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Introduction

Contact Information

Main Office: (520) 882-0100

Website: www.childparentcenters.org

WELCOME TO EARLY HEAD START AND HEAD START!

We are happy to have you and your family as a part of our program. You are invited to visit the center any time your child is present so you may share in your child's experience.

Parents, staff and state childcare inspectors have access to the center during regular business hours. To promote safety, other visitors will be admitted through a locked door. We appreciate your assistance in our effort to keep children and families safe.

This handbook provides information on programs offered within the agency. It includes policies that pertain to you and your child's day at the center. Please retain this handbook for future reference.

If you have any questions we can help you with, please do not hesitate to ask. We hope that you enjoy your time with us and that we learn together throughout this school year.

In order for you and your child to experience all you can from the program, we have adopted these ideals:

- **Children** are magical and constant curious learners;
- **Parents** want the best for their children, and learning for themselves;
- **Staff** bring expertise with an attitude that supports learning and development;
- **Learning** thrives within respectful relationships;
- **Positive Outcomes** result from appropriate and consistent learning over time; and
- **We All** participate in life-long learning as both teachers and learners.

VISION AND MISSION

Vision

Child-Parent Centers, Inc. envisions strong communities filled with successful children and families.

Mission

We are a non-profit agency delivering Head Start and related programs throughout southeastern Arizona for prenatal through preschool age children and their families. The focus of our work is:

- Early Childhood Education & School Readiness
- Health & Nutrition
- Parent Engagement & Family Development

CENTER FACILITY INFORMATION

Full Day Program
 Part Day Program
 Toddler Program

Center Name: _____

Center Address: _____ Site Supervisor _____

Telephone Number: _____ Transportation Provided? Yes No

Teacher _____ Ext. # _____ Cook _____

Driver _____ Co-Teacher _____ Other _____

Hours of Operation (with children) _____ Hours of Operation (Office) _____

Classes for Children (day) _____ through (day) _____

Services provided from (month) _____ through (month) _____
 (except for holidays and training days)

There are fees associated with the services for which you are enrolled (check only if DES fees apply). See pg. 11 of this handbook or the Childcare Tuition Agreement Statement you received upon enrollment for fee and reimbursement structure.

Start-Up Calendar

Below is a calendar to record important dates to remember, such as orientations, phase-in, class start-up, weekly visits, and parent meetings.

Monday	Tuesday	Wednesday	Thursday	Friday

Program Options

Center Base Part Day - Part Year

In the Center Base program model your child is brought to the center where she/he will spend the day learning with other children. The center base option is available three hours and forty-five minutes to four hours a day, four days per week depending on the site.

Center Base Full Day - Full Year

The Full Day/Full Year option runs year-round, five days per week (except holidays and training days). Your child's scheduled time at the center is based upon your daytime work hours. Year-round full day services for working parents are available at limited sites for both Head Start and Early Head Start families.

Home Base

The Home Base option brings the learning experience right into your family's home. In this program model a Head Start Family Educator visits families in their home weekly. Bi-monthly group experiences are held at the center to provide socialization opportunities as well as preparation activities to help your child get ready for the move into a classroom environment. The Early Head Start segment of the Home Base program operates year-round and serves pregnant women and children from birth to age three. The Head Start Home Base program operates through a regular school year and serves children age's three to five. Aspects of the Home Base program include:

Services to enrolled Pregnant Women and New Mothers

We promote healthy pregnancies, after delivery health and wellness of new mothers and the wellbeing of newborn babies. Through the Early Head Start option, we help pregnant women immediately after enrollment to access needed pre-natal health care. During the weekly prenatal home visit, the family educator provides prenatal and postnatal education on:

- Fetal development, labor and delivery, postpartum recovery;
- Risks from smoking and alcohol;
- Maternal depression and
- Breastfeeding benefits.

After the baby is born, during the Post-Partum home visit, the family educator and a health staff provides post natal health care support for the new mother and gives important information and support for the care and development of the newborn. The newborn becomes the focus of future home visits.

Weekly Home Visit

The heart of the Home Base program is the weekly 1½-hour home visit. During this time you and a Family Educator will plan learning activities for your child and family that will help strengthen parenting skills and the parent-child relationship. The activities include discussing family needs, Head Start health requirements and the child's health needs, setting child-specific and family goals, learning about child development, literacy activities, health and safety education, and reviewing parenting resources and information.

Together Times

Together Times are times your family spends aside from the home visit, engaging in experiences that are designed to promote learning. Together with a family educator you will develop experiences that will not only enhance your child's learning, but also nurture your family's relationships. Together Times may include sharing family traditions, reading favorite books, preparing and enjoying mealtimes together, or celebrating special events for your family.

Group Experiences

Families in the Home Base program participate in a "Group Experience" twice a month. Depending on the ages of the children, Group Experiences last from 1 ½ to 2 hours. During this time you and your child have the opportunity to explore and develop new skills through activities designed to enhance your child's learning experience through peer and social interaction. You and your child's attendance at Group Experiences is very important. Our health staff uses time during the GE to perform several health screenings including vision (if age appropriate) and hearing. Both of these screenings are necessary in assessing your child's development.

Family Literacy

At a limited number of sites, CPC also offers a Family Literacy option. The family literacy experience involves your child attending an early childhood class, while you attend an adult education class for English for Speakers of Other Languages (ESOL), Adult Basic Education (ABE), and skills in computer use. The family literacy option is a wonderful opportunity for the entire family.

Other benefits of the program include:

- The role of parents as their child's first and foremost teacher is supported during **Parent Time (PT)**. Parent discussion groups are offered weekly. Discussions can cover anything from family-related matters, health and nutrition and child development, to community awareness and professional development. Parent time frequently features guest speakers, and is an excellent opportunity to meet new contacts and friends.
- Parents and their children participate in **Parent and Child Together Time (PACT)**. Parents and their children are together in the classroom for 45 minutes a day, 4 days a week. During this time there is child-initiated play, circle time, transfer to home activities. During this time you make discoveries about each other's interests and learning styles.
- Parents have the opportunity to develop career skills through school and community volunteerism (**Service Learning**). You will have the opportunity to volunteer in various settings which include the public school (approximately 2 hours per week), working in the classroom with children or in a school office or library. Volunteering also provides excellent job training opportunities, and builds upon your advocacy role in the public schools.

Family Engagement

At CPC our partnership with your family focuses on building trust between you and our staff, in an effort to establish a strong foundation for both adult and child growth. Parents will be offered the opportunity to participate in parent-initiated family goals. The building of open, trusting relationships between families and staff allows children to share and learn from one another.

Home and Classroom Communication

Information sharing between staff and parents is one of the building blocks that support the child's ongoing learning. It brings to the home what is going on at school and brings to school what is going on at the home. It also helps you and your teacher keep up with your child's progress. In addition to the daily contact you will have with your teacher, several other key events take place during the school year that promote on-going communication between home and school, including:

- Home visits
- Parent conferences
- Monthly parent meetings
- Parent education activities

The focus on early literacy is consistent throughout all of the program options. The Home and School Partnership is the key to making early literacy efforts a success. We encourage parent-child interactive learning with home reading programs, monthly newsletters and more.

Transitions

Our partnership includes supporting you and your family through times of change. Families with young children go through many changes, some planned and some unexpected. Here are some examples:

- Program changes, such as leaving a program based in the home to entering a center-based program, without the comfort, family and surroundings of home.
- Life changes, such as welcoming a new baby or dealing with the death or departure of a family member;
- Routine changes, such as moving or a parent going back to work.

Approaching change in an open, thoughtful, and planned way helps children develop a sense of security and confidence. Your teacher and family educator are available to help you plan change in a way that will reduce stress on the family.

Transition to Kindergarten

An important change for 4-year-old children is the move to kindergarten after Head Start. Both the national Office of Head Start and the state of Arizona have established learning standards for early childhood programs that guide them in offering curriculum that prepares children for kindergarten. Throughout the year, teachers will talk with families about strategies to make the move to elementary school successful and how Head Start prepares children to be "school ready."

Father/Male Involvement

At Child-Parent Centers, Inc. we believe the positive benefits of Father/Male Involvement are endless, and that fathers and male role models are essential in the child's development and education.

Research tells us that Father/Male Involvement has a significant impact on children's school readiness and success and that supportive interactions with an engaged father or father-figure can benefit children both socially and academically.

CPC, Inc. encourages Father/Male Involvement in all aspects of the program and offers many opportunities for fathers/male figures to continue to discover and strengthen the important role that they play in the education and lives of their children. As a father/male role model with Head Start you will have the chance to:

- Volunteer in the classroom or kitchen
- Participate in your child's school projects and curriculum
- Share a talent, interest or skill
- Come talk with the children about your job
- Attend Father/Male Figure Night
- Come to center activities, monthly parent meetings, parent-teacher conferences and be present for home visits
- Become a center officer
- Serve on the Policy Council and/or Advisory Committees
- Chaperone a fieldtrip

Volunteering

You are encouraged to volunteer at the center. We realize that you have limited hours to volunteer, so the following are a number of different ways you can get involved:

- Join in classroom activities
- Assist the cook in the kitchen
- Become an ESOL or GED tutor at your center
- Encourage a family member or friend to share a special talent
- Assist during meal time
- Prepare classroom materials at home

Parent Responsibilities

We are excited to work with you towards providing your child with the best opportunities possible and have developed the following requirements that we ask all our concerned parents and guardians to follow:

- Adhere to all CPC, Inc. health and safety policies prohibiting smoking, fire arms, weapons (concealed or openly displayed) drugs, use of alcohol, etc. In addition, threatening behavior or hostile behaviors, physical abuse, offensive comments, actions or behavior toward other families, staff or children will not be tolerated and may result in exclusion from the program or CPC Inc. property;

- Self-disclosure to agency staff if parent or guardian is a registered sex offender;
- Plan any videotaping/picture-taking in advance with the teacher so that it does not interrupt on-going activities and focuses only on your child;
- Refrain from sending toys, personal items, food, or pets with your child unless specifically pre-planned with the teacher;
- Comply with Arizona State Regulations by submitting proof of all required immunizations for your child upon enrollment; and throughout the year as needed to keep your child up-to-date;
- Comply with Federal Regulations by obtaining periodic well baby checkups or an annual physical and dental examination for your child within 90 days of enrollment and follow up medical care as necessary;
- We ask that when entering our Head Start classrooms, cell phones and any other electronic device be turned off or silenced. This will help to ensure that you and your child have a great Head Start experience.

Voicing Concerns

Remember, you are always welcome to share ideas or recommendations for the program with your teaching team and/or center manager.

Child-Parent Centers uses a “problem solving approach” when concerns are presented. The approach includes the following steps:

- Talk directly with the person(s) involved as soon as possible;
- Learn about program guidelines and limitations that may pertain to the issue;
- Work out agreements and solutions that identify “next steps”;
- Keep in touch with those involved to see how the solutions are working.

We ask you to talk with your child’s teacher first when questions, concerns, or problems arise. If you cannot resolve the issue after talking with the teacher, the site supervisor is available to help.

If the situation cannot be resolved with the center staff, the Department Directors or the Executive Director are available to talk with you and can be reached at 520-882-0100 (collect calls are accepted). We work within a defined process to resolve all concerns, and this process could include involving the Policy Council or the Board.

In-Kind

Head Start is a federally funded program. As a condition of receiving federal funds, we are required to provide 20 cents of every dollar it takes to operate our program in the form of in-kind contributions from the community. In-kind contributions include the value of donated time, space, and services. Whenever you assist in the classroom, attend parent meetings, transport your child to and from class or read to your child you are helping us meet this requirement. Throughout the year you will be asked to complete forms that help us document your participation.

Parent Assistance and Resources

Parenting is a very demanding job, and we want you to know that we're here to support you. Teachers and support staff are available to talk with you to address any parenting questions you may have. Please take advantage of our parent education workshops, support groups, and individual family counseling opportunities that are available to you (If we know of an outside agency or service that may be able to assist you in any way we will certainly make a referral).

You are also encouraged to learn about child guidance techniques by volunteering in the classroom and participating in group experiences.

The Family Assistance Fund exists to provide qualified families of enrolled Head Start children with emergency assistance in areas such as food, clothing, transportation, utilities, and other emergencies. The fund is used after all other resources have been exhausted. This fund is available once per family per year; upon approval from the Family Services Coordinator.

Program Governance

Head Start depends upon the guidance and leadership of the Policy Council, Advisory Committees and Center Officers. Parents at each center elect individuals from the center to serve as volunteer representatives or officers. The representatives or officers help to determine many important decisions that affect you and your child. If you are interested in serving on one of these governing boards please inform your teacher or site supervisor.

Fundraising

Fund raising is the responsibility of the Board and Policy Council. An annual agency-wide fundraiser is implemented. Requests to conduct additional fundraising of any type and use of the Head Start and/or CPC logos (registered trademarks) must be approved, in advance, by the Executive Director.

Adult Education and Job Opportunities

In addition to providing educational opportunities for children, we also offer many resources for parents who are trying to further their own education.

- Parent Library – The center has an assortment of library books in both English and Spanish for all of your family members to read.
- ESOL, GED or Computer Skills Classes– Free adult classes are available if you are interested in learning English, obtaining a GED diploma or acquiring computer skills for job enhancement.
- Other adult classes - Family Life Skills: Group sessions are available to assist you in building the skills you'll need to apply for and get jobs. If you are interested in life skills classes please let your teacher or site supervisor know.
- Substituting - CPC, Inc. has a training program available to individuals who meet state and agency minimum requirements for substituting. If you are interested in the Master Volunteer/Substitute program please inform your classroom teaching team or site supervisor. In some instances, substituting and training could lead to a future paid position.

Enrollment and Attendance

Enrollment

Head Start and Early Head Start provide services to eligible families and children without regard to race, color, religion, sex, national origin or disability condition. To complete the enrollment process we require:

- a signed application with verification of your family annual income;
- a completed Emergency Information and Immunization Record (Blue Card);
- A copy of your child's current immunization record showing that your child has received all current age-appropriate immunizations required by law or an exemption affidavit from a physician.

If your child cannot be immunized for personal reasons you will need to sign a "Request for Exemption to Immunization" form.

Fees

Head Start and Early Head Start services are provided free-of-charge for the Part-Day Classroom, Home Base, and Family Literacy options.

Because there are no fees for these programs, there are no refunds.

There are fees for the **Full day/Full year early care and education option**. Fee schedules are based on DES eligibility. For more information please refer to the "Child-Care Tuition Agreement Statement" you received upon enrollment.

Attendance

You play a critical role in creating a successful Head Start experience for your child. How? By ensuring that your child attends school regularly. Some of the benefits of children attending class daily include:

- school readiness
- building relationships with peers and teachers
- increase self confidence and self esteem
- establishing routines

There may be times when your child cannot attend class or a home visit. The home visit will need to be rescheduled. Communication is essential in planning your child's attendance with us. When your child is going to be absent or when a home visit is not possible, please call the center so we can modify our meal arrangements and adjust our transportation plans.

Tardiness

In order for your child to gain the full benefits of the Head Start learning experiences and routines, which contributes to School Readiness that Head Start provides, it is very important that he/she be in class at the daily scheduled start time.

Family Literacy Absence

Regular attendance for both you and your child is vital to the family's success in the program. There may be special circumstances (such as an illness) when parents would be allowed to attend classes without a child, however, a child cannot attend without the parent.

Full Day/Full Year Absence

If you are a DES family and you have a day "off" or a scheduled holiday, you may want to keep your child at home, or prefer to have your child attend Head Start for a morning half-day session only. We completely respect and encourage such instances.

Sick Child Policy

In order to protect the health of your child, other children and staff, we ask that you not send or bring your child to class or group experience when they show signs of illness that can spread, or any condition that doesn't allow children to participate in regular activities. Your child can resume class or group experience when the condition is no longer contagious. For fevers, your child must be without a fever for the last 24 hours (even if medication was given). These illnesses include, but are not limited to:

Head lice	Fever (100 or higher)	Pink Eye
Scabies	Mumps	Whooping Cough
Impetigo	Measles	Strep throat
Rashes	Flu	

Other Conditions Include: Excessive and continuous coughing, diarrhea of 3 or more times within the last 24 hours, vomiting 2 or more times within the last 24 hours, oral pain, swelling, redness, or sores in the mouth, inflammation of the skin that cannot be covered.

*******Please Note*******

If your child becomes ill at school you will be contacted. A daily wellness check will be performed upon arrival at the center or before boarding the school bus. There are some conditions that may require temporary exclusion from class and a doctor's clearance before your child can be readmitted.

Enrollment and Re-enrollment

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option the child's slot must be considered an enrollment vacancy. This may happen if:

- The parent drops their child from the program;
- A child has excessive absences
 - Excessive absenteeism is when a child's attendance is inconsistent, impacting his/her ability to fully benefit from the classroom/home base experience;
 - If he/she is absent 15 days or more;
 - When his/her attendance becomes inconsistent, the teacher/family educator will contact the parent either in person, by telephone, letter, or home visit. A support system will be offered to explore solutions. The site supervisor and Family Services Coordinator are available to consult for additional assistance.

- The agency funds are reduced or denied;
- A child may be transferred to another program if he/she has an Individual Education Plan and it is determined that Head Start is not the appropriate placement for the child.

Your child is may be placed on the waiting list to re-enroll. Re-enrollment may take place if your family circumstances change and your child is able to attend on a regular basis. This consideration is based upon space and eligibility.

AZ State law requires immunizations. We encourage you to take your child to your healthcare provider to receive immunizations. We will provide reminders of updates and referrals to resources for health services.

*******IMPORTANT INFORMATION*******

Arizona state law requires CPC to exclude children whose parents have been notified of their child’s lack of current immunizations.

You will receive a written notice when you need to update your child’s immunizations. He/she may attend a center base activity for 15 days after receiving a written notice from a Health and Nutrition Specialist. If after 15 days, the immunizations have not been updated, your child will not be readmitted until he/she is safely and fully (dose appropriate) immunized and proof of immunization is received.

Moving

Please share your moving plans with your teacher and site supervisor. If your family moves outside your current center’s boundaries, the center staff may be able to help you find other CPC Centers near your new location so that you and your family can continue your Head Start experience. You may also be able to find information about Head Start centers in your area by looking in your community phone book under “Child-Parent Centers, Inc” or “Head Start.” You may be able to find more information online by visiting your favorite search engine like www.google.com and entering the words “Head Start” and the city/area you are planning to move to.

Acceptance and Release Requirements

The safety of children and parents, as well as staff, is of the highest importance in our program. To help ensure safety, we implement the following acceptance and release requirements. Some of these measures are required by the State of Arizona and others are agency policy. If there is a reasonable concern for your child’s safety by releasing them to whomever is picking them up, CPC is obligated to contact the proper authorities. The acceptance and release requirements are as follows:

- Parents will sign his/her enrolled child (or children) in and out of the classroom or vehicle each day. On the sign in/sign out form, the parent will print the child’s first and last name, write in the arrival/departure time and sign the parent’s first and last name legibly. This procedure is required to document who dropped off and picked up the child.
- Parents will remain with their child (or children) at the center or when waiting for the vehicle until the enrolled child is signed into the classroom or vehicle. Parents are responsible to supervise children who are not enrolled, at all times.

- At least 2 people who are authorized to accept or release the enrolled child from the classroom will be listed on the child's Emergency Information and Immunization Record (Blue Card). This information is needed in an emergency or when the parent is unable to pick up the child. If you have any changes for the Blue Card please notify the teacher.
- Persons not listed on the Blue Card may be authorized to pick-up/release a child on a day-by-day basis using the following guidelines:
 - Any person authorized or temporarily authorized to pick up a child must be at least 16 years old and agree to be listed as an Emergency Contact (Children cannot sign themselves in or out);
 - Any person accepting a child other than the parent must show picture identification and give the parent's personal code (*see next bullet*);
- The personal code can consist of the last four digits of the parent's social security number or any other four-digit number that they will remember throughout the year. This personal code will be written on the Blue Card in the upper right hand corner;
- Any person (or persons) **not authorized** to accept or release the enrolled child must be listed on the Blue Card. (If this person is a parent, legal documentation prohibiting pick-up must be provided).

When you are unable to get to the center and would like another adult to pick up your child, the following four actions must take place:

1. Notify a center staff member of the situation either in writing or by phone.
2. Give the teacher the name of the person who will be picking up your child.
3. Give the person picking up your child your "Personal Code".
4. The person picking up your child will need to give your personal code to the teacher, show picture identification, and sign their name on the sign-in/sign-out log.

Late Child Pick Up

If you will be late picking up your child, please inform center staff immediately. A pattern of late pickup creates a hardship for your child and the center staff, especially at AM/PM sites.

If your child has not been picked-up from school after the session ends, staff will contact people listed on the emergency contact (Blue Card). If no one can be contacted and the child remains at the site, CPC is required to notify Child Protective Services and the local police department.

It is important for you to communicate with center staff to develop a plan for emergency pick up of your child.

Health and Nutrition Services

Health Screenings and Assessments

At Child-Parent Centers we fully believe that a healthy child is a child who is ready to learn. That is why during the school year, with your permission, the following health assessments/screenings will be completed for your enrolled child if needed:

- Growth (height and weight);
- Blood pressure
- Nutrition (anemia screening);
- Blood lead screening
- Vision and hearing; (within 45 days of enrollment)
- Developmental (thinking skills, small and large muscle development, social interactions, and speech).

You will receive a brochure explaining what will take place during the screenings or assessments. Please read the brochure to help us prepare your child for these activities. All screening and assessment results will be shared with you. If there is a concern about your child's health or nutritional needs, your teacher, a specialist and you will meet to develop an **Accommodation/Special Care Plan**.

When there is a concern about your child's development, the teaching team will create a plan with your assistance in working with your child. If necessary, a referral will be made to an outside agency for an evaluation in the various developmental areas. **All referrals are made with your approval and at no cost to you.**

Annual and Periodic Physical and Dental Examinations

Head Start receives its funding from the Office of Head Start in Washington DC. This funding allows us to provide free high-quality preschool services to your child. Our Federal Head Start Office has set various requirements for us to meet. Because your child is enrolled in our program, she/he is required to have the following **within 90 days of enrollment**:

- Periodic Well Baby Checkups for Early Head Start children
- An annual physical examination for Head Start children
- An annual dental examination.

Your child's teacher will give you the forms needed for the doctor/dentist to document the exam on.

- When you visit the doctor and dentist, please remember to take the forms with you.
- Ask the doctor/dentist to complete the forms and give them back to you before you leave the office.
- Your doctor/dentist may use their form to document the exam. Please ask them to give you a copy.
- Return the completed forms to your child's teacher.

We believe you want what's best for your child. The number one thing you can do to help your child be ready to learn is to make sure they are healthy. Your child's health plays a very important role in how he or she will learn and develop. Throughout the year you will be asked to comply with Head Start by providing important health and developmental information about your child. Please:

- Read the health notices you may receive from us. They are provided to keep you informed about results of any screenings given to your child by Head Start and to give you valuable resource information.
AND
- Follow up with any referrals you may receive from your health or dental provider.

Supporting you to keep your child healthy is one of the most important tasks we provide, and we look forward to working with you and your family.

REMEMBER: You can help us at Child Parent Centers, Inc. to meet all health federal mandates by making timely appointments and taking your child to get the annual physical and dental examination.

HEALTHCARE COVERAGE (Medical Home)

Health insurance is one of the most valuable assets a family can have. If you are eligible to receive healthcare under the AHCCCS (Arizona Healthcare Cost Containment System), we encourage you to apply. An information brochure will be given to you during the school year. If you are already enrolled in the program, we encourage you to take advantage of the wide range of medical and dental services that are available.

It is important to stay on the "lookout" for AHCCCS renewal notices, and re-apply before the deadline. If for some reason you have lost your benefits, please let us know; we can help you reapply. If you don't qualify for AHCCCS, we can assist you in applying/obtaining coverage from other community resources.

Nutrition Services at Centers

Nutrition is an essential part of each child's learning and will take place throughout the day. We pride ourselves on serving nutritious, unprocessed, safe foods prepared in kitchens that are inspected by and comply with County Health Department regulations. The same policies are applied to all center functions, i.e. parent meetings, end of the year activities, and nutrition experiences.

Head Start centers participate in the Child and Adult Care Food Program (CACFP) or in the National School Lunch Program. At sites where we participate in the National School Lunch Program the menu is determined by the requirements of that school district and may be different from the foods recommended by Head Start and CACFP. Parents are encouraged to share ideas & give suggestions for menus; opportunities are ongoing throughout the year.

The Child and Adult Care Food Program (CACFP) and the School Lunch Program sponsor Head Start meals. Both are operated in accordance with USDA policy that does not permit discrimination because of race, color, national origin, age, sex, or handicap. Food is not used as punishment or reward. *(If you believe that you have been discriminated against in any USDA-related activity, you may write to the Secretary of Agriculture, Washington, DC 20250. For more information on civil rights, write to the Office of Equal Opportunity, USDA Washington, DC 20250.)*

If your child participates at the center during the morning, he/she will be served breakfast and lunch. If your child attends Head Start during the afternoon, he/she will be served lunch upon arrival and a snack.

A Special Diet Accommodation Plan will be developed if your child has special dietary needs. Our goal is to have the Special Diet Accommodation in place **prior** to your child attending class. In order for that to happen, we ask that you share your child's needs right away and obtain documentation from your child's doctor noting the allergy/intolerance and appropriate substitution. You will need to obtain a doctor's statement and participate in an accommodation plan meeting with your child's teacher, center cook and Head Start Nutritionist/Registered Dietician.

Your child may not attend class until the doctor statement is received and the special diet accommodation plan is completed.

Meals served must consist of the following:

- | | |
|------------|---|
| Breakfast: | 100% Juice, fruit or vegetables, bread or bread alternate, milk |
| Lunch: | Meat or meat alternate, vegetables and/or fruit, bread or bread alternate, milk. |
| Snack: | Two of the following four foods: milk or juice (not both), meat or meat alternate, fruit, vegetables, bread or bread alternate. |

When Your Child Misses a Meal

Listed below are examples of reasons why your child might miss a meal:

- He/she doesn't feel like eating;
- He/she doesn't want to come to the table;
- He/she doesn't want to stay at the table. When this happens, the teacher may ask the child choose another area in the classroom until the child is ready to rejoin the group. A child always has the choice to rejoin the mealtime. If he/she was not able to rejoin the table and attends a childcare center immediately following Head Start, a note and a sack lunch will be sent to the childcare center.
- If for any reason a child misses lunch or the afternoon snack, and he/she attends a childcare center immediately following Head Start, a note and a sack lunch will be sent to the childcare center.
- If your child misses a meal, the teacher will talk with you about why your child did not eat.

Foods Preschoolers Like

- A variety of textures (smooth soups, tender meats, crisp raw vegetables/fruits)
- Bright colorful foods (orange carrots, green peas)
- Mild delicate flavors (bananas, potatoes)
- Finger foods (small sandwiches, raw vegetable bits)
- New foods (new colors, looks, smells, textures)
- Warm foods

How You Can Help with Your Child's Nutrition

- In order to provide the highest quality of nutritional recommendations for each child, Head Start requests your support in assuring that no cakes of any kind, cookies, pies, candy, ice cream, sweets or treats are brought to the center. We recognize that for birthdays and holidays comes a temptation to provide sweets and ask that you consider other ways to celebrate.
- Birthdays are celebrated in a variety of ways in the classroom. Children will feel special through the use of songs, stories and activities. You are encouraged to volunteer and eat lunch at the center with your child that day.
- In order for the cook to adequately plan for your meal, we ask that you let the teacher know of your intention to have lunch at least two days prior.
- Parents having lunch at school are encouraged to model healthy eating for the children by tasting all of the foods (*served in child sized portions*) and drinking a full serving of milk.

Some children seem to eat everything you give them, while others hesitate to try new foods. It is helpful when parents encourage children to “try a bite” of all the foods being served. If your child will be attending the afternoon program, we ask that you help him/her be “ready to eat a hearty lunch” upon arrival at the center. If they must eat something after breakfast, it is best to give them a light nutritious snack.

Medications

If your child needs to receive medication during the school day, a written statement from the doctor is needed. You, the teacher and site supervisor will complete a Medication Record and Consent Form. You will be asked to provide the prescription medication in its original container.

If the medication is non-prescription, a written statement from the doctor is also needed, and the package is to be labeled with your child's name and kept in its original packaging. Any unused medication will be returned to you when the date on the medication has expired, or the medication is no longer being administered. If we are unable to return unused medication to you, it will be disposed of appropriately.

If your child has been prescribed a new medication, we ask that you administer the first dosage, that way you will be able to notice whether your child has any changes in his/her behavior. Also, before we begin giving your child the medication, a training session will be set up for you to provide training to the site supervisor and teacher.

Medication Procedure

Prior to administering any medication your teacher will complete a written Medication Record and Consent Form that contains the following information:

- The name of the person designated to give the medication;
- The child's first and last name;
- Name of medication (prescription number if any);
- Specific instructions for administration of the medication;
- Dosage and route of administration;
- If indicated, starting and ending dates of dosage period;
- Times and frequency of administration;
- Reason the medication is being given;
- Date of authorization.

All medications will be kept out of children's reach in a designated, locked, leak proof, storage box. The Medication Record and Consent Form will be kept at the facility for 12 months from the date the medication was administered.

Rescue/Emergency medications (Epi-pen, asthma) will be readily accessible to teachers, and out of reach of children.

Approaches for Children and Classroom Programs

Helping Your Child Adjust to School

Beginning preschool can sometimes be a difficult adjustment for both children and parents. The following information may be helpful in understanding what your child may experience once he/she begins the program:

- Being afraid or crying is natural, especially during the first few days of school. Although it may feel difficult for you as a parent to leave during this time, it is helpful to reassure your child that school is safe. Talk with him/her and let your child know that you or someone they know will be picking him/her up or receiving them from the bus;
- Your child may find it comforting to bring a personal item to class to help him/her make the transition to school. Please let the teacher know that your child will be bringing in a special item so that she will be able to assist your child in caring for it;
- After signing your child in be sure that your child is engaged in classroom activities before you leave;
- You may want to stay with your child for a period of time to allow him/her time to adjust; this is also a great way for you to get to know the staff and the other children;
- Bring your child in comfortable clothes and shoes that allow them to run, climb, explore, and play freely. Be sure that the clothes you send your child in allows him/her to get a little paint, glue, mud or spills on them;
- Toileting accidents may happen. In order for your child to feel comfortable and continue classroom participation, please send a change of clothes labeled with your child's name. Clothes are stored in their cubby or backpack.

We believe in sharing information with you about your child, because this kind of communication builds a strong parent/teacher relationship. This relationship will help support your child when changes occur throughout the year. Another way you can support your child's participation in Head Start is to talk to him/her about specific events of their day. Please remember that it is common if your child chooses not to share a lot about their day, so we encourage you to call your teacher to discuss any questions you may have.

Parents in the Curriculum

All children are born ready to learn about the world around them. Children develop at individual rates. Curriculum includes the learning goals for children, the materials that support learning and play, the environment and experiences/activities we plan. The areas that children's development happens around include:

- Physical Development and Health,
- Social & Emotional development,
- Approaches to Learning,
- Logic and Reasoning,
- Language Development,
- Literacy Knowledge and Skills,

- Mathematics Knowledge and Skills,
- Science Knowledge and Skills,
- Creative Expression, Social Studies Knowledge and,
- Skills and English Language Development

Curriculum experiences are planned to enhance children's overall growth in learning and emphasis is placed on providing experiences in the goal areas. We use an on-going assessment that helps you and I observe your child's growth. We will have talk about and plan for your child's continued growth during our home visits, conferences and meetings. Your child will have opportunities to:

- participate in stories, finger plays, songs and writing activities that teach literacy concepts such as recognizing letters (especially those in his/her name), using new vocabulary words and journal writing;
- check out books for you to read with him/her through the classroom's WREN (We Read Every Night) program;
- play with toys, games and materials that teach math concepts such as sorting, patterns, counting and recognizing numbers;
- Practice cooperation and problem solving skills.

A daily schedule and lesson plan (PELE) is posted in each classroom and will include:

- large and small group activities;
- health routines, such as brushing teeth, washing hands;
- child-initiated activities supported by teacher involvement and enrichment;
- in-door and out-door play times;
- Nutritional Experiences;
- Safety practices such as fire drills & bus evacuations (at centers that offer transportation).

Assessment:

The teachers observe and record your child's interests and strengths by taking photos, writing down quotes and by collecting journal or work samples. By doing this, the teachers can individualize activities to provide developmentally and age appropriate experiences for your child. It is also a method by which you and your teacher can follow your child's growth throughout the school year.

Family and Community Celebrations (Holidays):

Holidays are celebrated with the focus on culturally sensitive non-commercial activities for families and children. Please plan with center staff on occasions for celebration.

Positive Guidance and Classroom Management Approaches

What does positive guidance and behavior management include?

When you enroll in Head Start we become partners with you in listening and observing for what your child is telling us and how he or she is expressing, through play, their desires, interests, choices and thinking. We pay attention to what the child is telling us through their actions and play so we can plan ways to support their continued learning and development.

Positive Guidance supports specific ways for children to express their emotions, desires and thinking as they work and play with others. If, and when, the child expresses themselves in a manner that is unsafe physically or emotionally we will redirect with words and gentle physical guidance.

Behavior Management includes, and is not limited to: routines, schedules, agreements /rules on how we treat others, being safe and kind when we play with others and how we take care of our materials. You may hear songs and words that remind children when it is time for breakfast or lunch, what projects they can choose to work on, what areas of the classroom have materials for them to work with and what is coming up next.

Examples of Positive Guidance Approaches you might observe and hear and approaches we will talk about during our daily contacts, home visits and conferences :

Positive Statements:

“Remember our classroom agreement – we walk inside and run outside” (Instead of “We don’t run in the classroom.”)

Acknowledgement:

Noticing, respecting and commenting on each child’s accomplishments and learning is important throughout their day.

“You remembered to walk inside the classroom instead of running.”

“You taught your friend how we wash our hands to stay healthy.”

Modeling:

“Follow me... and let’s walk together.” “We are walking so we don’t hurt ourselves or our friends.”

” Watch how I pass the bread plate to my friend on my right.” “Now it is your turn.”

Choices:

Children may be offered only one or two choices instead of redirection based on an expected routine, time of day an experience takes place such as meal time or tooth brushing.

“Right now it’s time for story... You can sit for story or play with a puzzle, which one do you prefer?”

“Reflection Time”: (Used by trained teaching staff only).

This may happen when a child’s feelings and actions are not understood by others; we refer to as “not being able to control their feelings.” The child’s action requires the adult to individually intervene. Children may be given the opportunity to regain self-control by finding a quiet place, where they can recover privately from intense emotional experiences and reactions before returning for problem-solving or to rejoin the group.

“You are so upset right now. Let’s go to the couch to calm down for a minute.”

Gentle Physical Guidance: (used by trained teaching staff only)

A staff member may show children what to do or where to go by gently guiding them by the hand.

“Let’s go wash hands for lunch together.

Holding of a Child: (used by trained teaching staff only)

When a child experiences such intense emotional reactions that they may hurt themselves or another person, the teacher may hold the child. This holding technique involves the teacher sitting down with the child placed in front of him or her. She then wraps his/her arms around the child and holds the child’s arms crossed in front of the child’s body. This hold is maintained only until the child has calmed down and is once again in control of his/her body. Parents are notified the same day when this technique is used with their child.

Staff and/or Parents in Head Start settings are not to use the following techniques...

- Sending a child home, to the office, or removal of a child from the class for challenging behavior,
- Spanking, hitting, or any other physical punishment,
- Threatening, teasing, belittling, or embarrassing children,
- Saying negative things to or about children,
- Children are not to be compared to each other,
- Using food as a punishment or reward.

Teacher Support

There may be times when other staff members or specialists are in the classroom. Before any non-agency personnel can work directly with your child you must first sign a written permission form. If you ever need to speak with your teacher please feel free to schedule a time to meet with them. Parents are always encouraged to ask questions about their own child. However, Head Start confidentiality requirements do not permit staff to discuss other children in the program.

Child Find

When you have questions or concerns about your child's learning or development, such as:

- Speech (how they talk)
- Language (how many words does he/she say or use in a sentence?)
- Motor skills or coordination (running, jumping, coloring, cutting)
- Vision or hearing (do they see and hear you?)
- Thinking or reasoning (figuring things out for themselves)
- Self-help (eating, toileting, dressing)
- Behavior or social skills (getting along with others)

Talk to the teacher who will suggest community resources. These may include: Arizona Early Intervention Program (AzEIP) for children ages birth to 2yrs 9 months. Local school districts provide Child Find services for preschool children ages 3 to 5yrs.

What will happen when you contact Child Find?

The teacher can help you contact the appropriate agency. If you contact AzEIP, an individual will be assigned to contact you within 2 days and set an appointment for a screening. When you call the school district office, an appointment will be scheduled within 45 days of contact with the family.

What is screening?

Screening means an informal or formal process of looking at your child to determine if they are developing and learning according to their age. If an evaluation is necessary, a person who specializes in the area of your concern will talk with you about your child's development.

Arizona Early Intervention Program:

When you have questions about your child's development ages birth to 2yrs 9months, contact Arizona Early Intervention Program (AzEIP). Information website: www.azdes.gov/azeip or call: (520)325-6495 or (877)222-5432.

How to contact Child Find:

For children ages 3 to 5 years, the teacher will assist you to contact the school district in which you reside to request an appointment. Parents must make the call to request the appointment.

What is the cost?

There is no cost for Child Find services.

Community Explorations (Field Trips)

On field trips, children and families discover and learn about new ideas, places and people within their community. You are encouraged to participate. When a field trip is planned, you will be asked to give written permission for your child to attend. Parents must give written authorization if they wish for someone else to sign field-trip permission slips.

In order to ensure the safety of children and staff, a written **Field Trip Plan** will be prepared. This written plan includes the following information:

- The date and purpose of the field trip;
- The times of departure/return to the Head Start facility;
- The name, complete address (name of street, building, or room number) and telephone number of the destination;
- A list of children participating on the field trip;
- A list of staff members and other individuals participating in the fieldtrip (At all times a minimum of one adult to every five children is required);
- The license plate number of the agency vehicle used to transport enrolled children. (A parent may transport his or her own child on a field trip. Agency rules do not allow parents to transport other children or parents from the class).

The Field Trip Plans will be taken on the field trip and a copy of the plan is kept at the center. Field trip plans and permission forms are retained at the center for three months from the date of the field trip.

Staff will carry a backpack containing these items:

- First Aid Kit
- Rescue medication (if applicable)
- Emergency Information and Immunization Record (Blue Card) for each child
- Field Trip Plan with written permissions
- Copy of Emergency Plan

Each child will wear an identification tag that has:

- On Front: Facility Name, Address, and Telephone Number
- Out of view on inside back: Child's first and last name

Staff will conduct child counts at the following intervals and log the counts on the Field Trip Plan:

- When departing facility or boarding vehicle;
- Upon arrival at destination;
- Every half hour while at destination;
- Upon departing destination or re-boarding vehicle;
- Upon return to center.

Staff will take sufficient drinking water in a cooler with disposable cups (If the trip involves eating outdoors, staff will use a Table Sanitizing Kit). Staff will use agency vehicles that comply with safety and state regulations.

Pedestrian and Transportation Safety

Whether you or Child-Parent Centers is getting your child to and from class, **Safety** is our primary concern. We are happy to support you in discussing with your child the importance of Pedestrian and Transportation Safety practices. Talking with your child often and making sure you follow the practices yourself will help ensure safety.

How Families Get to Centers

Head Start enrollment is divided between children whose parents bring them to class and children who qualify for bus service. Parents who live close to the center walk their children, parents with transportation drive their children, others take the city bus, and some carpool their children to Head Start/Early Head Start.

Parents who do not have transportation and who live within center bus boundaries may request bus service (please ask your center manager for the local bus boundaries). Head Start and EHS transportation services are limited; therefore bus service is approved on the basis of family need, space availability and total time of the bus run.

PLEASE NOTE – More families need bus service each year than we are able to serve. For this reason there may be openings in Head Start for families who can bring their children to class even though the bus is full.

If your child rides the bus and you become able to provide your own transportation, you are responsible for informing us of this change and providing your own transportation.

Transportation FAQ (Frequently Asked Questions)

What if I think I can bring my child to school and later find that I need the bus service?

If you find that you can't bring your child, and you live within the center's bus boundaries, we will put your name on the bus waiting list.

Remember: When there is an opening on the bus, service is given to the family with the greatest overall need first.

What happens if I have bus service and I move?

If you move outside of the bus boundary, service will cease and you will have to provide your own transportation. If you move closer to another Head Start however, you may be able to transfer your child into another center's class if space is available. Please inform center staff if this situation ever arises.

NOTE: If during the year your circumstance changes and you are able to transport your child, we will ask that you assist us with this. If you move out of the transportation boundaries, you will have to make other arrangements to transport your child.

Preparing Children to Ride the Bus

If your child will regularly ride a bus to school your teacher/family educator will help instruct him/her how to be safe when riding by following these rules:

- We only get in the bus when there is an adult to help us in;
- We always sit with our seatbelts or child restraint system fastened while the vehicle is moving;
- We use quiet voices in the vehicle; while promoting conversations and other learning opportunities;
- When we get out of the bus we go directly to the house or school;
- We do not cross the street or parking lot without an adult to help us;
- We always walk to vehicles with a member of the teaching staff;
- We never walk in front, back, or around the side of a vehicle.

What You Can Do to Keep Your Child Safe

When walking:

- Always hold your child's hand when crossing the street, walking through parking areas, or passing through gates and doorways;
- Always use crosswalks when crossing the street or in a parking lot. Remain on sidewalks whenever possible. It is better to be safe and walk a short distance out of the way than to risk a dangerous street or parking lot crossing;
- Always look both directions and then back again before entering the crosswalk to cross the street, to be sure no cars are approaching;
- Always follow traffic signals at a lighted intersection before crossing the street;
- Always remain with your child until the bus arrives. CPC will not release a child at a pick-up point without the parent or other authorized person present.

When riding in your vehicle:

- When going into the center to release/accept your enrolled child, always make sure any children remaining in your vehicle have adult supervision. If CPC staff observe an unsupervised child, they are required to conference with you to develop a plan to prevent it from happening again;
- Use age-appropriate child passenger restraints in accordance with state laws; always turn off your car and remove the keys when exiting your vehicle;
- Always be aware of and follow traffic signs (speed limit, school zone, no parking, etc.) in the parking areas and on the street;
- Always park your vehicle in a designated parking space. When designated parking spaces are not available, wait for the next space rather than double park. It is better to be safe and a few minutes late.

When riding in another vehicle:

- When your child rides in a CPC vehicle, always arrive at the pick-up and drop-off point at the scheduled time.
- When your child rides in another provider's vehicle or bus, such as a private childcare provider or babysitter, talk to the transportation provider about CPC's Release/Acceptance procedures. Staff will need the outside agency's name, address and telephone number listed on the child's Blue Card. *Make sure to provide any changes about transportation to the center supervisor.*

NOTE: Sometimes parents arrive early to pick up their child from class. You are welcome to participate with your child in the activity in progress or observe when you arrive.

What CPC Does to Keep Your Child Safe

- Acceptance and Release requirements are met each time your child is picked-up and dropped-off from the center or agency vehicle. Staff will not drop-off a child at any location without the parent or other authorized person present.
- Agency vehicles used to transport your child are licensed by the Arizona Department of Transportation. Each vehicle has current insurance, and is serviced regularly.
- Drivers perform daily safety checks of the vehicles before transporting children and follow planned service schedules to minimize breakdowns.
- Age appropriate child restraints comply with state and federal regulations and are used for all children.
- CPC buses are staffed by the driver and an attendant to ensure all the children are properly supervised at all times.
- If an accident occurs while the children are being transported, the staff will act to protect the children and will notify parents verbally within 30 minutes. (We are required to report all vehicle accidents with injuries to the Office of Child Care Licensing).
- If a qualified driver is not available, transportation will not be provided and your child will receive an excused absence. However, you are welcome to bring your child to the center.
- When your child is transported by another agency (*such as a school district or childcare provider*), CPC will provide training to that agency to cover our Acceptance/Release procedures and safety requirements.
- Daily child counts are conducted to ensure that all children are accounted for.

What We Teach Your Child about Safety

Your child will learn about the following safety practices during the school year through activities and role-playing:

When walking:

- We always **walk** with an adult when:
 - crossing the street;
 - going through a parking lot;
 - Going to a vehicle.
- We never walk in front, back, or around the side of a vehicle because the driver may not see us.
- When we hear a loud beeping noise, we know the bus is backing up and we move away from the noise.

When riding in any vehicle:

- We only get in and out of a vehicle when there is an adult to help us;
- We always sit with our seatbelts or child restraint system fastened while in the vehicle;
- We use quiet voices in the vehicle.

When riding on a CPC bus:

- We stop at the same times and places each day to pick up our classmates;
- When we get out of the bus we go with an adult directly to the house or school;
- We practice exiting a bus to learn “how to” when there is an emergency or danger. Most often, an adult will hold our hand. Sometimes an adult may need to carry us out of the bus;
- When there is danger and we have exited the bus, we stay together in a “safe” spot with an adult;
- When there is danger, and the adult has to go back to the bus, we have to watch for each other until the adult returns.

When it is important for us to stay on the bus, an adult will make sure we are comfortable and have water to drink.

Agency Disclosures

Emergencies

A safe learning environment for children, parents, and staff is a priority. Though an emergency is unlikely, center staff regularly holds “drills” that help children become familiar with emergency exits from both the center and agency vehicles. Practicing the drills may help children remain calm in the event there is an actual emergency. The teacher talks with children about the center’s emergency guidelines and what parent’s roles are when they volunteer in the classroom. Emergency information is posted at the front entrance of the center. If there is an emergency at a center, parents will be verbally notified within 30 minutes. Written notification will be given within 24 hours.

Accidents

There is always a staff member at the center who is trained in first aid and CPR. For all injuries, the teacher will administer first aid necessary to care for the injury. If an injury requires medical attention, but is not life threatening, you will be contacted immediately. If you cannot be located, a staff member will call the emergency contact listed on the Emergency Information and Immunization Record (Blue Card). For life threatening accidents or injury, a staff member will call 911. In any event, you will be notified of any accidents involving your child. In order to maintain consistent communication between you and the school, please let your teacher know whenever your emergency contact information changes. All accidents requiring medical attention are reported to the Office of Child Care Licensing (OCCL).

Staff Limitations

CPC staff members are not allowed to give gifts to enrolled children or accept gifts from families. However, cards, drawings or letters made by the enrolled child or parents are welcome. Staff is asked not to take part in family activities such as birthday parties, etc. or develop personal relationships with families while the family is part of the program. Agency guidelines do not allow staff members to loan money to enrolled families. However, staff can refer families to community agencies for assistance. Agency guidelines do not allow staff members to write letters of personal opinion for enrolled parents/guardians.

Confidentiality and Disclosure

A team approach is used to provide education/health/social services for Head Start children and families. The team includes teaching staff, site supervisor, and administrative staff. The information gathered during the enrollment process and throughout the year is shared among the team members to identify needs and to ensure delivery of services. Information is kept confidential among the team members, and is not released to anyone outside Child Parent Centers, Inc., unless the parent has given written permission. Under certain circumstances other support staff members are involved in sharing confidential information. All child records are confidentially maintained in a locked filing cabinet at the center and administration office.

Regulatory Agencies

CPC, Inc. is regulated by the following agencies and their inspection reports are available while the centers are open:

Arizona Department of Health Services - the Office of Child Care Licensing (OCCL) inspects for safe buildings and programs that are age appropriate for children served; OCCL requires that all facilities and vehicles have liability insurance in accordance with Arizona Statute R9-5-517. If parents or visitors have questions regarding the facility licensing, they may call the State of Arizona, Office of Child Care Licensing located at 400 West Congress, Tucson, AZ, 85701. Telephone (520) 628-6540.

County Health Department – Inspects for food sanitation and proper health practices.

Fire Marshal – Inspects fire alarms, smoke detectors, and extinguishers.

A Licensed Plumber – Inspects gas lines to detect and/or repair leaks.

Liability Insurance

Each center and vehicle is covered by liability insurance as required by OCCL. Documentation of coverage is available upon request.

Pesticide Notification

Pesticide notification is posted at least 72 hours before a pesticide is applied at the center.

Mandated Reporting

A primary goal of Child-Parent Centers, Inc. is to work with families to prevent child abuse by providing families with parenting skills, emotional support and resources, and child development education. It is the policy of CPC, in an effort to protect children, to report any suspected or alleged cases of child abuse, neglect, or sexual abuse to Child Protective Services and the local police department. Under Arizona State Law, school personnel or any other person having responsibility for the care of children must report such cases and with limited exceptions, the law does not allow staff to disclose to parents that a report has been made. When making such reports, confidential information may be released to CPS and the local police without written or verbal permission on the part of the parent or guardian.

Agency Accommodations

CPC provides reasonable accommodations for parents with disabilities to assure their full participation in the program. Parents are asked to notify their site supervisor if accommodation is needed.

Fraud Reporting

Child-Parent Centers, Inc. provides a reporting hotline for employees and Head Start and Early Head Start families to anonymously report accounting fraud and compliance and ethics issues such as violations of laws or agency policy, misuse of agency property, and violations of enrollment and income eligibility guidelines.

The hotline may be accessed by calling 1-800-398-1496 or by logging on to <http://www.lighthouse-services.com/incident.php>. Username: cpchotline, Password: 22fphsc13

Statement of Services

Use the following information to easily find important disclosures on how Child-Parent Centers complies with Arizona Department of Health Services child care facilities regulations. The information will be listed by: **“Main Section Title – Subsection Title – Page Number”**

R9-5-302. Statement of Child Care Services

A. A licensee shall prepare a written statement regarding child care services that includes:

- 1. A description of the facility’s child care services classifications in R9-5-205;**
Center Facility Information - Page 4
- 2. Hours of Operation.**
Center Facility Information - Page 4
- 3. Child enrollment and disenrollment procedures;**
 - a) Enrollment/Attendance Requirements – Enrollment – Page 11
 - b) Enrollment/Attendance Requirements – Dis-enrollment – Page 12
- 4. Charges, fees, and payment requirements for child care services;**
 - a) Center Facility Information - Page 4
 - b) Enrollment/Attendance Requirements – Fees – Page 11
- 5. Child admission and release requirements;**
Enrollment/Attendance Requirements – Acceptance & Release Requirements – Page 13
- 6. Discipline guidelines and methods;**
Approaches for Children & Classroom Programs – Positive Guidance for Children – Page 22
- 7. Transportation procedures;**
Pedestrian & Transportation Safety – Page 25
- 8. Field trip requirements and procedures;**
Approaches for Children & Classroom Programs – Field Trips – Page 23
- 9. Responsibilities and participation of parents in facility activities;**
Family Partnership – Page 7
- 10. A description of all activities and programs;**
 - a) Program Options – Page 5
 - b) Approaches for Children & Classroom Programs – Classroom Activities – Page 21
- 11. Liability insurance required by R9-5-308 that is carried by the licensee;**
Agency Accommodations – Liability Insurance – Page 30
- 12. Medication administration procedures;**
Health & Nutrition – Medications – Page 18

- 13. Emergency medical procedures;**
Agency Accommodations – Emergencies – Page 29
- 14. A notice stating inspection reports are available, upon request;**
Agency Accommodations – Regulatory Agencies – Page 30
- 15. A provision stating that the facility is regulated by the Arizona Department of Health Services including the Department's address and telephone number.**
Agency Accommodations – Regulatory Agencies – Page 30
- 16. Pesticide notification required by R9-5-204**
Agency Accommodations – Pesticide Notification – Page 30