning Outcomes Framework (ELOF). The data collected through observation assists educators in planning appropriate learning experiences to help children thrive. Information gained through the assessment process is shared with families at home visits and parent teacher conferences and is the foundation of identifying the next developmental goals for your child. This practice has a direct impact on positive outcomes relating to school readiness goals.

### **EARLY INTERVENTION**

The goal of early intervention is to provide children and families with early support and guidance so that children make developmental progress towards established developmental milestones.

Our program works in partnership with primary caregivers, the local Infant and Learning Program and Fairbanks North Star Borough School District (FNSBSD) to ensure that all children with potential disabilities are identified and evaluated so that early intervention, special education, or related services are being provided as necessary. We assist families in learning about Child Find events and work with the FNSBSD Special Education Department to support Individual Education Plans (IEP). We also work closely with Alaska Center for Children and Adults, as the local infant learning program, to support Individual Family Service Plans (IFSP) and Project Teach to best serve infants and toddlers with any developmental delays they may experience.

FNA Head Start 0-5 makes it possible for all children with special challenges to be identified early in the program year. When program staff or primary caregivers have concerns about a child's development, they will meet to address the supports needed in the classroom or home. In some cases, further assessment is necessary, and referrals are made when appropriate:

- ☼ Each child is screened in the areas of health, speech and language, cognitive, motor skills and social/ emotional development.
- ☼ Primary caregivers are notified if further evaluation is needed in any of these areas and are involved in developing a plan outlining ways to help their children achieve specific goals.

As a primary caregiver, if you have any concerns about your child's development, please let your Primary Teacher or Home Visitor know as soon as possible.

### **CENTER BASED FAMILY HOME VISITS AND PARENT TEACHER CONFERENCES**

Regularly scheduled family home visits by your child's Primary Teacher and the Center Based Family Advocate are important parts of the FNA Head Start 0-5 Program.

Your child's Primary Teacher will schedule two home visits and two Parent Teacher Conferences with you throughout the year to discuss your child's developmental progress. Please note, that in addition

to the two Parent Teacher Conferences and education home visits that are required annually, there are two home visits each year with your Family Advocate to establish and track family goals. Additional conferences or meetings may be scheduled to discuss how to best meet the individual needs of your child.

### **DISCIPLINE AND BEHAVIOR MANAGEMENT**

FNA Head Start 0-5 has adopted the Positive Behavior Supports (PBS) Philosophy for our program. PBS will focus on positive behaviors and building relationships with the whole family.

***Some of the ways that you will see our program implement this philosophy:***

#### ***Prevention***

Head Start will maintain a well-designed and well-equipped classroom tailored to the developmental level of the children. This prevents frustration, interruption, and safety issues. Areas within the classroom should offer independence and easy supervision. Assessing the time spent in transition and the reduction of this transition time will give a sense of predictability and security with little time spent waiting.

#### ***Modeling***

Teachers, Bus Drivers, Home Visitors and other staff modeling appropriate language and behavior are key to the effective implementation of our philosophy. The tone and volume level modeled by the teaching and home visiting staff impacts and is reflected in the behavior of the children served. Classrooms and homes that model and reinforce positive behaviors and language will consistently be the most successful environments for children to grow and thrive in.

#### ***Descriptive Praise and Encouragement***

When opportunities arise for genuine, descriptive praise and encouragement, staff will recognize appropriate behavior with positive statements such as, "Look how high you are building the blocks." All staff will make sure to take every opportunity to praise children daily for their individual successes.

#### ***Setting Limits***

Classrooms that have a few clear and simple rules that vary according to the developmental and emotional level of the children will be more successful. In establishing these rules, we will abide by the following guidelines:

- ☼ Tell children their expectations in a positive tone: "We keep our feet on the floor to stay safe."
- ☼ Give specific results of the rules in a positive manner: "When we keep our feet on the floor, we stay safe and we won't fall down."
- ☼ Establish effective communication with parents so that the same words and ideas can be followed through at home. Making sure we are using the same techniques and wording in our classrooms and at home will ensure success for the children in both locations.

Explaining rules, even to our youngest children, make them real, understandable and meaningful. FNA Head Start 0-5 follows child care licensing regulation 7 AAC 10.1070. (e) In a child care facility, when a child has a pattern of out of control behavior, the child may be removed from the company

of other children until the child's behavior has stabilized. In addition, the child care facility shall develop a plan with the child's parent to address the behavior issues. (f) Corporal punishment of children in care is prohibited. For purposes of this subsection, "corporal punishment" (1) means the infliction of bodily pain as a penalty for a disapproved behavior; and (2) includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling, and any other action that seeks to induce pain.

## **SUSPENSION AND EXPLUSION**

### **Limitations on Suspension**

Our program will prohibit or severely limit the use of suspension due to the behavior of a child.

1. A temporary suspension will only occur as a last resort in an extraordinary circumstance such as: The child is a serious threat to themselves, or others and when the behavior cannot be reduced or eliminated by the provisions or reasonable modifications.
2. If a suspension should occur, it would be decided by a team who includes the Early Childhood Development Director, Education Manager, Family Wellness Coordinator/Mental Health Consultant, Classroom Teachers, Parents and an outside resource if a child has an IFSP, IEP or if the child receives counseling from another agency.
3. The suspension is temporary - until a plan is created for the child to return to full participation of the program quickly and successfully.
4. Continuation of support will be provided to both the child and the family:
  - A plan of care is developed to support the child in the classroom.
  - Support for the family will be offered through home visits and/or parent conferences.
  - Continue to utilize the Family Wellness Coordinator and/or Mental Health Consultant in addition to other outside resources.
  - Evaluate if other agencies need to be informed and included to further evaluate the needs and support needed for the child.
  - The center staff will refrain from contacting parents or legal guardians to come and pick up their child due to behavior unless noted as part of the plan of care.

### **Limitations on Expulsion**

1. When a child exhibits persistent and serious challenging behaviors, the program explores all possible steps and documents all steps taken to address such problems and facilitates the child's safe participation in the program.
2. Steps to be taken are, at a minimum, engaging our mental health staff and consultants, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability.
3. If, after the program has explored all possible steps and documented all steps the program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the Family Wellness Coordinator and/or mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program will work with such entities to directly facilitate the transition of the child to a more appropriate placement.
4. All involved staff will keep the Early Childhood Development Director apprised and may receive

additional employee assistance to support the teams working with the family and child.

### **SUPERVISION OF CHILDREN**

Children will always be under the supervision of a trained educator while in attendance at FNA Head Start 0-5. The following FNA Head Start 0-5 educator-to-child ratio is always in effect and will be maintained at all times:

- 4 Infants (under 1yr) : 1 Teacher
- 4 Toddlers (1yr – 3yrs) : 1 Teacher
- 10 Preschoolers (3yrs – 5yrs) : 1 Teacher

FNA Head Start 0-5 maintains the following standards:

- ☼ Children will be supervised at all times, even when sleeping.
- ☼ Educators will be able to see and hear sleeping children.
- ☼ Educators will always be in close proximity to children.
- ☼ We will maintain child and educator attendance records that reflect the time that educators are present and the children that are in their care.
- ☼ If regularly scheduled educators are not available, and substitutes are needed, FNA HS 0-5 will utilize an on-call list of educators that have been through the hiring process in compliance with FNA, and FNA Head Start 0-5 guidelines, and have passed all background information checks.

### **REST/NAP TIME**

Rest and/or nap time is an important part of children's early development. Creating an environment where children can begin to regulate their own sleeping patterns as a part of the normal sequence of their day is very important. Classrooms adapt to the routine of the children with nap times ranging from 1-2 hours based on children's individual needs and sleep routines. All classrooms have a regular daily nap time where children are encouraged but not forced to rest or nap. If a child does not need or want to rest or nap, they will be provided alternative quiet learning activities.

### **CLOTHING**

Head Start children are involved in a variety of activities throughout the day, both indoors and outdoors. ***Please dress your child accordingly.*** Children need to feel free to explore activities without fear of getting their clothes dirty. Part of exploration is playing in the outdoors and messy play! *Please leave a set of extra clothes for your child as accidents do happen.* Please label your child's clothing to minimize lost items. We try to develop and enhance self-help skills in children. One way we do this is to assist children in mastering putting their coats, shoes, hats, and mittens on and off independently. You can help by doing this at home, too!

### **PERSONAL BELONGINGS**

Classrooms are set up with toys and equipment necessary to promote learning to meet the needs of all children. Please do not let your child bring toys or electronics to the classroom.

We understand that there may be times when transitions are very challenging and a *special something* is able to help smooth the transition. Examples of a *special something* that your child may

need is:

- ☼ A small blanket from home.
- ☼ A small stuffed animal or soft toy.
- ☼ A special item that your child is attached to.
- ☼ A family photo.

These items should be labeled and will be kept in their cubby when they are not needed.

### **TELEVISION/VIDEO**

Television is not part of the Head Start curriculum nor is it used in the daily planning of activities for the children. Video may be used occasionally if it is age and culturally appropriate, and ties into the current lesson plans for the classroom. Children are always given the option of a supervised alternate activity if they do not wish to watch the video.

### **BIRTHDAYS**

Birthdays are a special time for children to recognize and enjoy a special day with their friends and their Head Start community. Activities planned to recognize a child's birthday in the Head Start 0-5 classrooms must be developmentally appropriate for the children in the group. Some ways that teachers may plan to make a birthday special are: bulletin boards recognizing the special day, jointly sing a birthday song, playing a special game, setting up a dramatic play birthday party, or another developmentally appropriate activity. The Head Start Nutrition Team will provide a special treat to the "Birthday Classroom". If you would like to bring something to recognize your child's special day, some ideas are: small bubbles, play dough or silly hats that can be sent home with their friends. **Please DO NOT bring any food, cupcakes or cakes to the classrooms.**

### **FIELD TRIPS/STROLLER RIDES**

Field trips are a regular part of the curriculum for 3-5 year old Head Start children. Signed permission forms are required for all field trips. Any child who does not have a signed Field Trip Permission Form to accompany their class on field trips must remain at the school. CDL/School Bus Endorsed Drivers drive Head Start buses on field trips and our qualified staff always accompany them. Parents are encouraged to join their children on field trips.

Stroller rides can be provided for infant and toddler classrooms following approved routes and using two-way radios for communication to the front desk and the Education Manager.

### **OUTDOOR PLAY**

When air quality, weather conditions, or outdoor areas are not considered safe or healthy for children, we will cancel outdoor playtime and provide indoor large motor activities instead.

#### **Air Quality:**

Children may play outdoors when the air quality is "good" or "moderate." Large motor play will be moved indoors when the air quality is "unhealthy for sensitive groups" or poorer.

#### **Cold Weather:**

The cut-off temperature for outdoor play is **-10** degrees Fahrenheit for the 0-3 year old classrooms and **-20** degrees Fahrenheit for the 3-5 year old classrooms.

**While snow is on the ground and/or the temperature is colder than 32 degrees above zero Fahrenheit, Adequate Clothing must be brought to school: (please label with your child's name)**

- **Warm Coat, Snow Pants or Snowsuit**
- **Hat or Hood that stays on your child's head**
- **Warm Mittens or Gloves that stay on your child's hands**
- **Boots or Mukluks that your child can walk and run in**

**Please write your child's name on all clothing so they do not get lost. If you need help acquiring these items, please speak with your Family Advocate or Home Visitor.**

### **HOME BASED OPTION**

FNA Head Start 0-5 Home Based Option brings the FNA Head Start 0-5 program into your home. This option serves prenatal women and families with children 0-5 years of age. The Home Based Option provides weekly home visits and twice a month socialization activities throughout the year. Home visits are scheduled to last a minimum of an hour and a half once a week between the hours of 8:00am and 5:30pm, Monday through Thursday.

#### **Home Visits**

Home Visitors will visit your family each week for a minimum of 1 1/2 hours, sharing developmentally appropriate activities that you have helped to plan. Home Visitors will share information on health, safety, and nutrition, and will provide additional community resources as needed. Home Visitors work in partnership with parents to engage children in play and educational experiences in the home, which further their development and promote school readiness. As parents are every child's first and best teacher, Home Visitors follow the parent and child's lead in planning and facilitating activities. Home Visitors will also work with families to acquire the necessary documentation required to help the program fulfill granting requirements, such as income verification and medical/immunization documentation. All children are required to keep immunizations up to date.

#### **Socialization Activities or "Socials"**

The Home Based Option also provides two monthly Socialization Activities for families and their children to participate in. At monthly Socials, parents and children have an opportunity to spend time together doing a variety of planned activities with other children of similar ages. We do not provide any childcare for Socials as Home Based Socialization Activities are opportunities for each child and parent to interact with one another and other children and families.

Flyers and/or emailed messages will be provided to inform families of upcoming FNA HS 0-5 Socialization Activities as well as local activities within the community that would be fun and appropriate for young children. A Socialization Activity flyer will provide details for each Social such as the menu, theme, time, location, agenda, and planned activities.

Parents are asked to sign up to confirm their intended participation and attendance for socials. This allows FNA Head Start 0-5 staff to plan for adequate amounts of activities and food for participants.

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## HEALTH SERVICES

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### **HEALTH INFORMATION**

FNA Head Start 0-5 knows that a child's health is the foundation to fully engaging in learning opportunities. Our Program works in partnership with Parents and Community Partners to ensure that every child has a happy and healthy Head Start experience. We emphasize the importance of health care services for early identification and treatment of health problems.

Health and Nutrition Services include:

- ☼ Health, wellness, safety, and nutrition education for all families and children
- ☼ Nutritious breakfast, lunch, and snack each class day
- ☼ Menus and nutritional education are provided
- ☼ Food substitutions may be made for medical and other special dietary needs
- ☼ Resources and referrals for identified child/family health concerns

### **Health & Well-Child Information**

All families are required to complete and provide the following documents at Enrollment, within 45 days of the first day of service, within 90 days of the first day of service, and at given points of the year as needed:

#### ☼ **At Enrollment**

- Current Immunization record, current notarized religious exemption form or a current medical exemption form completed by a medical professional.  
*Alaska Child Care Licensing requires that all enrolled children be current on all required immunizations.*
- Current well child exam or physical
- Care plan and medication administration instructions from a physician for diagnosed medical needs *(Plan of Care will be completed before start date to ensure child needs are met)*
- Special diet documentation *(if applicable)*
- Allergy information with supported medical documents *(Plan of Care will be completed before start date to ensure child needs are met)*
- IFSP or IEP *(if applicable) (Plan of Care will be completed before start date to ensure child needs are met if needed)*

#### ☼ **45 Days (within 45 calendar days from first day of Service)**

- Hearing Screening
- Vision Screening
- Height and Weight measurements
- Developmental Screening
- Social Emotional Screening

#### ☼ **90 Days (within 90 calendar days from first day of Service)**

- TB Screening *(At 1, 3 & 5 years of age)*
- Dental Exam
- Hemoglobin *(Children at 9 months of age and older)*
- Lead Screening *(Required blood lead draw at 12 & 24 months of age. Verbal screening accepted for children age 3 and older with documentation showing previous blood lead draw was completed)*
- Blood pressure *(children 3 years of age and older)*
- Current Well Child/EPSTDT Exam *(many, if not all, of the requirements listed above might be included in your child's Well Child/EPSTDT report form)*

The early childhood health and developmental screenings listed above are required by the Office of Head Start to Comply with federal performance standards and regulations. These screenings ensure that all health and developmental concerns are identified, helping families to meet their child's basic health needs.

Program staff will periodically send community resources via our School System indicating events and activities that parents can bring children to in order to meet these requirements. When feasible, the Program will work in partnership with community partners to offer some screenings in-house with volunteers. However, it is a parental responsibility to make sure children complete these requirements. Please make arrangements to complete these screenings and provide copies to FNA Head Start 0-5 Program staff.

If there are any barriers that prevent your family from completing these requirements, please talk with your Teacher, Family Advocate or Home Visitor for resources and referrals. If a child needs medical or dental follow-up treatment, it is the Parent's responsibility to schedule and keep the appointment with the physician or dentist.

FNA Head Start 0-5 implements recommendations from the FNA Health & Safety Committee, Project PAK: Project Partnership for Alaska's Kids Community Partners (PAK) and Parent Policy Council composed of parents, Fairbanks Native Association Staff, and community health professionals. Program staff will reference Head Start Program Performance Standards (HSPPS) to seek clarification as needed. The goal is to coordinate and improve the health and safety of our students.

**All Head Start staff are required to hold a current CPR and First Aid card.**

### **HEALTHY HABITS**

Healthy habits are established in our school with daily tooth brushing and an emphasis on hand washing and other habits that help reduce the spread of illnesses. Family Style Dining is practiced to offer balanced, nutritious meals plated by children with the assistance of teaching staff. This gives children an opportunity to learn about healthy eating habits with support from their peers. We use the home and classroom for teaching children healthy habits around safety.

## **WELL CHILD MEDICAL AND DENTAL CARE**

We believe that having ongoing access to medical and dental care (a medical and dental home) is essential for all children, regardless of income. We want to assist you in finding and maintaining a medical and dental home. Please be sure to inform your Family Advocate or Home Visitor of any barriers that have prevented you from getting medical or dental care in the past so that together, we can develop a plan to overcome those barriers. Identifying whether or not families have a medical and dental home is also a requirement of the Office of Head Start, so your Family Advocate or Home Visitor will ask you about these things and help you establish one if your family does not have a medical and dental home.

## **WHEN YOUR CHILD IS FEELING ILL**

FNA Head Start 0-5 staff will reference the American Academy of Pediatrics “**Managing Infectious Diseases in Child Care and Schools – A Quick Reference Guide**” to make decisions regarding ill children or children displaying symptoms of possibly being ill. We can make copies of the information and recommendations for families upon your request. Here are some symptoms to look for when assessing your child’s illness. It is extremely important to make sure that your child is feeling well when he/she leaves for Head Start in the morning as we mitigate the spread of illness and work to ensure a healthy learning environment for all.

### **If you suspect that your child may be ill, please keep them at home that day.**

**The following guidelines should help you make your decision.**

***Please consider keeping your child home if they are experiencing:***

- A sore red throat, even if no fever is present
- An earache
- A deep hacking cough
- Severe congestion
- Difficulty breathing or wheezing
- An unexplained rash
- Complaints of a stiff neck/headache with one or more symptoms
- Thick, green drainage from the nose, along with sinus pressure, fever or tiredness.
- Seizures
- An unusual yellow coloring to the skin or eyes

***Your child may not attend school if any of the following exists:***

- Vomiting (more than one time in 24 hours or child acts ill)
- Diarrhea (more than two times in 24 hours/does not include that caused by antibiotics or just a loose stool that can be contained by diaper)
- Puss filled openings on the skin unless a doctor’s note cleared them to return (all open sores must be covered)
- Lice
- Any contagious disease (be sure to let us know)
- Oral or auxiliary temperature of and above 100.4 degrees or higher for children (per CDC recommendation)

Additionally these symptoms are related to COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Occasionally children will start having symptoms of illness while at school. When children in a classroom are exposed to a contagious illness other than a cold, a Health Notice regarding the contagious illness will go out to the classroom's Primary Parent/Guardians via email, paper copies will be sent home from the classroom, and the notice will be posted on the classroom door for 24 hours. The information on the Health Notices are compiled from information in the American Academy of Pediatrics "Managing Infectious Diseases in Child Care and Schools – A Quick Reference Guide" and Centers for Disease Control and Prevention.

## FNA HS 0-5 Illness Chart

**If a child is afflicted with one of the many common childhood illnesses listed below, please refer to our policy concerning the child returning to the program.**

<b>If A Child Has:</b>	<b>The Child May Return To FNA Head Start 0-5 or Resume Home Visits and Events:</b>
Fever 100.4 degrees or higher for children (per CDC recommendation)	When fever free for at least 24 hours without the aid of medication such as Tylenol, Advil, or Motrin
Vomiting	When vomiting has resolved without the aid of medication
Ear Infections	Absence of fever and pain once antibiotics are administered
Flu/Colds	Absence of fever, chills, muscle aches or sore throat for 24 hours
Pink Eye/Conjunctivitis	After medication is started and no discharge
Chicken Pox	All pox are scabbed over, no new or oozing pox. Health Specialist or Education Manager must check child and give approval for child to attend program
Thrush/Yeast Infection	After medication is started
Fifth Disease (Human Parvovirus B19)	Free of fever for at least 24 hours without the aid of medicine
Giardiasis	Physicians Report required, absence of diarrhea
Hand, Foot & Mouth Disease	Blisters must be dried, absence of fever. Health Specialist or Education Manager must check child, give approval for child to attend program
Hepatitis	Physicians Report required
Impetigo	After medication is started
Measles	Four days after rash appears
Head Lice	Must be treated with medication, absence of adult lice. Child must be treated again when indicated on medication. Child may not return to the program unless there are no live lice.
Meningitis	Physicians Report required
Pertussis (Whooping Cough)	Physicians Report required and 5 days of appropriate antibiotic treatment
Pinworms	After medication is started
Respiratory Syncytial Virus (RSV)	Physicians Report required
Ringworm	Once treatment is started, sore covered by bandage or wrap
Roseola	When physician determines it is not communicable and fever free
Rubella (German Measles)	Physicians Report required
Scabies	After medication is started
Strep	12 hours after medication is started, fever free
Tuberculosis	Physicians Report required

## **EMERGENCY TREATMENT WHEN MEDICAL CARE IS REQUIRED**

At enrollment parents/guardians are required to complete and sign the Child Emergency Information Card (Yellow Card) that provides a Medical Release form on the back. **Emergency Information MUST be kept current at all times.** If there is an emergency, parents will be contacted immediately. If a parent cannot be reached, FNA will call the other emergency contacts listed on the form. If the emergency situation requires the attention of a physician, we will call the paramedics to take your child to the hospital's Emergency Room. It is very important that parents remember to keep their child's emergency contacts up to date.

***Note: Be sure to keep your emergency contact information updated so that we can let you know if your child is ill. It is very important that the child be picked up quickly (within 30 minutes) by a parent or other authorized person.***

## **MINOR INJURIES**

Any child who has an injury at the center will receive appropriate first aid for their injury. An accident report will be completed, and the parent will be notified either immediately or when the child is picked up at the center or dropped off at home by the bus.

## **MEDICATION POLICY**

If your child requires medication while attending school, a Plan of Care must be established through a meeting with Parents/Guardians, Teachers/Bus Drivers, Education Manager, Health Specialist and other staff as necessary. All medications given to children at the center must meet the following specifications:

1. Medication must be prescribed by a physician.
2. Medication must be in the original container.
3. Medication must have attached to the container:
  - A. Child's name
  - B. Current date
  - C. Amount of dosage to be given
  - D. An indicator of the time that the medication should be administered
  - E. Parents must fill out and sign a "Permission to Administer Medication" Form

**Medication will not be administered without this form.**
4. The medication is locked in the classroom lock box or contained in the medication refrigerator located in the Education Manager or Health Specialist office.
5. All medications given will be logged at the time of each dose on the Medication Schedule. All medication will be administered by the Primary Teacher, Education Manager, Health Specialist or other trained staff member.
6. Medication is returned to the parent at the end of each day unless otherwise arranged.

## **DENTAL CARE**

At school, the child and family are introduced to Bright Smiles, Bright Futures, a program in dental care developed specifically for Head Start. This program helps to teach our children and their families about good oral health. It provides information on how to prevent oral diseases through consistent tooth brushing habits at school through various activities in the classroom. Information about oral health is sent to families to extend learning at home at least once every 3 months or as needed.

Bright Smiles, Bright Futures emphasizes four main steps:

- ☼ Brush teeth at least two times each day
- ☼ Use fluoride toothpaste (children ages 3 and up)
- ☼ Visit a dentist twice a year
- ☼ Eat healthy snacks

Good oral health taught at school and at home, with your help, will develop into lifetime habits that ensure healthy smiles.

**MENTAL WELLNESS**

The mental health component of FNA Head Start 0-5 focuses on promoting positive self-worth, respecting individual differences, and developing appropriate social skills. Mental wellness, simply stated, is the capacity to: **PLAY, LOVE, LEARN**, and **REGULATE EMOTIONS**. Whether you are at home, school, or in other environments, these attributes all fit together to form the foundation of a mentally healthy person.

The goal of FNA Head Start 0-5 is to develop a higher level of social competence in children. Mental health works towards:

- ☼ Providing a warm, caring, and accepting environment that offers an opportunity for children to play, love, and learn.
- ☼ Providing appropriate outlets for expression of anger, frustration or grief. Here are some examples of appropriate and inappropriate outlets for expression:

**Appropriate**

- Learning to use words
- Yelling outside
- Punching play dough
- Throwing pillows or balls

**Inappropriate**

- Hitting another person
- Yelling inside
- Punching a person
- Throwing furniture or toys

- ☼ Providing parents with current information and best practices regarding behavior patterns and proper discipline techniques.
- ☼ Referring families to appropriate mental health professionals who offer therapy, counseling, and other resources tailored to your child and family's needs.

FNA Head Start 0-5 has a Family Wellness Manager that works with Mental Health Consultants (Infant Mental Health Consultants) to periodically observe students in our classroom setting. The Family Wellness staff will help in resolving any emotional/social issues that a child may have. The information obtained from the observation will be shared with the teachers and parents.

***Ages and Stages Questionnaire-Social Emotional (ASQ-SE2)***

Head Start is currently using the Ages and Stages Questionnaire-Social Emotional (ASQ-SE2); which is a screening tool used to assess a child’s social/emotional development. It is used to identify areas where program staff can plan appropriately with families to address any needs a child may have.

**NUTRITION SERVICES**

All enrolled FNA Head Start 0-5 Center Based children are eligible and participate in the Child & Adult Care Food Program (CACFP). Good nutrition is the cornerstone of a child’s health. A child performs best when they feel well. Part of feeling well is eating the proper amounts of the right foods. Children are served a nutritious breakfast, lunch and snack in a family-style setting while attending our program. When eating in a family-style setting, children serve themselves. This encourages them to share and learn skills such as pouring and passing food. Children are encouraged to taste new foods but are not forced to do so.

Center-based Mealtimes:

<b>Infants/Toddlers</b>	<b>Preschool Extended Day</b>	<b>Preschool Full Day</b>
Breakfast 8:30-9:00am Lunch 11:30am-12:00pm Snack 2:30-3:00pm (infants eat on demand as age appropriate)	Breakfast 8:30-9:00am Lunch 12:00-12:30pm Snack 2:30-3:00pm	Breakfast 8:45-9:15am Lunch 11:45am-12:15pm Snack 2:00-2:30pm

The Nutrition Coordinator prepares CACFP approved 5-week cycle menus based on the USDA MyPlate required meal pattern. Copies of the menus are available to have and review. Accommodations will be made for children with food related disabilities and/or documented food allergies requiring a special diet. If your child requires a special accommodation, you will need to get a **medical statement signed by a recognized medical authority** listing the food(s) to be omitted and substituted.

Often the children are involved in preparation of foods during class and/or food activities, during which they discuss what the foods are and why their bodies need them. FNA Head Start 0-5 also encourages you as parents and caregivers to plan, select, and serve well-balanced meals in meeting your child’s nutritional needs. Please speak with your Primary Teacher or Family Advocate about any suggestion or concerns you may have regarding your child’s nutrition.

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**PARENT INVOLVEMENT & VOLUNTEERING**

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**PARENT INVOLVEMENT**

Parent involvement is an integral part of a successful program for you and your child. Home visits build strong, supportive relationships between staff and parents. Parents meet together for monthly

meetings, educational programs, and other parent gatherings. Parent workshops are offered based on parent interests. Volunteering with FNA Head Start 0-5 provides the opportunity to gain new skills and to further develop skills you already have and may be used as job experience.

### **YOUR PARTICIPATION MAY TAKE MANY FORMS:**

- ☼ Encouragement of activities in your home that reinforce and support your child's early education and learning experiences.
- ☼ Help in making decisions about the content and operation of the program, including membership on the Parent Policy Council.
- ☼ Work in the classroom as a volunteer, or just come and observe.

When parents volunteer in their child's classroom, their children may behave differently. Your child may find it difficult to share you with the other children. This is OK! Just try to give your child as much attention as you comfortably can. If he/she becomes too demanding of you, ask a staff person to assist you either with your child or with suggestions for things you can try.

### **VOLUNTEERS**

Before leaving each day, volunteers will fill out the In-Kind Donation Form and Receipt. All volunteers must sign in and complete the In-Kind Donation Form and Receipt each time they volunteer at FNA Head Start 0-5.

### **PARENT VOLUNTEERING HAS MANY ADVANTAGES...**

- ☺ **Your child receives more individual attention**
- ☺ **You have a chance to see your child in a different environment**
- ☺ **You can meet other parents with similar interests**
- ☺ **All of us have the opportunity to get to know and learn from one another**

### **REGULAR VOLUNTEERS**

- ☼ Regular volunteers are those volunteers who come in at least once a week
- ☼ Regular volunteers are required to provide names and addresses of three references and have a negative TB screening (or verification from a doctor that they are free of TB)
- ☼ Regular volunteers will be required to sign a statement of confidentiality, as well as an acknowledgment that they understand FNA Head Start's Child Abuse/Neglect policy and procedures and child guidance philosophy and practices.
- ☼ Parent volunteers who voluntarily work in the classroom on a regularly scheduled routine that adds up to 10 or more hours weekly must meet the same health and background check requirements as regular staff members. Parent volunteers who voluntarily work in classrooms routinely will receive appropriate training and are encouraged to participate in regular staff training sessions.

### **PARENT COMMITTEE**

Parent Committee meetings are held throughout the school year, with parent-generated topics and speakers. You will have an opportunity to learn, practice leadership skills, have fun and make site-based decisions including curriculum development. Parent Committee meetings are scheduled

regularly throughout the year.

### **WHAT IS THE PARENT POLICY COUNCIL?**

The Parent Policy Council (PPC) is a parent-based group that meets monthly at a date and time set by the Council. Meetings are open to anyone who would like to attend, however, only elected Policy Council members may vote. This Council is the Governing Body for FNA Head Start 0-5 in addition to the FNA Board of Directors.

#### ***Parent Policy Council Responsibilities:***

- ☼ To be informed and keep other parents informed about issues facing FNA Head Start 0-5.
- ☼ To attend monthly meetings regularly and notify staff in advance if you are unable to attend.
- ☼ To advocate in the best interests of all FNA Head Start 0-5 families.
- ☼ To attend classroom parent meetings and represent parent concerns to the Council.
- ☼ To attend trainings and share the information with others.
- ☼ To participate in committees which help the FNA Head Start 0-5 program planning.

#### ***Parent Policy Council Representatives will be:***

- ☼ Trained in the duties and responsibilities held by Policy Council members.
- ☼ Eligible for childcare services which are offered to attending members during meeting times.

### **IN-KIND**

The Federal Government requires that 20 percent of the FNA Head Start 0-5 grant be matched with contributions from parents and the community. These matched contributions are called "In-Kind" and consist of volunteering in the program, attending FNA Head Start 0-5 activities, donating materials, working on your child's educational goals at home, serving on Parent Policy Council, and can be provided in many other ways. You will be asked to fill out the In-Kind Donation Form and Receipt when you give services or materials to FNA Head Start 0-5.

#### ***What is In-Kind?***

Time, services, or goods from parents or the community is considered "In-Kind". The Federal Government considers your time as dollars. 20% of our FNA Head Start 0-5 grant must be matched with In-Kind every year. We generate dollars through time that parents spend with our FNA Head Start 0-5 children. We encourage this generosity of our parents and the community who "Pay it Forward" so the children in our community will continue to have a program for the next school year. Without "In-Kind," funding for the FNA Head Start 0-5 program could be in jeopardy.

The Miracle of the FNA Head Start 0-5 "In-Kind" Match is that each year the parents of FNA Head Start 0-5 children care deeply enough to reach deep into their hearts and give of their time to volunteer in the program. Through their time and caring, families grow, children blossom, communities thrive, and the funding is made possible for one more year of the FNA Head Start 0-5 program.

Please join us by "**Paying it Forward**" and making a miracle happen for our children:

### **HOW DO I "PAY IT FORWARD"?**

There are many ways you can volunteer 6 hours a month at FNA Head Start 0-5.

You can...

- ⊗ Spend 1 day a month at FNA Head Start 0-5 with your child.
- ⊗ Spend 1 hour a day 6 times during the month.
- ⊗ Spend 30 minutes 3 times a week reading books in your child's classroom.
- ⊗ Attend Policy Council and Parent Committee meetings monthly.

### **WAYS TO VOLUNTEER**

- ⊗ Spend time in your child's classroom.
- ⊗ Work on family goals at home.
- ⊗ Join a committee.
- ⊗ Help with program projects.
- ⊗ Work on child development goals at home.
- ⊗ Track reading time at home.
- ⊗ Track tooth brushing time at home.

### **Committees to Join:**

- ⊗ The Parent Policy Council (PPC).
- ⊗ The Parent Committee.
- ⊗ The Health Advisory Committee.

### **VOLUNTEERING AT FNA HEAD START 0-5**

All parents and community members are encouraged to volunteer at FNA Head Start 0-5. Parents who consistently volunteer more than 10 hours per week will be asked to attend an orientation and staff training at FNA, as well as follow the volunteer application process.

Any community member wishing to volunteer at FNA Head Start 0-5 must be willing to follow the volunteer application process which includes a series of background checks.

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## **FAMILY SERVICES**

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### **FAMILY SERVICE OVERVIEW**

FNA Head Start 0-5 is committed to supporting your family by establishing a strong partnership with you. We will help you identify your goals and support you in reaching them by using your own strengths, community resources, networking opportunities and education. This will reinforce the gains made by your child at FNA Head Start 0-5 and support your own personal goals and self-sufficiency. FNA Head Start 0-5 Family Advocates and Home Visitors are available to help with information and resources.

Services include:

- ⊗ A Resource Directory of community resources in your area.
- ⊗ Emergency or crisis intervention.
- ⊗ Support with your own efforts to identify and obtain quality services.
- ⊗ Development of goals and strategies that you identify as areas for personal growth.
- ⊗ FNA Head Start 0-5 Parent Committee meetings with educational topics.

- ☼ Support for child development, behavior guidance and stress management issues.
- ☼ Advocacy for you in dealing with other agencies or individuals.
- ☼ Information that supports your training and educational needs.
- ☼ Computer and Internet access.
- ☼ Assistance with medical and dental needs for those children not covered by Denali Kid Care or other insurance.
- ☼ Some translation services for non-English speakers.
- ☼ Support for fathers and significant male figures in parenting roles.

Your Family Advocate or Home Visitor will be in contact with you through visits, meetings, and/or phone calls to set family goals and to determine any family needs that may arise during the year.

### **REPORTING CHILD ABUSE AND NEGLECT**

All FNA Head Start 0-5 staff are 'Mandated Reporters' and are required by Alaska State law to report any suspected or identified child abuse to the Office of Children's Services (OCS). (A.S. 47.17.10).

All FNA Head Start 0-5 staff will support families who have involvement with the Office of Children's Services (OCS) and will *preserve absolute confidentiality* of all records pertaining to a report in accordance with state law.

***Immediate reporting is necessary so that protective services can be made available to children to prevent further harm to the child, and to safeguard and enhance the general well-being of the family.***

### **SUMMARY**

#### ***Our Part...***

Our goal at FNA Head Start 0-5 is to provide an environment that stimulates each child's curiosity and learning. We encourage each child to develop his/her unique pattern of interests, talents, and skills. We know that children learn best through interaction with people and objects, and it is through play that they will achieve their educational goals. While we recognize that each child grows and develops at different rates, their individual goals will focus on the following:

- **Learning about themselves and others:** Trusting known caring adults, managing feelings, playing with other children, and regulating their own behavior.
- **Learning about moving:** Demonstrating both fine motor and large motor skills within daily experiences.
- **Learning about the world around them:** Using problem solving skills, enjoying dramatic play, sustaining attention, and understanding how objects can be used to get the results they need.
- **Learning to communicate:** Developing language skills, exposure to different types of language, enjoying books and being read to, and experimenting with drawing and writing.

#### ***Your part...***

- Be an active partner in your child's learning by working in partnership with FNA Head Start 0-5 staff.
- Children need to be well rested. For healthy development, the American Academy of Pediatrics recommends 12-16 hours of sleep a day for infants, 11-14 hours of sleep a day for



# Welcome To Fairbanks Native Association Head Start 0-5



## CHILD CARE LICENSING PROGRAM

Division of Public Assistance  
Child Care Program Office



### PARENTS' GUIDE TO LICENSED CHILD CARE

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

- ◆ Choosing care for your child is a significant decision.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care homes, group homes, and centers. Your choice depends on what you want and need for your child.

- ◆ Licensing is a key to quality child care.

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

- ◆ An informed parent is a key to quality child care.

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

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

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, contact the Child Care Program Office toll free at 1-888-268- 4632 or via email at [CCPO@alaska.gov](mailto:CCPO@alaska.gov)

## **CHILD TO CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES**

### **CHILD CARE HOMES**

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

### **CHILD CARE GROUP HOMES**

- 2 caregivers required, one must be the Administrator and must be at least 21 years of age
- Caregivers must be at least 18 years of age
- No more than 12 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 5 children under the age of 30 months
- No more than 4 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

See 7 AAC 57.505 for child-to-caregiver ratio requirements allowing 1 caregiver in a Group Home.

### **CHILD CARE CENTERS**

- Administrator and/or Child Care Associates must be at least 21 years of age
- 13 or more children in care, with fire safety approval

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

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

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

### **CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS TO BE LICENSED**

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

### **OBTAIN FROM PARENTS**

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

### **PROGRAM REQUIREMENTS**

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must ensure screen time viewing is limited to 1½ hours in a 24- hour period
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate risk activity

### **SUPERVISION**

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

### **SAFETY**

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

### **BEHAVIOR GUIDANCE**

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

**HEALTH**

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

**EQUIPMENT AND SUPPLIES**

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

**SPACE**

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

## FNA HEAD START 0-5 2024-2025 CALENDAR

### School Contact Information:

**Address:** Poldine Carlo Building, 3830 S. Cushman Street, Fairbanks, AK 99701

**Phone:** Head Start - 907-451-8814; FNA Main - 907-452-1648

**Head Start Fax:** 907-451-8815

**Hours of Operation:** Monday to Thursday for all classrooms & home visiting

0-5 Extended Day - 8:00am to 5:15pm; Preschool Full Day - 8:30am to 2:30pm

0-5 Home Based - 8:00am to 5:30pm

AUGUST 2024						
S	M	T	W	T	F	S
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						12

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					16

OCTOBER 2024						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		16

NOVEMBER 2024						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						14

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				12

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	14

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	15

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					13

APRIL 2025						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			18

MAY 2025						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						16

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					17

JULY 2025						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		7

AUGUST 2025						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						12

- New School Year Begins - August 12, 2024
- Teacher Work Day - Classrooms Closed
- Holiday - School Closed
- Professional Development - Classrooms Closed
- Winter, Spring & Summer Break - School Closed
- Center-based & Home Based - Last Day July 10, 2025
- Staff In-Service Training - School Closed - Jul 28-Aug 8, 2025

### Monthly Data and Reporting Complete

Jul - 08/02/24	Dec - 01/06/25	May - 06/06/25
Aug - 9/06/24	Jan - 02/07/25	Jun - 07/11/25
Sep - 10/04/24	Feb - 03/07/25	Jul - 08/01/25
Oct - 11/01/24	Mar - 04/04/25	Aug - 09/05/25
Nov - 12/06/24	Apr - 05/02/25	

- FNA ALL STAFF MEETINGS: 09/06/2024, 12/06/2024, 03/07/2025, 06/06/2025
- ASQs DUE: 9/25/2024
- CB HOME VISITS DUE: 1st - 09/20/24, 2nd - 03/21/25
- TSG CHECKPOINTS DUE: 1st - 11/15/24, 2nd - 02/14/25, 3rd - 05/16/25, 4th - 07/11/25
- PARENT TEACHER CONFERENCES DUE: 1st - 12/20/24, 2nd - 06/13/25

SEPTEMBER	2	Labor Day - FNA Holiday - School Closed
OCTOBER	9-10	Professional Development Days - School Closed
NOVEMBER	11	Veterans Day - FNA Holiday - School Closed
	28	Thanksgiving Day - FNA Holiday - School Closed
	29	Alaska Native Day Observed - FNA Holiday - School Closed
DECEMBER	24 & 25	Christmas Eve/Christmas - FNA Holiday - School Closed
	23, 26, 27, 30 & 31	Winter Break - School Closed
JANUARY	1	New Years Day - FNA Holiday - School Closed
	2 & 3	Winter Break - School Closed
	6	Staff Work Day - School Closed
	20	Martin Luther King, Jr. Day - FNA Holiday - School Closed
FEBRUARY	17	President's Day - FNA Holiday - School Closed
MARCH	10-14	Spring Break - School Closed
	14	Traditional Chiefs Day - FNA Holiday - School Closed
MAY	26	Memorial Day - FNA Holiday - School Closed
JUNE	20	Juneteenth Observed - FNA Holiday - School Closed
JULY	4	Independence Day - FNA Holiday - School Closed
	10	Last Day for 2024-2025 School Year
	14-25	Summer Break - School Closed
JULY & AUGUST	Jul 28-31 & Aug 1-8	School Closed for Staff Training
AUGUST	11	2025-2026 New School Year Start



Center-based Mandatory Annual Program Hours: EHS 1,380 HS 1,020  
Home-based EHS Mandatory Minimum of 46 home visits and 22 Socializations per year  
Home-based HS Mandatory Minimum of 32 home visits and 16 Socializations per year