



# Children's Aid

Every step of the way

## Early Childhood Division 2022-2023 Family Handbook



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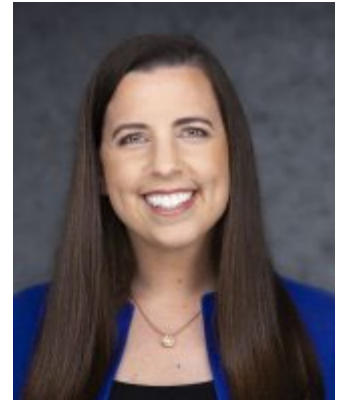
# Children's Aid

Every step of the way

Dear EC Family!

Thank you for partnering with our Children's Aid Early Childhood Program!

Children's Aid is honored that you have selected us to teach, work with, and learn from your child! With all the early childhood programming choices in NYC, we are delighted that you have chosen our award-winning programs! For almost 170 years, Children's Aid has used a comprehensive approach to the education of our youngest children — from birth to age five — that enables us to serve over 750 families across 9 different schools.



We look to partner with you this year to help your child develop a greater sense of self, a respect for others and a lifelong love of learning. These principles guide everything we do. In addition, this year our staff have made a particular commitment to focusing on demonstrating our shared values of Compassion, Honest/Effective Communication and being Family-Centered programs. We look forward to getting feedback from you during the year on how we're doing. Please reach out to your Family Advocate, Program Director or me, ANY TIME you have a question, an issue, or an idea!

This parent handbook has been prepared for your use while your child is with us. Keep it handy for easy reference throughout the year. We look forward to preparing your student for the world they deserve.

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Follow our Early Childhood Program on Instagram!  
[@childrensaidnyc\\_EC](https://www.instagram.com/childrensaidnyc_EC)



# Children's Aid

Every step of the way

## Our Commitment to Anti-Racism

At Children's Aid, we recognize that people who have been historically marginalized because of their race, class, gender, age, ability, religion, and sexual orientation, experience systemic inequalities. The people who comprise the Children's Aid community – including our children and youth, our families, our staff, and our fellow community members – live at the intersection of these identities. We further acknowledge the pervasive inequities faced by people of color, and we believe racism is the root of the injustice that many in our Children's Aid community face.

Our mission at Children's Aid is to ensure all children and youth have the opportunities they need to learn, grow, and become leaders of their lives and communities. We recognize that in order to fulfill our mission, we must also promote an equitable society, free from oppression and bigotry. Therefore, it is imperative that we adopt a culture that challenges the status quo and models the learning and dialogue needed to dismantle systemic racism and ensure a more equitable future for our children and youth.

With the understanding that we are learning all the time, we are working toward integrating an anti-racism framework in all aspects of our work. As an agency, this means actively promoting the empowerment of people of color and the development of white allies through our culture, norms, training, policies, and procedures.

Through this commitment, Children's Aid staff, our children, youth, and families, and our communities will be better prepared to effect change, succeed, and thrive.

5 Holiday  
6-9 In-Service  
12 1<sup>st</sup> Full Day of School  
21 Ed Leader Mtg  
  
Needs Assessment #1

SEPTEMBER 2022						
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MARCH 2023						
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8 Program Director's Mtg  
10 Policy Council Mtg  
16 In-Service Day  
20 Family Advocate Mtg  
15 Ed Leader Mtg

10 Holiday  
13 In-Service Day  
12 Program Director Mtg  
17 Family Advocate Mtg  
19 Ed Leader Mtg  
27 45<sup>th</sup> Day  
  
Case Conference Month (RED)  
Site Budget Mtgs

OCTOBER 2022						
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APRIL 2023						
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7 Policy Council Mtg  
17 Family Advocate Mtg  
19 Program Director Mtg  
26 Ed Leader Mtg  
6-14 In-Service (Home Visits)  
  
Needs Assessment #3  
Site Budget Mtgs

4 Policy Council Election  
8 In-Service (Election Day)  
9 Program Director Mtg  
11 Holiday  
14 Family Advocate Mtg  
16 Ed Leader Mtg  
18 Fall Checkpoint  
11/21-12/2 Parent/Teacher Conf.  
24/25 Thanksgiving Holiday

NOVEMBER 2022						
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MAY 2023						
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10 Program Director Mtg  
11 In-Service Day  
12 Policy Council Mtg  
17 Ed Leader Mtg  
15 Family Advocate Mtg  
26 Spring Checkpoint Due  
26 End-Of-Year Clean-Up & Close-Out in COPA Due  
5/30-6/9 Parent/Teacher Conf  
29 Memorial Day Holiday  
  
Program Self-Assessment Month  
Case Conference Month (green)

2 Policy Council Mtg  
7 Program Director Mtg  
8 In-Service Day  
9 90<sup>th</sup> Day  
12 Family Advocate Mtg  
14 Ed Leader Mtg  
26-30 In-Service

DECEMBER 2022						
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JUNE 2023						
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7 Program Director Mtg  
8 In-Service  
9 Policy Council Mtg  
12 Family Advocate Mtg  
14 Ed Leader Mtg  
19 Holiday  
6/28-7/3 - In-Service  
Staff Self-Assessment Month

2 Observed New Year's Holiday  
11 Program Director Mtg  
13 Policy Council Mtg  
16 Holiday  
23 Family Advocate Mtg  
18 Ed Leader Mtg  
26 In-Service Day  
  
Needs Assessment #2  
Site Budget Mtgs

JANUARY 2023						
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JULY 2023						
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6/28-7/3 - In-Service Week  
4 Holiday  
12 Program Director's Meeting  
14 Policy Council Mtg  
17 Family Advocate Mtg  
19 Ed Leader Mtg  
  
Supervisor Evaluation Month  
PIR/Annual Reporting Month

8 Program Director Mtg  
10 Policy Council Mtg  
15 Ed Leader Mtg  
17 Winter Checkpoint  
2/21-3/3 Parent/Teacher Conf  
20 Holiday  
21-24 - In-Service Week  
27 Family Advocate Mtg  
  
Case Conference Month (yellow)  
Parent/Staff Feedback February

FEBRUARY 2023						
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AUGUST 2023						
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9 Ed Leader Mtg  
18 Last Day of School for Kids  
8/21-9/1 - In-Service  
  
Site Budget Mtgs  
Staff Evaluation Face-to-Face Month  
COPA Roll-Over to New School Year

\*dates subject to change

**Month-long Celebrations:**  
Hispanic Heritage Month - (Sept 15-Oct 15)  
Chronic Absenteeism

**Specific Holidays/Days to Mark:**  
5 Labor Day  
11 Grandparents Day 12 First Day of School  
TBD 'Dads take Your Kids to School Day'

SEPTEMBER 2022						
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**Month-long Celebrations:**  
National Reading Month  
Reading on the Rug series  
Women's History  
Social Workers

**Specific Holidays/Days to Mark:**  
8 Holi  
20 First Day of Spring  
22 - (April 21) Ramadan

MARCH 2023						
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**Month-long Celebrations:**  
Head Start Awareness Month  
Hispanic Heritage Month  
LGBT History Month  
Domestic Violence Awareness  
Breast Cancer Awareness

**Specific Holidays/Days to Mark:**  
10 World Mental Health Day  
10 Indigenous Peoples' Day Holiday  
24 Diwali/Festival of Lights  
31 Halloween

OCTOBER 2022						
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**Month-long Celebrations:**  
National Arab History Month  
National Child Abuse Prevention  
School Library Month  
Poetry Month

**Specific Holidays/Days to Mark:**  
1 April Fools  
2 Autism Awareness  
5 - 13 Passover  
7 World Health Day  
9 Easter  
21 - 22 Eid al-Fitr  
22 Earth Day  
26 Admin Professionals  
3<sup>rd</sup> Week - Volunteer Apprec.  
TBD WOTYC

APRIL 2023						
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**Month-long Celebrations:**  
Movember (Men's Health)  
Native American Heritage Month

**Specific Holidays/Days to Mark:**  
1-2 Dia de los Muertos  
8 Election Day  
11 Veterans Day Holiday  
24 Thanksgiving Holiday

NOVEMBER 2022						
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**Month-long Celebrations:**  
AAPI Month  
Mental Health Awareness  
Foster Care  
Jewish-American Heritage

**Specific Holidays/Days to Mark:**  
2 Teacher Appreciation (maybe month)  
14 Mother's Day

MAY 2023						
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**Month-long Celebrations:**  
Universal human Rights Month  
World AIDS Awareness Month

**Specific Holidays/Days to Mark:**  
Multiple-Holiday Season (Christmas, Hanukkah, Kwanzaa)  
31 Omisoka

DECEMBER 2022						
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**Month-long Celebrations:**  
Gay Pride  
National Safety Month

**Specific Holidays/Days to Mark:**  
18 Father's Day  
19 Juneteenth  
21 Fresh Veggies Day  
21 First day of Summer

JUNE 2023						
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**Month-long Celebrations:**  
Poverty Awareness  
National Birth Defects Prevention Month

**Specific Holidays/Days to Mark:**  
1 New Year's Holiday  
6 Three Kings Day/Los Tres Reyes  
16 MLK Jr. Holiday  
22 Lunar New Year

JANUARY 2023						
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**Month-long Celebrations:**  
Social Wellness Month

**Specific Holidays/Days to Mark:**  
4 Fourth of July  
23 Parents Day

JULY 2023						
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**Month-long Celebrations:**  
Black History Month  
Oral Hygiene Month  
American Heart Month

**Specific Holidays/Days to Mark:**  
2 Groundhog Day  
14 Valentine's Day  
20 President's Day  
TBD 100<sup>th</sup> Day of School

FEBRUARY 2023						
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**Month-long Celebrations:**  
National Immunization Awareness Month  
National Family Fun Month

**Specific Holidays/Days to Mark:**  
26 National Women's Equality Day

AUGUST 2023						
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**\*Please let us know if you have any celebrations to add!**

## FAMILY & COMMUNITY ENGAGEMENT

**Our Early Childhood Program is a family-based program in which we work in partnership with our families to make sure your children can thrive in life.**

We provide a safe, educational, and nurturing environment to expectant families and children ages 0-5. Our program is open to ALL families, including children with special needs. We believe that a healthy home/school connection provides a foundation for early childhood education, as parents are the primary educators in their children's lives.

### **Family Partnership Process and Goals**

Our programs work to empower families to become advocates for their children. Our Family Advocates work in partnership with each family to identify goals they would like to achieve during the program year. To support this, staff work with families to highlight the importance of literacy (sharing books with your child throughout the day, each day and at bed time), connections to community resources and referrals, engaging with cultural institutions like museums and libraries. Family Advocates follow-up with families throughout the year to see what other supports may be helpful.



### **Home Visits**

For All Students: Home visits occur a minimum of two times each school year for all enrolled students, an Initial Home Visit and an End-of-Year Home Visit, often done by a Teacher and Family Advocate. The home visits provide staff with first hand opportunities to work with families and learn about individual needs. Staff engages in dialogue about our program, curriculum, staff supports, and family concerns. The first appointment occurring in the first 90 days of a school year and the second in late Spring. Returning families may receive their Initial Home Visits in the summer.

Home-Based Program: In our Home-Based Early Head Start programs, weekly home visits strengthen the partnership between family and staff, and reinforce the importance of a home-school foundation. Each month, weekly home visits and attendance at two playgroups meet the Home-Based Program requirements.

### **Parent Teacher Conferences**

The teachers will inform you about your child's progress and give recommendations on educational activities. During the year, a minimum of three individual parent/teacher conferences will be scheduled. Family Advocates and other staff members may also join these conversations to communicate student growth and health information. Listening to your concerns helps us to strengthen our partnership in preparation for your child to be school ready!

### **Classroom Meetings**

The teaching staff will host monthly Family Classroom meetings to discuss program wide events, discuss curricular themes, plan student activities, and share information.

## Father-Figure/Male-Involvement Initiative

Research has shown that when it comes to the growth and development of young children, father-figure engagement is a critical influencer.

An “engaged father figure” is a male who behaves responsibly toward the child, is emotionally engaged and physically accessible, exerts influence in child rearing decisions, and is involved in the childcare experience. It can be the biological father, a stepfather, an uncle, a grandfather, a godfather, etc.

We ask that all enrolled families provide the name, relationship, and contact information of a father-figure/involved male in the child’s life that Children’s Aid can periodically invite to workshops, activities, or events throughout the school year.



## Emergency Contact and Escort Information

For the safety of each child, families must supply our program each year with an updated list of contact information for ALL adult escorts that may pick up and drop off students. Families should list at least three people who will pick up their children in the event of lateness, illness, and other emergencies. Please be sure to inform all contacts on the list that they have been named as a pick-up/emergency contacts for our program. Children will only be released to authorized escorts as indicated on the contact form or by verbal consent of the parent. Escorts may be asked to provide a government issued ID with a picture to be photocopied and kept on file.

If there are court orders restricting contact with the child, families should provide the site with a copy of the related court documents.

In the event that personal information changes (such as home, job or cell phone numbers), please inform us and update the form immediately. This list is updated regularly to include the contact name, relationship to student, address, and contact info of anyone above the age of 16 authorized by a parent to pick up their child.

In the event of an emergency, the program will attempt to contact the parent first and then members of the emergency contact list if the parent cannot be reached.

In the event of serious injury and/or illness, the program will call 911. A staff member will travel with the child to the hospital and will remain with the child until an authorized person from the emergency contact list arrives.

## Rights of Non-Custodial Parents

Mailings and emergency contacts will be as directed by the custodial parents.

All parents are encouraged to attend conferences and other functions but it is the responsibility of the custodial parent to inform the non-custodial parent. However, we will send notices directly to the non-custodial parent if provided with an address.

Without an official custody or restraining order on file, the center must legally grant both parents access.

## Potlucks and Celebrations

Centers must limit themselves to four (4) potlucks a year.

- Participants must list in detail the ingredients of the dish they are bringing (homemade or purchased) in order to avoid food allergy risk.
- List of ingredients must be submitted to the Program Director for approval days prior to the event.

Beverages brought to potluck celebrations should adhere to CA Healthy Beverage Policy guidelines. Maintaining an environment of healthy eating and wellness is integral to Children's Aid's mission to help children succeed and thrive. CA staff work in partnership with clients to create and maintain this environment. Thus, whenever CA hosts an event, such as regular programming, meetings, special events or celebrations for children, clients, staff or Trustees, we will implement our Healthy Beverages guidelines:

- Children 0 -- 2 years old: water, whole milk (or milk substitute for milk-intolerant children).
- Children 2 – 5 years old: water, 1% milk (or milk substitute), or home-made fruit smoothies (made without added sugar and sweeteners, and with plain low-fat yogurt)
- School Age & Adolescence (children over 5 years of age): water; seltzer water, fruit-infused waters (water with fresh fruit, vegetables and/or herbs); 1% milk (or milk substitute for milk-intolerant children or young adults; Home-made fruit smoothies (made with low-fat yogurt and no added sugars)
- Adults: water; seltzer water; fruit-infused waters; milk (1% and whole for coffee service only); coffee and tea; home-made fruit smoothies (made with low-fat yogurt and no added sugars)



## Community Partnerships

Each of our Early Childhood programs engages with organizations in the community that can be a resource to our families. Here are some of our successful partnerships:

- West Side Campaign Against Hunger (WSCAH) provides free boxes of food to families with temporary needs
- NYU College of Dentistry (Department of Pediatric Dentistry) visits some of our preschools to provide checkups to our children who do not have dental homes
- NYC Mamas Give Back provides baby supplies to families with new little ones on the way
- Children's Aid DV Prevention provides safe support for families experiencing intimate partner violence
- Institute for Family Health provides free or low-cost health services to all uninsured families that enroll. Services provided are Primary Care, Dental, Mental Health, Women's Health, etc.

This year we will be partnering with WHDC to host a series of workshops for families that want to start their own businesses!



Creating partnership with community organization strengthens our families and our programs. It connects us and makes us thrive in our neighborhoods. We will be sharing our partnerships with you via CLASS DOJO – keep an eye out! If you have any questions or want to be connected to a specific partner, please let your Family Advocate know.



### Communication & Resources

Children’s Aid will communicate all important updates, send or send resources to families using **\*\* Class Dojo\*\*** as our preferred method of communication. In addition, we will share resources via the following:

- Instagram (@childrensaidnyc\_EC)
- Emails
- Text Messaging
- Letters/Flyers
- Ready Rosie app
- Teaching Strategies Gold Portal

## EDUCATION

**Our education program provides evidence-based learning through play to children 0-5 years old. Each day, home visit or socialization is carefully crafted by our education staff to provide developmental learning to make sure your child will be ready for Kindergarten.**

### School Readiness Goals

The school readiness goals of our students reflect typical development by age group and are aligned to the Early Learning Outcomes Framework across the following domains:

- Approaches to learning
- Social and Emotional development
- Communication, Language and literacy
- Cognition
- Perceptual motor and physical development

### Curriculum Overview

#### Center-Based Classroom Curricula:

Tools of the Mind (3s and 4s) - builds strong foundations for school success by promoting intentional and self-regulated learning in a preschool context.

Creative Curriculum (2s) - builds children’s confidence, creativity, and critical thinking skills through hands-on, project-based investigations, promoting discovery and inquiry with opportunities for children to think critically and develop process skills with rich, hands-on investigations of relevant and interesting topics in the classroom. Creative Curriculum, reinforces learning with family-friendly activities designed for home.

**Home-Based Program Curriculum:**

*Partners for Healthy Baby Parenting* (infants & toddlers) - includes evidence-based strategies for home visitors to use when addressing issues facing expectant and new families. The curriculum addresses a wide range of topics including: improved prenatal health; healthy birth outcomes; bonding and attachment; positive parenting; enhanced child health and development; infant mental health; economic self-sufficiency; and family stability. Early Head Start Socializations and Home Visits. All sites use the Partners for a Healthy Baby Parenting Curriculum.

**Program Components**

Center-Based	Home-Based Programming	Early Head Start Socializations
Large group activities Small group activities One-on-one student support Family-style dining Nap time Gross motor activities 60 minutes a day. In the event that the school is engaged in remote learning, students will engage in activities on Zoom 5 days a week.	Home visits 1/a week 90-minute visits One-on-one teacher/family interactions One home visitor for each family Support parents as primary caregivers. In the event that the school is engaged in remote learning, students will engage in activities via zoom.	Offered 2 times per month 2 hours duration Opportunity for families to come together onsite. In the event that the school is engaged in remote learning, Virtual Home visits take place at least once a week. Address child growth, development, parenting, and relationships

**Developmental Screenings**

It is very important for us to know at what stage of development your child is at, in all domains including **cognitive, language, social-emotional, and physical.**

Results from the screenings will also help to set individual goals for children and plan activities to develop and improve necessary skills according to their age.

The children in our program are assessed during the year using the following tools:

- Brigance Developmental Screening
- Ages and Stages (ASQ3) Social Emotional Screening (ASQ:SE-2), and
- Teaching Strategies Gold- Objectives for Development and Learning aligned to the Early Learning Outcomes Framework.



Data from these tools provides staff with information to assist students in meeting their developmental strengths and needs. We will discuss this information with you so that you can also support the growth of your student.

## Home to School Connections and Parent Involvement

You will be invited to family engagement events organized by your classroom teachers. Through these activities you will explore a variety of themes with your child. These will help develop your child's basic knowledge, vocabulary and higher order thinking skills. These opportunities are offered so that you and your child can continue to share progress in their program while at home! Home school connections and parent involvement also take place in a

virtual platform. Children's Aid utilizes the app, Class Dojo, as its primary way to connect families, teachers, and administrators around classroom updates, sharing of resources, and announcements.

## Early Childhood Birthdays

Each classroom can set aside one day to celebrate all the birthdays in that month. That can be done in different ways that can incorporate food or not.

**Food related:** Birthday celebrations will also incorporate our Healthy Meals food policy. Food Service staff will make a celebratory snack. Choose from this list:

<b>For Community Schools sites (DOE):</b>	<b>For Children's Aid Centers:</b>
Fruit and granola parfaits	Fruit muffins (banana, blueberries, peach, apple, etc.)
Home-made fruit smoothies	Fruit and granola parfaits
Fruit salads	Home-made fruit smoothies
	Veggie Pita Pizzas
	Fruit salads

**Non-food related:** Classrooms can celebrate **each child's** individual birthday. Examples include:

Give the child a special badge, button or crown to wear for the day.

Have other students make and give a birthday card for the child.

Have the child lead the class in a game of their choice

Have the child bring in a special age appropriate song and lead the class in a dance party.

Parents are welcome to come and help with either of these types of celebrations, but cannot bring any food into the center.

## IDEA rights

The Individuals with Disabilities Education Act (IDEA) is legislation that ensures students with a disability are provided with an education tailored to their individual needs (<http://www.parentcenterhub.org/repository/parental-rights/>)

The federal regulations for IDEA (Individuals with Disabilities Education Act) 2004 include a section (Subpart E) called Procedural Safeguards. These safeguards are signed to protect the rights of parents and their child with a disability and, at the same time, give families and school systems several practices by which to resolve their disputes. Some examples include:

The right of parents to receive a [complete explanation of all the procedural safeguards](#) available under IDEA and the procedures in the state for presenting complaints

Confidentiality and the right of parents to [inspect and review the educational records](#) of their child

The right of parents to [participate in meetings](#) related to the identification, evaluation, and placement of their child, and the provision of FAPE (a free appropriate public education) to their child

The right of parents to obtain an [independent educational evaluation](#) (IEE) of their child

The right of parents to receive “[prior written notice](#)” on matters relating to the identification, evaluation, or placement of their child, and the provision of FAPE to their child

The right of parents to give or deny their [consent](#) before the school may take certain action with respect to their child

The right of parents to [disagree](#) with decisions made by the school system on those issues

The right of parents and schools to [use IDEA’s safeguards for resolving disputes](#), including the right to appeal determinations

For additional information, please reach out to your program’s Family Advocates.

### **Start of School: Adjustment & transition period**

The process that a child starts to feel comfortable at school without their parents is different for each child. The adjustment period takes about 2 to 5 days. However, this period may vary for your child and may require a longer transition. It is required that a parent or other adult close to the child be available for him/her during the adjustment period. Teaching staff, Family Advocacy staff and the Director will work with you to ease this transition.

Saying good-bye to your child is very important. If your child does say goodbye with difficulty, assure them that you will return. Say goodbye to your child, and give them a hug!

Parents who linger may make the adjustment period difficult for the children and the teachers. Our goal is always to provide your child with emotional support by soothing them to help them feel secure in their new space.

### **Transition into Kindergarten**

During the latter half of the program year, staff members will work with families to ensure that students in our Pre-K programs are ready to transition into Kindergarten classrooms. This may include parent workshops on selecting the best Kindergarten program, site visits to schools, guest speakers, and former students and families sharing their experiences!



## **ATTENDANCE**

**Children’s Aid Early Childhood Programs promote and support students to attend class regularly as scheduled. As a year-round program, it is critical that your child attends class every day, should your child be in center-based programming or as scheduled in the home-based program. Consistent attendance allows the child to feel that they are a part of the classroom and develop academic skills.**

Starting as early as preschool, chronic absence can lead to challenges in later schooling. Chronic absenteeism is missing 10% or more of school days in a school year. This means being absent for 2 or more absences a month.

Did you know that chronic absenteeism, either excused or unexcused, can translate into students having difficulty learning how to read by the third-grade, achieving in middle school, and graduating from high school.

Please join us in our #SchoolEveryday campaign and make sure your child attends the program EVERYDAY. The impact on your child is real.

If your child is absent, you MUST contact the program by 9:00 a.m. to let us know. Family Advocates will place calls to all missing families on the morning of an absence.

In each classroom, families must sign in at arrival, and sign out at dismissal every day.

### **Attendance and Enrollment**

Children’s Aid Early Childhood Programs are required to provide services to 100 percent of the students it is funded to serve. We expect that your child attends regularly and you communicate with the program regarding all absences.

Termination of enrollment in our program will be considered if your child has 20 or more absences in a 40-day period. If your child is absent for 10 or more consecutive school days and we have had no communication with you about the absences, a Home Visit by a school representative will be initiated for child safety reassurance purposes.

Termination considerations related to irregular or inconsistent attendance is reviewed on a case-by-case basis. No termination of enrollment will be executed without advanced notice. No termination of enrollment will be applied prior to diligent efforts to support a family to resume or continue services regularly.



### **At school - COVID Guidance for Families**

- Mask wearing is encouraged but not required, subject to change as per local mandates
- All families must complete the daily health screening to enter any Children’s Aid work or school site
- All families must complete the NYC DOE Health Screen to enter any DOE Buildings <https://healthscreening.schools.nyc/>
- Keeping safety in mind, each site will have specific drop off and pick up procedures.
- Immediately Notify school of all COVID-19 positive tests in the home

### **Lateness Policy**

It is necessary that you make a continuous effort to bring your child to the program on time. Continued lateness during arrival or dismissal will be addressed with each family.

## Mealtime

When your child is late or absent, they miss out on the social and nutritional benefits that mealtimes provide.

## Program closings

The program will be closed for the following reasons: 1) when the building is closed 2) for inclement weather or other types of city emergency situations (Our program follows the DOE Inclement Weather Policies), and for monthly professional development days for staff called In-Service days. All In-Service days are specified on the annual calendar at the beginning of this manual – please keep it handy! The program will remind families via Class Dojo of any pre-determined closings.

## Extended Breaks

We recognize that there are occasions when a family wants to take extended break (i.e.: summer break, personal & medical reasons, etc.). We respect a family's choice and need. However, it is important that we make clear:

The family must fill out the 'Extended Break Request' form to the program at least 2 weeks before the break.

The family must understand the child's enrollment cannot be reserved for a period exceeding 30 days.

Approval to reserve the child's enrollment for the requested extended break period will be determined on a case-by-case basis at the program's discretion.

If the student does not resume attendance at the informed date, Children's Aid will consider that slot vacant, and the student will be placed back on the waiting list, at which point the family will need to reapply and have their eligibility reassessed.



## PROGRAM DESIGN

### Governance

As part of our Head Start Standards, we establish and maintain a formal structure of shared governance where parents can participate in policy-making and other decisions on the program. Parents are elected by their fellow parents into the Center Parent Committee which is made up of a Chairperson, Co-Chair, Secretary, Treasurer, Personnel, Grievance, and By-Laws representative. Parents are elected to the committee and hold monthly meetings.

This committee is included in the hiring process of new staff, the development and approval of program policies and grants. Please let your Program Director know if you would be interested in being a part of this important parent group!

**Parent Committee Elections: October 2022!**

An organized group of parent representatives from across all 9 of our Early Childhood sites will be elected to serve in the Early Childhood Policy Council that meets monthly with the Central team to review financials, discuss program maintenance, attend workshops and bring issues that are of importance to the Council.

### **Payment of Fees / Late Fee Policies**

Families that have fee agreements must submit payment each week in advance, even if the child only attends school for one day that week or if the child is absent from school. You are legally bound to pay fees and failure to do so may result in a suspension and/or termination of program services.

### **Incident/Accident Reports**

In the event that an incident or accident occurs with your child at the program, we will administer proper treatment and follow up with a phone call to the parent/caregiver to notify them of the incident/accident. The program will also provide an Incident Report to the family and necessary stakeholders (Department of Education, Children's Aid, Department of Health, etc.).

### **Abuse and Neglect/Mandated Reporter**

All our Early Childhood employees are mandated reporters for any cases of suspected child abuse or neglect. This means that any staff member with reasonable cause to suspect that an enrolled child has been or is subject to any form of abuse, including physical, sexual, or emotional abuse or neglect by any person, is required by law to report such concern to the New York State Child Abuse and Maltreatment Register at 1-800-635-1522. Failure to comply is punishable by fine, imprisonment, and/or termination of the program.

### **Trips**

Sometimes we have the opportunity to go on a field trip (museum, pumpkin patch, zoo, etc.).

Detailed information regarding the travel, location, date and time of the trip will be provided to all families prior to the event. Families are required to submit a signed permission form by the deadline in order for their child to go on the trip. Under no circumstances are we allowed to take children out of the center without a signed permission slip from the parent.

If a child arrives at school without a signed form, the child will be sent home or placed in another class until their class returns from the trip.

If we see that your child requires extra attention and help in the classroom you may be asked to accompany them on these trips.

Staff will prepare the children for each trip by reviewing and rehearsing safety precautions, the buddy system, behavior expectations and emergency procedures. A Director, Teacher or Family Worker will be designated as the Trip Coordinator and will be given the responsibility of carrying the first aid kit and the list of children attending the field trip. Identification tags will be prepared for all children, which include the name of the Center and the phone number.



In case of inclement weather, a decision will be made whether or not to cancel before 6:30am on the day of the trip by a member of Administration.

If cancelled, the center will try to reschedule the trip for the next available date and the Family Advocate will call the parents to let them know that the trip has been cancelled. If the trip is not cancelled, the Family Advocate will also call the parents to tell them that the trip is going on as scheduled.

### **Lost Child Policy**

Every effort is made to ensure the safety of children while in our program and during off-site trips. This policy sets procedures for maintaining safety and dealing with the unlikely event of a child that goes missing. Parents and/or escorts must sign the attendance sheet upon arrival and departure.



### **Sheets and Clothing**

Children who attend full-day classes are required to bring a fitted crib sheet for nap times. This sheet is taken home every week to be cleaned. All children are required to have a change of clothes in the classroom. Please label your child's clothing to help minimize losses. It is recommended that the extra set of clothing should consist of a pair of socks, underwear, a t-shirt, and a pair of pants. Each child will have their extra clothing placed in a cubby.

### **Toys, Jewelry, and Money**

Please keep all toys, jewelry and money at home. There will be certain days when the teachers will allow children to bring a special item from home for "Show and Tell." The program is not responsible for any valuables that are lost or damaged.

## **PERSONNEL**

### **Children's Aid - The Agency**

The Children's Aid helps children succeed and thrive. We do this by providing comprehensive supports like adoption and shelter services, summer camps, after-school programs, food and clothing assistance, health services, pregnancy prevention, legal advocacy and many other services that help children and their families in targeted high-needs New York City neighborhoods. In this way, we work to ensure that everyone we serve is on a clear path from cradle to college.

### **Early Childhood - Our Staff**

Your Program Director will provide you with an organizational chart of the staff that you and your child will be involved with onsite!

We love our team and we hope you will too!





- **Family Advocates** - Our Family Advocates can assist in finding families emergency support, such as food, household items, legal connections for housing/immigration, and in any situation in which family members are in any danger. They are also incredible resources for connecting you to continuing education, housing, employment organizations, starting a business, and other social services. Please do not hesitate to connect with them. If they do not have an answer, they will find one! Also, licensed social workers are readily available to support you as a parent.
- **Teaching Staff** - Teachers will answer your questions about child development, discipline, parent-child relationships and behavior. Our goal is to provide information, guidance and support, individually or in groups. The teachers are supervised by your school's Education Director. Please do not hesitate to speak with your child's teaching staff about your child's progress.
- **Cooks** - Our cooks make healthy and delicious meals and snacks for your child every day. They have quarterly training with our Health & Nutrition Division. They always appreciate to hear from our families.
- **Custodians** - In the thick of COVID-19, our custodians kept children and staff safe by consistently and thoroughly cleaning the school. They continue this every day. We are grateful for their work in keeping our classrooms, kitchens and offices clean and beautiful.



## Behavior Guidance Policy

Behavior Guidance is a learning experience. An early childhood environment involves sharing, waiting, listening, dining, following directions and transitions. Behavior Guidance involves, clearly explaining to children how you want them to behave and praising them when they meet your expectations; keeping children involved in activities and effectively redirecting any dangerous or disruptive behavior; this can be difficult for some children. Utilizing the Trauma Smart Model, teachers support children experiencing "Big Feelings" by assessing children's behaviors, providing children with tools to develop social skills, use appropriate language, self-regulate and handle conflict or frustrations. The goal is to prepare children for social and academic success.



Positive encouragement and support are given to encourage the development of social skills that will enable a child to function in an early childhood setting. Children who have an especially difficult time with following class rules may be given a short break. In certain situations, parents will be asked to come to a meeting with the Teacher, Education and or Program Director, and Family Advocate team to discuss a child's behavior and emotions to develop a plan for social and academic success for the child.

No one on our premises is permitted to engage in any form of corporal punishment or use any form of behavior guidance that is harsh or humiliating to children. Children cannot be slapped, spanked, shaken, pulled, pinched/body part twisted, yelled at, threatened, demanding excessive physical exercise, excessive

rest or strenuous or bizarre postures, compelling a child to eat or have soap, food, spices, or foreign substances in his/her mouth, placed in a corner or hallway as a form of punishment, or have food withheld from them.

**Showing Affection**

Staff are encouraged to hug/comfort the children when they do well or are feeling sad. A child will often respond easier, focus and/or become more aware when bonding physically with their teachers when using appropriate ways.

**HEALTH & NUTRITION**

Children need to be healthy to learn. Our program follows strict health and safety rules, and teaches children to build healthy habits for life. We believe that your child’s health is a shared job between our staff and you!

This section has key information about how Children’s Aid keeps your child healthy and how you can keep the healthy habits going at home. Please remember, if you need help finding a medical or dental provider, let us know and we can help you.

**Children’s Aid Health Requirements:**

	<b>Center Based Program</b>	<b>Home Based Program</b>
<b>Physicals Exams</b>	A physical form must be submitted <b>before</b> a child can enter a center-based program (or within 90 days only if homeless or in foster care.	A physical form must be <u>submitted within 90 days</u> of entry to a home-based program.
<b>Dental Exams</b>	A completed dental exam must be submitted within 90 days of entry.	A completed dental exam must be submitted after the age of 12 months.
<b>Lead Test</b>	One documented blood lead level test performed needed after the age 2 is required for all children.	Two documented blood lead level test performed needed , at the age of 1 and 2.
<b>Anemia Test</b>	Required just once, after age 9 months	Required after age 9 months .
<b>Growth Assessment</b>	Height and weight must be obtained annually following each “well child” health visit.	Height and weight is obtained following ongoing exams for each periodic “well child” health visit. (At ages: 2 weeks, 1 month, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2years, 3years)
<b>Flu Vaccine</b>	Required every year by December 31 <sup>st</sup> .	Required after the age of 6 months every year by December 31st.

**Medical & Dental Health**

Every child needs a medical and dental provider that they see regularly during the year. If you do not have one for your child or you need assistance with finding health insurance, our Family Advocates can help you!

Each year we need a Physical form and Dental Screen form filled out by the appropriate health care official. Please make sure to call at least 1 month before you want to see the provider to book an appointment. Make sure to take the necessary forms with

you to the appointment. After the forms are filled out by your provider, please give them to the Program so we can have them on file. They are required for our program.

### **Medical:**

#### **Medical providers:**

can be a doctor (MD), a nurse practitioner (NP), or a physician assistant (PA)

do regular exams and give immunizations

can be helpful in dealing with on-going health issues that your child might have, like asthma, especially if it is the same provider

#### **Medical requirement:**

children need to have an annual physical appointment  
submit completed physical form to our program

### **Dental:**

#### **Dental providers:**

can be a dentist or a hygienist

do dental exams and cleanings,

apply fluoride to teeth to prevent cavities

treat cavities and other oral health issues early

#### **Dental requirement:**

take your child to the dentist by their first birthday for a dental exam

take your child to see the dentist for regular dental visits every 6 months (2x each year), or sooner if specified by dentist

submit completed dental exam form to our program

at home, help your child brush their teeth every morning and night with a tiny smear of fluoride paste



### **Children's Aid Health Services**

Children's Aid has community health centers that provide medical, dental, and mental health services. If you need a new provider, ask us, or contact our health centers directly:

**Harlem:** Milbank Health Services, at 14-32 W. 118<sup>th</sup> Street (between Lenox and 5<sup>th</sup> Avenues), call 212-369-8339 for an appointment

**Bronx:** Bronx Health Services at 910 E. 172<sup>nd</sup> Street, 3<sup>rd</sup> Floor (at Southern Blvd.), call 347-767-2200 for an appointment

### **Immunizations**

Immunizations help protect your child and other children from catching and spreading serious diseases.

The New York City Department of Health & Mental Health requires all children in New York City to have the required immunizations in order to attend school.

Please note: The annual FLU VACCINE IS NOW REQUIRED by the NYC DOHMH for all children ages 6 months to 5 years in all childcare programs. Your child will not be allowed to attend school after December 31, 2022 without the flu vaccine.

We can give your child a free flu shot at one of our Children’s Aid Health Centers.

### Managing Illness in our Program

Almost every child gets sick at some point. We make sure we have systems in place for when a child becomes sick at school, or what to do when your child gets sick at home.

#### Medication On-site:

If a child requires medication on-site, **please tell us**. The following are the forms needed in order for us to be able to administer medication on site (i.e., an epinephrine auto-injector, asthma inhaler). Your program director or family advocate will provide you with the documentation needed to be filled out and guide you through the next steps.

Asthma	Allergies
Asthma Medication Administration Form 2022-2021	Allergies Anaphylaxis Medication Administration Form 2022-2022
Asthma Action Plan 2022-2023	Food Allergy Provider Letter Plan 2022-2023

Our staff are trained to administer this medication. Following the receipt of the completed forms by you and your child’s medical provider, we also need you to bring us the medicine your child needs in its original container with the prescription label. This will be kept in a safe place in your child’s classroom, along with all the necessary documentation.

### Daily Health Check

When you arrive, teachers do a daily health ‘check-in’ with you and your child to make sure your child is healthy. Please let us know if your child has been sick.

Also let us know about any fever, rash, bumps, bruises or bites so that we can make sure to keep an eye on them.

In addition, let us know of any other health issues your child may be experiencing.

#### If your child gets sick while at school:

We will contact you

We will make your child as comfortable as possible

We will let you know if your child needs to be picked up early because of their illness.

If your child is sick at home, there are ways to know if it is better to keep your child home. Your child should stay home if your child is not feeling comfortable to play or take part in class because of



their sickness -or- if your child's illness can spread to other children. The following table can help you determine if your child should go to school or stay home.

<b>ILLNESS or SYMPTOM</b>	<b>STAY AT HOME?</b>
<b>Fever + acting sick</b> OR... <b>Fever with rash</b>	<b>YES</b>
<b>Diarrhea, vomiting or severe stomach pain</b>	<b>YES</b>
<b>Sore throat or mouth sores</b>	<b>YES</b> , if drooling or cannot swallow
<b>Strep throat</b>	<b>YES</b> , until 24 hours after medicine was administered and no more fever
<b>Difficult or fast breathing</b>	<b>YES - call doctor</b>
<b>Upper Respiratory Infection</b> (runny nose, cough, "a cold")	<b>NO</b> (unless fever, acting sick, trouble breathing, etc.)
<b>Pink-eye or conjunctivitis</b>	<b>NO</b> (unless fever, pain etc.)

<b>Rash:</b> - <b>Impetigo (open, oozing, crusty areas)</b>  - <b>Ringworm</b> - <b>Scabies</b> - <b>Chicken pox</b>	<b>YES</b> until 24 hours after treatment has started; cover sores with bandage <b>YES</b> until treatment has started & area is completely covered <b>YES</b> until after treatment is completed <b>YES</b> until all sores have dried and crusted (usually 6 days)
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<b>Lice</b>	<b>YES</b> until child has been treated AND the child has no live lice
<b>Bed Bugs</b>	<b>No</b>

### Notification about Communicable Disease

New York City Department of Health requires that you tell us if your child has any of these:

- Chicken Pox
- Conjunctivitis ("pink eye")
- Diarrhea
- Diphtheria
- Food Poisoning
- Hepatitis
- Hemophilus influenza type b infection
- Impetigo
- Measles
- Meningitis (all types)
- Meningococcal disease

- Methicillin resistant staphylococcus (MRSA)
- Mumps
- Pertussis ("Whooping cough")
- Poliomyelitis ("polio")
- Rubella (German Measles)
- Salmonella (a type of food poisoning)
- Scarlet fever
- Tuberculosis/TB or
- Any other disease or condition that may be contagious or a danger to the health of other children.

Please call and tell us if your child has a contagious disease, especially from the list above. For some types of illnesses, we need a medical provider's note before your child can come back to school.

## COVID-19: Criteria of a “Sick or COVID-19 Symptomatic” Child

If your child has any of the following symptoms, they will need to stay home- PLEASE NOTIFY YOUR CHILD'S SCHOOL:

<ul style="list-style-type: none"><li>- Fever of 100.0°F or higher or chills</li><li>- Cough, shortness of breath, or difficulty breathing</li><li>- Fatigue</li><li>- Muscle or body aches</li><li>- Headache</li></ul>	<ul style="list-style-type: none"><li>- Loss of taste or smell</li><li>- Sore throat, congestion</li><li>- Runny nose</li><li>- Nausea or vomiting</li><li>- Diarrhea</li></ul>
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If your child continues to present with any of the above symptoms, even after a negative COVID test, your child can only return if symptom-free.

If symptoms may be due to allergies or asthma, please obtain a medical clearance from your child's pediatrician.

If your child develops symptoms while in school, we will escort the child to the isolation to stay with a staff member. We will contact a parent or family member to immediately pick the child up from school.

### COVID-19 Guidance for Families: Isolation & Quarantine

Our programs will follow DOH COVID Guidance. For more information, please visit the link below <https://coronavirus.health.ny.gov/new-york-state-contact-tracing> .)

## Wellness Policies

Cultivating an environment of healthy eating and wellness is important to Children's Aid's mission to help children succeed and thrive.

A healthy diet emphasizes whole, minimally processed foods, such as fruits, vegetables, legumes and whole grains. Healthy eating also means lower amounts of red/processed meats, sugary foods/drinks and refined grains. A healthy diet can include a range of dietary patterns that include mostly foods from plants (fruits, vegetables, grains, nuts, legumes), and fewer animal foods. Diets that emphasize whole or minimally processed plant foods are good for your health AND can help our planet by reducing greenhouse gas emissions. You can read more here: [Eating Well](#)

The first five years of a child's life are a critical time for their health and development. How the brain develops during these years will affect a child's ability to learn later in life. In addition, a child's future health and development depend on good relationships with their primary caretakers and other adults in their lives. You can read more here: [Early childhood health and development](#)



Our Early Childhood program partners with the Children's Aid Go!Healthy and Nutrition program to provide the following:

- Children play and run during gross motor time, each day
- We make healthy meals for your child at our centers
- We have Healthy Food Policies at our centers
- We work with families to implement healthy habits at home through food box distributions and providing food education via Zoom or in-Person
- Our Early Childhood Nutrition Consultation Program with families provides one-on-one time with a Registered Dietician

## Healthy Meals

Our meals program exposes children, while they are in our care, to delicious, freshly prepared, nutritious and culturally relevant foods. This helps children develop healthy habits that will last a lifetime.

To maintain our high standards, no outside food is permitted in the early childhood program. Our center-based menus (breakfast, lunch and snack) and our Department of Education community school snack menus are planned by Go!Healthy Meals staff. This ensures that our healthy meals program maintains the Federal CACFP nutrition standards and New York City Food Standards, and our own health-conscious menu planning principles.

Menu planning principles include:

- NO use of heavily processed foods
- Increase the use of fresh fruits and vegetables
- Increase the diversity of protein sources, increase the use of whole grains
- Promote drinking water
- Promote culturally diverse and seasonal meals



## Food Allergies

Please tell us if your child has any food allergies. We require that the child's medical provider specify the food allergies on the physical forms they fill out at the time of the child's physical. On the form, it should outline everything your child is allergic to and include a completed allergy medication form if medicines are needed. If medicine is needed in case of an allergic reaction, you will need to provide the prescribed medicine.

Should your child be allergic to items on the Healthy Meals menu:

At Children's Aid community centers, one of the following menus will be assigned to the child based on the medical provider's allergy letter results: **egg-free, gluten-free, dairy-free, and a multi-allergy menu.**

At community schools, children with allergies will be provided with alternatives from the Department of Education School Food menu.

## Go!Healthy SNAP Education

Go!Healthy provides families with knowledge, skills and resources to make healthy food choices within a limited budget and to choose physically active lifestyles. Opportunities for learning and participation include:

Nutrition and cooking activities with physical activity promotion  
Farmer's market walks, promotional events and recipe tastings  
Food Box distributions, of seasonal produce and accompanying ingredient for healthy recipes

At any of these events, you can ask questions, cook and taste new healthy and delicious recipes. Our Family Advocates will give you information about where and when these events take place.

### **Physical Activity**

As mandated by the NYC Department of Health, all students play outside for at least one hour every day, even if it is very cold. This play-time is important to keep your child active and healthy. Please dress your child for indoor and outdoor playing. In cold weather, make sure your child is wearing layers of clothing and has a hat, gloves, a scarf, and boots to keep warm.

We will not play outside if it is raining or if there is a weather warning.

### **Hand Hygiene to keep hands germ free**

Handwashing or alcohol-based hand sanitizing must be used for at least 20 seconds for all children and staff:

- Upon arrival to the classroom, and after breaks
- After using the restroom
- Before and after water play
- After playing outdoors or in sand
- Before and after meal set up , eating and meal clean up
- Any time a bodily fluid may be on the hands
- After covering a coughing or sneezing to prevent spread of any virus or illness, even when wearing a face covering
- Any time hands are visibly soiled



### **Healthy Habits for the Home**

Our program works with your family to ensure that healthy habits continue at home. Here are some good tips to incorporate in your child's daily routine:

- Eat fruit and vegetables, dairy and drink water, milk and/or dairy alternatives
- Cook at home and eat meals with your children. Home cooked meals are usually more nutritious. When you do eat out, be mindful of serving sizes and limit ordering of unhealthy items.
- Keep your child active – walk, play, dance, and (safely) run around with your child
- Create a regular bedtime routine - this helps your child learn how to get ready for bed. Children need at least 9 hours of sleep each night. Brushing teeth, cuddling, and reading a story can all be a part of your bedtime routine.
- Make sure your home is safe and do not allow smoking in the house. Create a emergency exit plan in case of emergency.
- Have a regular medical and dental provider for your child. Go to all scheduled appointments, stay up to date with immunizations, and contact your child's provider if you have questions or concerns.



## CHILD SAFETY

Your child's safety is critical to the work we do. When you leave your child in our care, we take their safety VERY seriously.

### Confidentiality

Families have the right to the protection of their personal information.

Children's files are kept in locked file cabinets.

Only site staff, consultants and authorized state agencies have access to them.

Parents are prohibited from reviewing records other than those of their own children.

No information will be released to anyone outside the program without written consent from the family, except in reporting suspected child abuse and neglect cases

### Pedestrian Safety

In the first 45 days of your child's time in our program, we review the importance of pedestrian safety, and highlight the following points:

- Cross the street at the corner or at a crosswalk if there is one, and obey all traffic signals.
- Walk on a sidewalk; if there is no sidewalk; walk on the left side of the street, facing oncoming traffic.
- Walk with an adult until you are at least 10 years old.
- Only cross in front of a school bus when the driver says it is safe. Do not cross behind the bus or where the driver can't see you.
- Hold an adult's hand when you cross the street. Look left, right and left again before you cross and keep looking both ways until you reach the other side.
- If you walk when it is dark, wear light-colored clothing or clothing with reflective material so drivers can see you. A flashlight is also a good idea.
- If a toy or pet goes out into the street, ask an adult for help getting it back.
- When you are outside playing, play in a backyard or playground away from the street or parking lots.



### Accidents and Emergencies

Young children are still learning about the world around them, so accidents can happen. We do all we can to prevent your child from getting hurt at school. For small injuries, we will administer First Aid treatments. For bigger injuries and emergencies, we will contact 911, keep the child safe and calm until help arrives. We will contact you for ANY injury your child has – big or small, but please make sure we have the most accurate emergency contact information for you. Please note, all our staff is trained in First Aid and CPR.

### Safety Plan

Our program has a safety plan that outlines how staff prevent and respond to an emergency - including fire, severe weather, medical and other events. All staff are trained on our newest safety plan each year. A copy of our safety plan is available in the Program Director's Office.

## Child Protection Strategy & Commitment

Children's Aid is committed to protecting children from abuse and neglect. With a Comprehensive Child Protection Strategy focused on developing best practices for safe environments, student lessons, staff code of conduct, screening and hiring procedures, reporting procedures, family education and engagement, and partnering with Local Education Agencies, our environments will ensure a school culture of child protection and safety.

We break down our Child Protection Strategy Procedures in the following 4 segments of our spaces and work:

**SAFE ENVIRONMENT:** Our physical spaces ensure that children are always in clear lines of sight throughout the building; locked unused areas are only accessible by personnel. Children are supervised by at least 2 adults throughout the day, at all times. Monitoring devices such as cameras are installed in key zones.

Access into building is monitored throughout the day. Access into the building is allowed to visitors who check in, sign in and wear a guest badge into the Center after being met by the staff member that is expecting them; legal guardians and specified family are allowed into the building after signing in. Door staff are aware of any court orders i.e orders of protection, visitation orders, that may restrict access to an enrolled child or children. Children leaving the building do so only with guardian permission



**STAFF CODE OF CONDUCT:** All staff interacting with children must do so in open, public spaces. Adults can pat the back or engage in a child-initiated hug, hold hands with child to cross street/going up or down stairs, and support with toileting or changing clothes in the child-centered bathrooms in our Center. Program staff will not treat children with violence (slap, shake, pinch, hit, punch, push, grab, kick), pat the buttocks, touch, private body parts, engage in any intimate/romantic/sexual contact with or expose pornography to children. All communication and content between staff and children will be transparent, age-appropriate and be about school or program activities.

**SCREENING & HIRING PROCEDURES:** Our Program's screening & hiring process includes a candidate's 1) **Written Application**, 2) **Resume**, 3) **Professional Reference Checks**, 4) **Criminal Background Checks**, 5) **Fingerprinting**, 6) **Candidate's Policy Statement of Receipt and Agreement**. Each candidate goes through at least 2 interviews with leadership, and with some positions, the Center Parent Committee and Policy Council is asked to interview candidates for their final approval to join our team.

**REPORTING PROCEDURES:** All Early Childhood Program staff are Mandated Reporters, meaning we are all legally obligated to report suspected child abuse or neglect to the appropriate state child protection agency. Should there be a child who is a victim of suspected abuse/neglect, a report will be filed and the state agency will review the case and take any possible action necessary to ensure the safety of the child.

Our staff have been trained this summer on the Child Protection Unit to be able to recognize suspected emotional, physical and sexual abuse or neglect. While we will be engaging with you and your child on how to stay safe -- please make sure to be a part of your child's protection:

**Families need to be able to:**

- Talk to their child about how to stay safe from dangerous or abusive situations
- Talk to other adults about keeping their child safe from dangerous or abusive situations
- Reinforce the personal safety skills their child is learning
- Respond to a disclosure of child abuse or neglect
- Report child abuse or neglect

We look forward to making sure our children learn how to stay safe against predators and neglect.



## PROGRAM & FAMILY CONTRACT

Our centers are safe spaces for our children, staff and families. This year, we focus on the important values of Honesty, Compassion, Effective Communication and being a Family-Centered program.

	<i>PROGRAM COMMITMENT</i>	<i>FAMILY COMMITMENT</i>
<b>Code of Conduct</b>	<p><i>Families AND Program Staff will commit to:</i></p> <ul style="list-style-type: none"> <li>• <i>Maintaining safe environments</i></li> <li>• <i>Leading with compassion and respect</i></li> <li>• <i>Engaging in supportive interactions that foster children’s social, emotional, and academic development</i></li> <li>• <i>NO Bullying, Harassment, Retaliation or Discrimination of any kind towards staff, other families or children</i></li> <li>• <i>NO Disruptive or other inappropriate behavior, or threats are not allowed towards a child, another parent, or staff</i></li> <li>• <i>Use of loud, abusive or offensive language will not be permitted</i></li> <li>• <i>No one will be permitted into the center with weapons and/or drugs</i></li> <li>• <i>No one will be permitted into the center under the influence of drugs and/or alcohol.; smoking is not allowed</i></li> <li>• <i>NO Gossip, Coercing or Enticing staff, families or children that may damage the professional or personal reputation of the agency and/or limit work performance will not be tolerated</i></li> </ul>	
<b>Family and Community Engagement</b>	<ul style="list-style-type: none"> <li>• <i>Lead formal parent teacher conferences to discuss child progress</i></li> <li>• <i>Children will only be released to authorized escorts as indicated on the contact form or by verbal consent by guardian</i></li> <li>• <i>Share access to community resources</i></li> <li>• <i>Support the personal development of parents</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Read to your child for at least 20 minutes a day</i></li> <li>• <i>Update program with contact/pickup information. Escort needs to be 18 years old (at least 16 years old with written authorization from guardian)</i></li> <li>• <i>Attend two parent workshops per year</i></li> <li>• <i>Interact with ReadyRosie parent curriculum</i></li> <li>• <i>Connect with program via Class Dojo</i></li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• <i>Implement developmentally appropriate curriculum to prepare students for Kindergarten through daily activities that push students to work through play</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Attend parent- teacher conferences</i></li> <li>• <i>Actively work with teachers to ensure that students receive all supports needed to promote learning</i></li> </ul>
<b>Program Design</b>	<ul style="list-style-type: none"> <li>• <i>Inform parents of programming details and updates.</i></li> <li>• <i>Uphold staff’s identity as mandated reporters to keep students safe</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Participate in the Center Parent Committee and Policy Council</i></li> <li>• <i>Keep toys, jewelry and money at home</i></li> </ul>

<b>Health</b>	<ul style="list-style-type: none"> <li>• <i>Provide a health-promoting environment and connect families with health providers and community services</i></li> <li>• <i>As a program we are committed to following state &amp; local health regulations &amp; inform families about CA health policies</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Alert staff about health issues for your child and let us know how we can help</i></li> <li>• <i>Stay up to date with medical and dental exams and follow up appointments, and bring in required forms</i></li> <li>• <i>Bring crib size fitted sheet for nap time</i></li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• <i>Welcome families every day upon arrival</i></li> <li>• <i>Connecting with families within an hours of start time in the event of absence/ lateness</i></li> <li>• <i>Supporting families to problem solve any obstacles to maintaining good attendance. #schooleveryday</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ensure that students show up on time and ready to learn every day.</i></li> <li>• <i>Families will contact program in the event of absence/ lateness</i></li> <li>• <i>Meet with program leadership in the event of chronic absenteeism. #schooleveryday</i></li> </ul>

**Should any of these commitments NOT be adhered to, a meeting between the Program Director, Education Director and Family will take place.**

*As adults committed to serving our students, we agree to uphold the outlined expectations including the COVID-19 Health and Safety Guidance.*

X \_\_\_\_\_  
*(Parent/guardian's signature and date)*

X \_\_\_\_\_  
*(Staff's signature and date)*