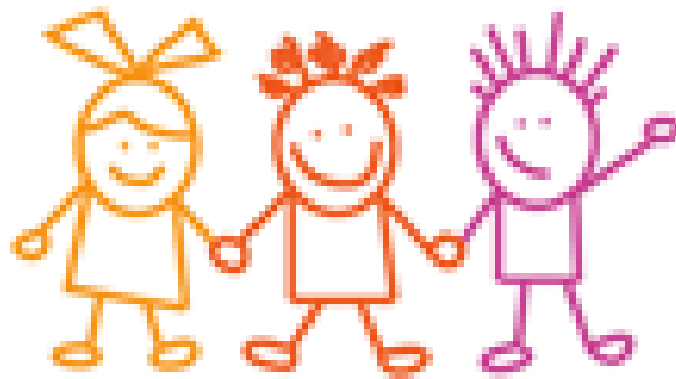


Foundation for Early Childhood Education, Inc.
3360 Flair Drive, Suite 100
El Monte, CA 91731
(626) 572-5107



FOUNDATION
E C E

Early Head Start

Excellence in Early Childhood Education and Human Services

GREETINGS FROM THE DIRECTOR

Dear Parent/Guardian,

Welcome and thank you for choosing Foundation for Early Childhood Education as your child's early education program. Foundation offers a high quality program with a qualified staff trained in all areas of your child's development; physical, cognitive and social/emotional. Our primary goal is to provide for the individualized growth and development of each child.

As the parent, we recognize your role as your child's primary educator, and our mission is to work with you, building on the foundation you have set for your child. We partner with you to support your child's learning and development.

I invite you to become involved at your child's school through volunteering so that together we can positively impact their future.

Sincerely,

Marcie Houchen

Director

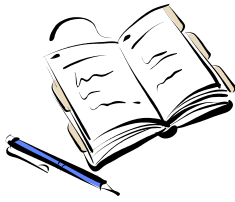
Program Description:

Early Head Start (EHS) is a program designed to support the growth and development of young children, 18-36 months. EHS will provide services in a licensed child care facility.

EHS classrooms will operate five days per week: Monday-Friday.

Foundation for ECE staffs it's classrooms with fully qualified teaching staff and a management structure to support all services.

Funding Information: Our Early Head Start is funded through Los Angeles County Office of Education (LACOE). LACOE is a Grantee who receives funds from the Office of Head Start (OHS). Foundation is sub-recipient of these funds.



IMPORTANT NAMES AND NUMBERS

Site Name: _____

Address: _____

Phone Number: _____

Teacher: _____

Assistant Teacher: _____

Child Development Supervisor: _____

Family Service Associate: _____



Schedule of your Child's Program hours: HOURS CHILDREN ARE IN THE CLASSROOM:

Monday To Friday From _____ To _____
(Day) (Day) (Time) (Time)



MISSION STATEMENT

Foundation for Early Childhood Education is a human services organization committed to providing a comprehensive, high quality program for young children, and their families.

We promote the development of self-sufficiency, and empowerment of children, families, and staff. We celebrate the whole child, and the diversity of our communities.

PROGRAM REQUIREMENTS

ADMISSION AND ENROLLMENT

Families who meet the income guidelines in alignment with Federal Poverty Level Income Guidelines Priority enrollment is given to children based on the following:

1. Family is experiencing homelessness,
2. Child is a foster child/DCFS Case
3. Child has a diagnosed disability (IEP/IFSP)
4. Meets Age Requirement (18 -36 months)

Families are required to submit current income (last 12 months or prior year) for enrollment, to determine selection.

ATTENDANCE

Regular attendance is a requirement of enrollment in Early Head Start

- Children are expected to attend the program in accordance with the center's scheduled days and hours.

CHILD ABSENTEEISM

- Parents **MUST** call each day when the child is absent. We ask that parents call either before class starts or within the first hour of class, each day the child is sick. The agency is mandated to report our attendance within the first hour of class and your cooperation is highly needed.
- Prior arrangements must be made with the center manager, FSA, and the teacher if a child needs to be absent longer than (3) days because of family emergency or medical reasons requiring a medical note (i.e. surgery scheduled). Request for Planned Leave must be done in writing and submitted to the Center Manager/FSA as soon as possible. In case of emergency leave, the parent must notify the center as soon as possible. Absences for non-medical reasons are limited.
- If a child is absent for 3 consecutive days and there is no contact with/from the family to the school, the child will be placed back on the waiting list and not allowed to attend class until another opening is available.
- Our Family Service Associates (FSA's) are here to support you and provide resources when needed. Please seek their help immediately when needed.

ABSENCES

Acceptable reasons for your child's absence are: Illness/Quarantine of parent or child, Medical/Dental appointment for the child, Family Emergency or Court-Ordered Visitation.

Family Emergency includes

- Transportation: ONLY when there is absolutely no adult available to bring or pick-up the child, or if parent(s) deem it is unsafe to bring the child
- Sibling illness
- Death in the family
- Housing crisis
- Medical emergency
- Domestic violence
- Birth of a child

In case of a family emergency or illness please contact your child's Teacher or FSA regarding absence

UNEXCUSED ABSENCES

- Child did not feel like coming to school
- Woke up late (parent or child)

Our Family Service Associates (FSAs) are here to support you and provide resources when needed. Please seek their help immediately when needed.

OPEN DOOR POLICY

Parents are welcomed to visit their child's site and classroom at any time during the program hours.

ARRIVAL/PICK-UP PROCEDURES

- Children need to arrive, and be picked up **on time** by a person 18 years or older. Additionally, **the person must be listed on the emergency card** and have a valid photo ID available for identification. **Any changes to the names on the emergency pick up card must be made in person – phone calls will not be accepted.** Please note: If the assigned adult is unable to pick up the child, they cannot give permission for someone else to sign-out the child.
- Parents/Guardians must sign their child in and out every day and record the exact time (Licensing Regulation 101229.1). This will ensure the safe transition of the child between home and school.
- Each child must be signed in and a health check must be completed by the teacher prior to the child joining classroom activities.
- *If the parent has not arrived at the end of the child's program hours, and no one can be reached at the emergency number, the local police department may be contacted. We will make a concerted effort to call all emergency contacts. Please be sure individuals listed are available in case of emergencies*
- Safety at drop off and pick up is extremely important! We understand parking is limited and can be challenging. You must obey all driving laws.

Do not double park or leave any child in your parked car.

CUSTODY ISSUES

Foundation for ECE cannot prevent any parent from removing his or her child from the center if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order must be provided to the agency, which will be placed into the child's confidential file.

Program Services

PARENT INVOLVEMENT/FAMILY ENGAGEMENT

You are already your child's first and most important teacher. Early Head Start recognizes the parent-child bond as the child's most significant relationship. Your child learns from what you say, what you do, and what you believe and value. The relationship between staff and family is based on respect for the child and family's home culture. The program provides a number of experiences and opportunities for family participation.

Family Goals: Each family will have the opportunity to participate in developing a family action plan called the Family Partnership Agreement. This plan will identify your family's needs, interests, strengths and goals. Through monthly home visits, your family will receive support throughout the year to meet these needs and goals.

Parent Leadership: Parents of Head Start children are encouraged to give input into the program through their participation in their Parent Committee and Policy Committee.

Child's Education: Head Start invites the family to be involved with their child's education by participating in curriculum development, accomplishing take home activity plans, observing your child's classroom, and volunteering in the classroom to work with all the children. Input from parents is sought while implementing lesson plans and individualizing for your child.

Child's Care: All family members are encouraged to participate in the care of their child by attending medical/dental sessions, and learning the basics of raising a healthy child.

VOLUNTEER TIME

Volunteering in your child's classroom has multiple positive benefits such as developing a partnership with your child's teacher, engaging in intentional play with your child, and collaborating with teaching staff to plan the program's weekly activities.

Volunteers are required to have a TB clearance and the following immunizations on file (SB792); TB Clearance, Pertussis (Tdap), Measles (MMR), and Influenza. Influenza is the only vaccination that is optional, however, the parent needs to have a written letter in their file stating that they opted to not get the Influenza vaccination.

PARENT MEETINGS

Parents are a vital part of our program! Parent Meetings are held to meet these requirements. Parent meetings allow various opportunities for parent education.

EDUCATIONAL SERVICES

Our Early Education services are built upon the Head Start Early Learning Framework (ELOF) & the Creative Curriculum: Infant and Toddlers edition II. Classroom Activity plans are developed to support every child's development in all learning domains.

POSITIVE GUIDANCE

Our staff uses an approach to discipline and guidance that emphasizes respect for each child; developmentally appropriate expectations of children's behavior; and the use of positive discipline and guidance strategies. We work to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported. Through positive guidance strategies and modeling social skills, staff help children learn pro-social behaviors, build confidence and self-esteem, and develop greater respect for others' rights and feelings, as well as a sense that they are themselves respected.

Discipline concerns are handled by staff in a way that encourages children to solve problems and develop a sense of inner self-control. Children are given authentic choices and the opportunity to be an active part of decision-making in their environment, thus fostering a sense of personal responsibility. Staff help children to understand the reasons for rules and limits and to feel good about the choices they make.

Positive behavior is promoted by:

- Setting clear rules and limits.
- Building trusting relationships
- Engaging in responsive caregiving that meets child's needs
- Redirecting a child's behavior, and offering alternatives
- Comforting children
- Teachers modeling appropriate behavior.
- Presenting appropriate options/activities to a child.

There will be no use of corporal punishment or other forms of punishment that involve emotional or physical abuse or humiliation of any child in our program. All children will be under the direct visual supervision of teaching staff at all times.

CARE AND SUPERVISION

The care and supervision of your child is our first priority while your child is in our care. Our staff are trained and required to maintain visual supervision of children at all times. Staff is required to know where the children are at all times, outdoors and indoors, including the restroom. Teachers must be able to see their feet or top of their head while toileting. This is a safety precaution. Adults, including a child's own parent cannot take children to the restroom while at school, this is a safety practice for all of our children.

CLOTHING

Play is fun, and can also be messy. Please dress your child in comfortable clothing that can be easily be washed.

Children learn best when they are dressed in comfortable clothing. Please dress your child in clothing that allows freedom of movement coincides with and allows the child to play in water, sand, paint and other typical “fun play”. Children often get messy during the learning day; please send an extra set of clothing that can be washed easily. Comfortable closed-toe shoes with socks must be worn daily for safety. Please dress your child according to the weather.

****Please remember to write your child’s name on all articles of clothing and personal belongings.***

SERVING CHILDREN WITH DISABILITIES

Our program is designed to be a community program that will serve the needs of families in a given neighborhood. Children with disabilities are a natural part of the population of any community and will be considered for enrollment along with all other children whose families meet the program guidelines.

If you have a concern about your child’s development we can provide resources and assistance with referrals for further assessments.

NON-BIAS PROGRAM

We provide a non-bias program. This means:

- Boys and girls are encouraged to engage in active play, and to enjoy quiet play.
- We help children develop a sense of freedom to explore as many of their talents, interests, and roles as they would like to.
- We encourage boys and girls to develop and express a full range of emotions.
- Children will have the opportunity to see men and women in a nurturing role, for them to learn and understand parenting as a responsibility shared by both men and women.
- Children will see men and women performing a variety of jobs, which will help them understand that people are free to choose their work, and that most jobs can be performed equally well by men and women.

TRANSITION

Early Head Serves children to their 3rd birthday. At 2 ½ years staff will meet with you to develop a transition plan. FSA will share opportunities to apply for our Head Start program and provide resources as needed for other programs of interest, to better meet your needs.

ZERO TOLERANCE POLICY:

Our Agency has a Zero Tolerance Policy against Violence or Any Act of Violence in order to ensure a safe and comfortable environment for staff, families, and children. This policy applies to our employees as well as the families we serve. Unprofessional conduct, including disrespectful and inappropriate communication and other conduct directed towards a fellow employee, child, parent or anyone else associated with the Agency will not be tolerated.

EMERGENCY INFORMATION

Sites are equipped with food, water, and emergency supplies, such as flashlights, blankets, radios, first aid kits, etc. Each site has an emergency action plan (please see posted plan). Earthquake , fire and Community crisis drills are conducted once a month.

In case of emergencies, we need correct emergency information. It is very important that the information you provide us on the emergency card is correct, and up to date (i.e. address, emergency phone number, etc). Parents are required to notify the staff (FSA/Teachers) of any changes in their emergency information, as soon as possible. Failure to report any change(s) will hinder our ability to contact you in case of an emergency.

If there are changes in who has permission to pick up your child from school you must come into the center and fill out the emergency card in person. For safety reasons we will not accept phone calls for changes in emergency pick up.

HEALTH GUIDELINES

In order to begin attending the program we must have on file full record of immunizations.

Immunization Record

Proof of minimal immunization requirements must be met prior in order to start class.

- 3 Polio
- 4 DPT
- 1 MMR and 1 HIB on or after 1st Birthday
- 3 Hepatitis B
- 1 Varicella

***Recommended: Hep A, Influenza & PCV**

T.B. Risk Assessment, T.B. Skin Test or Chest X-Ray Results

A copy of your child's T.B. test or chest x-ray performed within the past year.

Medical Statement to Request Special Meals and/or Accommodations (*form*)

This form must be completed by a physician but is required **ONLY** for children with food allergies or intolerances, or special dietary needs due to a disability. To ensure your child's health and safety, you must submit this form prior to your child's first day of school in order for the Registered Dietician to process your paper work or your child will not be permitted to start class on the first day.

Medication at School – Parent Authorization (*form*) & Physician Instructions for Medication at School (*form*).

These forms are required **only** if your child requires medication to be administered at school.

They must be completed by the parent and physician prior to the child's first day of school.

If you need assistance with resources, appointments or paper work, please contact the Head Start main office at (626) 572-5107 and ask to speak with Family Service Associate who will assist you.

Each site is set up to care for healthy children. Teachers will conduct a daily health check on each child at the time of arrival, before the parent leaves. Teachers will not admit children into the classroom, if they show signs of illness.

EXCLUSION INFORMATION

If your child has been ill, it may require that they stay home an additional day to ensure they are well to participate in class. This practice also helps us keep other children and staff from becoming ill.

Children must be kept home for 24 hours if they have had the following:

- Following an injury, surgery or illness where attendance would pose a significant risk to the child or anyone in contact with the child.
- Fever of 101* F or higher within the last 24 hours
- Behavioral changes (listless, lethargic)
- Sore throat with fever and swollen glands or mouth sores.
- Vomiting more than 2 times in the previous 24 hours.
- Runny or watery diarrhea that does not allow child to reach the toilet
- Bloody stool that is not explained by dietary change, medication or hard stool
- Rash **with** fever **or** behavioral changes.
- Mouth sores with drooling.
- Open draining sores or sores that appear infected.
- Pink or red conjunctiva (ie, whites of the eyes) with white or yellow eye mucus drainage (*signs of bacterial infection*).

- Any communicable disease (chicken pox, hand foot and mouth...)
- Live lice or Nits-children must have had at least one treatment at home before returning to the classroom. (*Removal of all nits is highly recommended but not required to return to the classroom*)

ILLNESS AND ACCIDENTS AT SCHOOL

In case of illness or an accident at school, the following procedure will be observed:

The teacher will contact the parent and inform them of the situation at hand. Additional steps will be taken based on the severity of the illness or accident.

- Call the Health Coordinator for advice.
- Isolate the child, and wait for parent to pick-up the child.
- If the parent cannot be reached, the teacher will contact the person listed by the parent on the emergency card.
- Call 911 if the illness or accident requires immediate emergency attention

MEDICATION

Non-Medical Staff (teachers) will be trained by a licensed nurse on how to administer medication to your child according to the physician's instructions.

The original medication must be clearly labeled with the following information:

- Child's full name.
- Name of Health Care Provider
- Medication should be in original labeled container
- Name of medication.
- Dosage
- Time and frequency
- Route of administration
- Expiration date

In order to administer the medication in the classroom, we must obtain from the parent, the Physicians instructions, the Parent medication authorization and the medication. Without these items, the child will be temporarily excluded from the program until all the required documentation is gathered.

Health Screenings:

Head Start offers the following screenings as a tool to help identify children who may need additional learning support:

- Vision
- Hearing
- Height/Weight
- Dental
- Nutrition

The additional screenings listed below are required and can be done with your child's primary doctor. Please provide the screening results.

- Physical Exam (at 18 months, 24 months, 30 months and 36 months, months as applicable)
- Lead
- Hemoglobin
- Dental Exam (with Dental Home Provider)

ORAL HEALTH & TOOTH BRUSHING

Site staff will promote oral health by assisting children to brush their teeth daily, using fluoride toothpaste.

NUTRITION All children enrolled at Foundation for Early Childhood Education, Inc. are eligible participate in the Child and Adult Care Food Program, sponsored by "The United States Department of Agriculture" (USDA). An important part of our educational program is providing nutritious meals daily, which are high

in nutrients, low in fats, salt and sugar, and at the same time provide and promote mealtime as a positive learning experience. These meals are provided to help establish good eating habits at a young age. Meals are served in a family style setting, with children and adults sitting around the table. A variety of food types are served, and children are allowed to have choices over what and how much they wish to eat, and are introduced to new foods, tastes and menus. A Staff member will model during meal time.

Food is never used as punishment or reward. Some of the learning experiences of the children include serving themselves, and cleaning up their spaces, learning about nutrition and healthy eating habits. Mealtime is also used for language development, such as conversations about different topics, e.g. “taking care of our bodies”, etc. Based on food program guidelines, Head Start children may only eat food provided by the agency. No food shall be removed from the site, as this could create health issues. No food shall be brought to the site from home or store.

Breakfast, Lunch and a PM snack will be provided daily

Due to our CACFP Guidelines children are only allowed to consume food and drinks provided by the Agency. Outside food is not allowed.

MANDATED REGULATIONS

HEALTHY SCHOOLS ACT/PESTICIDE TRAINING

The agency will from time to time be spraying for insects as needed around the perimeters of the building and if necessary inside. As part of the “Healthy Schools Act”, the agency will inform all parents at least 72 hours before the application of the pesticide, through a posting at the site. As part of the notification, parents will be informed of the active ingredients or ingredients in each pesticide product. For further information on pesticides and their alternatives please visit (<http://www.cdpr.ca.gov>) or review the Safety Data Sheet Binder, located at your site. Please ask your teacher for the Binder.

RELIGIOUS INSTRUCTION OR WORSHIP

Our agency does not provide for or allow religious instruction/worship in its child development program.

NON-DISCRIMINATION POLICY

“This institution is an equal opportunity provider and employer.”

Our program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental/physical disability in determining which children/families are served.

USDA Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

(Note: The protected classes for the Child and Adult Care Food Program are race, color, national origin, age, sex, and disability.)

PROCEDURE FOR SOLVING PROBLEMS, UNIFORM COMPLAINTS, APPEAL PROCESS

- The Procedures for Hearing Complaints and Solving Problems is posted on the Parent Bulletin Board in each classroom. The Uniform Complaint Procedure is posted on the Parent Bulletin Board in each classroom.

Due to State Regulations the notice of action appeal process is provided to parents upon enrollment.

MANDATED CHILD ABUSE REPORTING

In accordance with child abuse reporting laws of the State of California (Penal Code sections 11165-11174.5), all persons/professionals working with children are obligated to report suspected child abuse. This includes teachers, consultants, supervisors, family service associates, etc. Therefore, each individual Foundation staff member or volunteer is a mandated reporter.



ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Parent Handbook 2019-2020

Child's Name: _____

Parent/Guardian Name: _____

Site Name: _____

Class Number: _____

Date Received: _____

Parent/Guardian Signature: _____

MANDATED CHILD ABUSE REPORTING

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FALSE REPORTING PENAL CODE § 11172(a) Any person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report, unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report. Any person who makes a report of child abuse or neglect known to be false or with reckless disregard of the truth or falsity of the report is liable for any damages caused.

