



**Head Start:  
Family  
Handbook  
Tudor Road/ Naqayeht**

## **Cook Inlet Native Head Start (CINHS) Vision Statement**

***Strong Native children and their families reaching their full potential.***

## **CINHS Mission Statement**

***Building strong foundations with Alaska Native Families through Alaska Native cultures and education.***

## **CINHS Goals**

- Establish a supportive learning environment for children, families, and staff.
- Recognize that our Head Start community members have roots in many cultures. Work as a team to effectively promote respectful and proactive approaches to diversity.
- Realize families are empowered when families, governing bodies and staff share responsibility of program governance. Listen to and respect the ideas and opinions of the families we serve.
- Embrace a comprehensive vision of health for children, families, and staff. Assure that basic health needs are met, encourage preventive health practices, and promote behaviors that enhance life-long well-being.
- Respect the importance of all aspects of a child's individual development including social, emotional, cognitive, and physical growth.
- Build a community in which each child and adult is respected as an individual and as a member of the group.
- Foster relationships with our greater community to create a network that respects and supports our families and staff.
- Develop a continuum of care, education and services that allows stable, uninterrupted support to children and families before, during and after their Head Start experience.

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### **- Disclaimer & Program Changes -**

Cook Inlet Native Head Start (CINHS) is subject to all applicable Federal, State, and Municipal laws; mandates; policies and procedures; and performance standards. CINHS is required to follow the strictest rules that apply which are outlined in our CINHS Policies and Procedures documentation. It will be mandatory to sign documentation acknowledging program changes, new guidelines, and current rules put into place. Failure to sign documentation acknowledging new rules, safety guidelines, and program requirements will jeopardize participation in the program. There will be NO EXCEPTIONS!

### **- Attendance -**

CINHS will focus on working with families to promote regular and on-time attendance. Your family advocate will conduct a home visit or make other direct contact with you if your child has unexplained absences or your child's attendance **falls below –90%**.

Within the first 60 days of program operation and on an ongoing basis thereafter, CINHS staff will use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year (two days per month) and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

**If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.** If your child's attendance **falls below 90%**, we encourage you to work with your family advocate and teachers to share information about the benefits of regular attendance for your child.

### **- Children's Birthdays/Outside Food -**

Cook Inlet Native Head Start (CINHS) recognizes that birthdays are an important event. However, in compliance with USDA food requirements, no cakes or outside food may be brought into CINHS classrooms for celebrations. As a latex and choking hazard aware facility, balloons are not allowed within our center. We suggest party hats, tablecloths, plates, or cups as a welcome celebration alternative. Due to health and safety concerns, we do not allow students to pass out party/gift bags at the center.

### **- Children with Special Needs -**

At Cook Inlet Native Head Start, we know every child brings his or her own unique strengths and needs to the learning process. CINHS works collaboratively with families of children with special needs and our community partners to create a supportive, developmentally appropriate learning environment in which all children can grow and learn. Every child enrolled with CINHS receives

developmental and social-emotional screenings, ongoing assessment and, as appropriate, referral for further specialized assessment and/or services. Inclusion of children with special needs is important to the CINHS program and we make every effort to enroll and best serve eligible children with special needs through collaborative partnering and by ensuring CINHS staff are trained and supported.

### **- Children's Personal Belongings -**

CINHS employees check every child's backpack and/or bag before entering class to ensure school safety. Children's personal toys are not permitted in the Center. It is also very important that medications are not sent to school in children's backpacks. All medications must be given directly to CINHS staff (Health Coordinator/CMA) by the child's adult family member.

**Extra set of clothing to keep at CINHS:** When children's clothing becomes soiled during their time at school, children are changed into extra clothing from home (the child's soiled clothing is then returned home in a plastic bag). CINHS very much appreciates families making sure their child always has a full set of clean, dry clothing at school to change into if necessary.

**Proper outerwear:** As children participate in outdoor play during their time at CINHS each day (weather permitting), it is very important to make sure your child arrives at school prepared to be outdoors, we count on our families to be sure children come prepared with appropriate outdoor gear. If you need assistance obtaining outdoor gear for your child, please contact your Family Advocate.

**Proper Footwear:** Due to safety concerns, we at CINHS ask that you **do not** send your child to school in open-toed shoes. Students need adequate footwear to play both inside and outside.

**We ask that you please label** all clothing, and any other personal items, with your child's first and last name to help us make sure missing items find their way home. Unlabeled lost and found items are kept at-the front desk. These items will be donated at the end of the school year to a local charity if unclaimed.

### **- Classroom Pets & Visiting Animals -**

CINHS believes in learning about animals, and actually seeing them provides valuable learning experiences and opportunities, However, due to safety and health concerns, animals are prohibited inside the CINHS facility. Interactions inside and outside of the facility must be pre-approved by the CINHS Education Manager and are arranged in accordance with the Anchorage Municipal Code and Alaska state law.

### **- Confidentiality -**

CINHS staffs are highly dedicated to maintaining the confidentiality of information of enrolled children and their families and will release information solely with a signed release of information from the child's parent and/or legal guardian. Municipal childcare licensing may examine CINHS records for the sole purpose of determining CINHS compliance with licensing requirements.

## **- Enrollment Requirements and Procedures -**

CINHS has a two-step enrollment procedure: 1) submitting an application with required documentation; and 2) acceptance and enrollment. **All** families must submit the following enrollment documents prior to being considered for acceptance:

- Application
- Proof of address;
- Copy of child's birth certificate;
- Copy of child or parent's Certificate of Indian Blood (CIB); and
- Income verification documents.

Following acceptance, an assigned CINHS Family Advocate will assist the family in submitting or filling out the following required enrollment documents prior to the child's start date (please note: Family Advocate assignment may change upon enrollment as Advocates are assigned by classroom during the school year):

- Family Handbook Acknowledgment and Service Agreement;
- Written documentation of a current physical examination or provision of written documentation of a current physical examination;
- CINHS Physical Activity and Nutrition Survey;
- Infant Formula Selection Form (for infants only);
- CINHS Release of Information Form;
- Immunization Documentation (All enrolled children are required by law to have current age appropriate immunizations or a signed medical or religious exemption form on file prior to a child's attendance.- Children's immunizations must remain current during the program year);
- Dental Consent Form or Current Dental Records;
- CINHS Health History Form;
- CINHS Photo Release Form;
- CINHS Attendance Policy Agreement; and
- Emergency Record Card that includes:
  - Information about on-going medication the child is taking and/or medical information about the child's drug or other allergies and/or other on-going health concerns;
  - Information on how to contact the child's parent(s)/legal guardian(s) and at least one other local emergency contact who is at least 16 years of age;
  - Written permission for emergency transport to and emergency care at health care facilities, signed by the parent(s)/legal guardian (s);
  - A hospital and physician of choice, designated by the parent(s)/legal guardian (s); and,
  - Information updates at least every six months with current and complete information or as soon as changes in the family occur.
  - Custody issue box checked.

During the enrollment process, your family's Advocate or child's teacher will provide information

on volunteer opportunities, the family partnership procedure and confidentiality practices. They will also assist in scheduling a Center tour and classroom visit for your child and in making arrangements to have parent(s)/legal guardian(s) complete online ASQ and ASQ:SE developmental screenings. Once the application and enrollment process is complete, your family will be contacted with a start date by your assigned Family Advocate.

### **-Designated Family Space-**

It is our goal for all families to feel that CINHS is a safe place and a home away from home. Families are always welcome to spend time visiting our classrooms or in our designated family space room. A computer with Internet access and printing capabilities is available in our Family Room for family use. An extensive library of children's and adult books is also located within our designated family space that may be checked out at any time.

### **- Family Safety -**

CINHS is a **safe place** for parents and families who may be dealing with domestic violence, drug and alcohol use in the home or unplanned homelessness. Trained staff is always available during Center hours to assist families in obtaining immediate resources. Drugs and alcohol are strictly prohibited throughout the facility. Anyone under the influence will not be permitted in the facility and will be asked to leave immediately.

### **- Family Services -**

CINHS firmly believes that your child can only be as strong and successful as your family as a whole. Your assigned CINHS Family Services Advocate is here to help and will visit with your family regularly to assist with any immediate needs and to help in making and reaching long-term family goals. We look forward to partnering with your family this school year and beyond. In addition to the three regular Advocate home visits, your Family Advocate and Family Services staffs are available any time by calling the Center or by asking to talk with them when you are at CINHS.

### **- Fire and Earthquake Safety -**

CINHS meets all safety standards. An emergency evacuation plan is practiced and documented at least monthly. During fire drills, children are led to a safe area outside of the building. Earthquake drills are held within the building. All CINHS staff and contractors will receive active intruder training.

### **- Health Exclusions -**

If a child exhibits any of the below medical symptoms, or is not feeling well enough to participate in classroom activities, the teacher, health coordinator, or child's Family Advocate will contact the parent/guardian and ask him/her to take the child home. If a child becomes ill while at Center, he or she will be brought to a quiet area of the classroom or to the health office until he or she is able to be picked up from school. Families are asked to be considerate of the health of other children and staff in the Center and to please keep a sick child home if signs of illness are evident. At times,

permission from a child's physician or the CINHS Health Manager or Coordinator may be required before a child is readmitted to the Center.

Municipality of Anchorage (MOA) childcare licensing regulations, local health department regulations, federal Office of Head Start regulations and CINHS Health Services Advisory Committee policies and procedures are consulted for guidance when determining which childhood communicable diseases need to be posted at center and/or reported to the proper authorities. Communicable disease exposure notifications never disclose the identity of the person who is ill.

#### **- Symptoms for Health Exclusion -**

- Severe pain or discomfort particularly in joints, ears, or abdomen;
- Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
- Two or more episodes of acute vomiting within 24 hours;
- Severe coughing or sore throat;
- Oral or axillary temperature of 101.5 degrees F or more;
- Yellow skin or eyes;
- Red eyes with discharge;
- Infected, untreated skin patches or lesions;
- Difficult or rapid breathing;
- Severe itching of body or scalp;
- Skin rashes, excluding diaper rash, lasting more than one day;
- Swollen joints;
- Visibly enlarged lymph nodes;
- Stiff neck;
- Blood or pus from ear, skin, urine or stool;
- Unusual behavior for the child characterized by not playing, confusion, persistent, inconsolable crying;
- Loss of appetite characterized by refusing all solids; or
- Symptoms that indicate any of the following diseases: chicken pox, impetigo, untreated lice, scabies, strep throat.

#### **- Operation & Program Options -**

As a Tribal Head Start, CINHS integrates Native and family culture into everything we do... we take great pride in our Native traditions and culture.

**The CINHS Part-Day Option** provides a classroom experience, utilizing the CINHS Cultural Curriculum, for participating children and their families. This program option operates morning and afternoon sessions four days a week from Monday-Thursday for three and a half hours each day.

While all Head Start models share similar philosophies of parent involvement and curriculum, the CINHS part-day model has the following unique characteristics:



- We offer different class start times.
- Two teachers and one teaching assistant are assigned to each classroom session.
- A Family Advocate is assigned to each family. Regular home visits (during normal operations) will be scheduled by the assigned Family Advocate, with additional family assistance provided as needed.
- Nutritious breakfasts, lunches, and snacks are served (dependent on session time).
- Center wide family nights (during normal operations) are scheduled throughout the year.
- A minimum of two parent-teacher conferences and two home visits (during normal operations) are scheduled teachers during the school year.
- A comprehensive school readiness program is provided.

**The CINHS Full-Day Option** (serving, 3-5 year old Head Start (HS) and, 6 weeks to 3 year old Early Head Start (EHS) children and their families) The CINHS full-day option, utilizing the CINHS Cultural Curriculum. Full day hours of operation are Monday through Friday during normal operations.

While all Head Start models share similar philosophies of parent involvement and curriculum, the CINHS full-day model has the following unique characteristics:

- A rest/nap period during the day
- We offer different class start times.
- Two teachers and one teaching assistant in each classroom session.
- A Family Advocate is assigned to each family. Regular home visits will be scheduled by the assigned Family Advocate, with additional family assistance provided as needed.
- Nutritious breakfasts, lunches, and snacks are served.
- Center wide family nights are held throughout the year.
- A minimum of two parent-teacher conferences and two home visits are scheduled with teachers during the school year.
- A comprehensive school readiness program is provided.

**The CINHS Home Based** (serving prenatal to 5-year-old children and their families) provides a 1½ hour weekly home visit based on the Parents as Teachers service delivery model which focuses on child development, parent and child interaction and family goal setting. The CINHS home based option also offers bi-monthly socialization events held outside of the home at CINHS, museums or other locations (transportation may be arranged for socialization events, if needed).

### **- Liability Insurance -**

CINHS maintains liability and transportation insurance coverage in accordance with AMC 16.55.210I. CINHS maintains comprehensive general liability and transportation insurance with a company authorized to write insurance policies in the state of Alaska, in an amount not less than \$500,000 per occurrence, and \$2,000,000 aggregate.

### **- Mandatory Reporting of Suspected Child Abuse/Neglect -**

CINHS staff is obligated by law to report all incidents of suspected child abuse and/or neglect. In addition, the HB 49 law includes provisions for changes to Alaska's Mandatory Child Abuse Reporting Statute (A.S. 47.17.020) requiring that all reports of sexual abuse be made to both the Alaska Office of Children's Services (OCS) *and* the nearest law enforcement agency (A.S. 47.17.020).

### **- Meals and Snacks -**

All meals and snacks served at CINHS meet USDA food program requirements and are low in fat, sugar, and salt. Each CINHS meal provides one-third of a child's daily nutritional requirement. Meals are prepared on-site and are served family style. Children and staff sit together for mealtimes and children are encouraged to serve their own food (as age appropriate). CINHS is a food and nut allergy aware facility. Each child with a documented food allergy must have a CACFP medical statement filled out and for severe allergies an Individualized Care Plan (ICP) on file coordinated through the CINHS Health Coordinator and signed by the child's physician prior to the child's start date.

### **- Medication Administration -**

Parents and guardians are required to inform the CINHS Health Coordinator of any medications their children receive before arriving at the program. Medications to control a fever will not be administered by program staff and children with a fever above 101.5 degrees are considered sick and are to stay home. All medications administered while a child is at CINHS are documented daily on the child's Medication Authorization Form and Log. All medications at the Center are kept inaccessible to children. All empty or unused medication containers are returned to the child's family. Prescription, over-the-counter medications, or sunscreen will only be administered when:

- The staff person administering the medication has been trained;
- The medication is in the original container;
- The parent provides written consent.
- The Health Manager or Health Coordinator and Director or designee provides consent for the medication to be administered in the facility;
- The medication is not expired;
- The doctor has provided written notice of approval (for over-the-counter medication);
- The medication has the name of the child and the dosage to be administered;
- The name of the prescribing doctor is listed on the original container (for prescription medication); and,
- The medication has the original prescription label attached.

- Topical products, as approved by the health department, whether brought in by the parent or a facility supply may be used with prior written parent/guardian permission. Use shall not exceed manufacturer's directions. The approval for application of sunscreen or diaper rash ointments is on a one-time permission form signed during or after enrollment.

**Injected Medications:** While CINHS recognizes a child may require injected medication during attendance at Head Start/Early Head Start as part of treatment for a known medical condition or an injection may be required to deal with a life-threatening event (such as allergic reaction), injection of medication is recognized as an invasive procedure and may occur during attendance at CINHS only when necessary to allow a child's program attendance. Arrangements for administration of injected medication must be reflected on an Individual Medication Plan for the child that includes avoiding triggers, symptoms to watch for, how and when to administer, medication side effects and when to call emergency personnel. While any required on-going injected medication will be administered by a CINHS staff certified medical professional, all CINHS staff are trained in the use of emergency injectable medications (ex. Epi-pens).

### **- Non-Discrimination Policy -**

CINHS follows state law, Anchorage Municipal Code and Office of Head Start non-discrimination policies. As a federally funded Tribal Head Start, CINHS provides enrollment preference to Alaska Native and American Indian children residing in the Anchorage area.

CINHS is an Equal Opportunity Employer. All program activities are conducted without regard to race, color, religion, sex, age, disability, or any other legally protected status. Equal access to employment and all program activities is available to all qualified persons. Individuals requiring reasonable accommodation are encouraged to notify the Human Resources department. In addition to other applicable federal, state, local and Tribal regulations, CINHS complies with the following in all of its employment and program activities: Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Americans with Disabilities Act of 1990, Titles I and V, Civil Rights Act of 1991, Equal Pay Act of 1963, Rehabilitation Act of 1973, Sections 501 and 505, Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Family and Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA) and Fair Labor Standards Act (FLSA). CINHS is a drug-free workplace.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

### **- Outdoor Play -**

In compliance with Municipal code, all CINHS children play outdoors for 30 minutes for every four hours of care when weather conditions are permissible (time outdoors may be shortened due to severe weather). Consistent with Anchorage School District Policy, children will remain indoors when temperatures are lower than -10 degrees Fahrenheit (with wind chill). Any exclusion from outdoor play must be coordinated with the CINHS Health Coordinator and approved by the CINHS Education Manager.

### **- Generational Council-**

CINHS greatly values input from the families we serve. At the scheduled monthly meetings, parents and guardians are encouraged to participate in the CINHS Generational Council to talk about program activities. We would love to see you there and we encourage your ideas and comments about our Program at any time.

### **- Parent/Guardian/Staff Behavior -**

CINHS staff strives to treat everyone with respect and professionalism. In return, positive conversations are expected between families and CINHS staff. Foul language and disrespect are absolutely **not** acceptable. If CINHS staff has reasonable cause to suspect that any person picking up a child from the Center ~~or from a bus~~ is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, CINHS staff may refuse to release the child to that person and contact another guardian or caregiver listed on the child's Emergency Card to pick up the child to prevent potential harm to the child and/or CINHS staff. Families with concerns regarding behavior of any CINHS employee are strongly encouraged to bring their concerns to the staff member's manager if your outcome of that meeting was unsatisfactory, please see Human Resources.

### **- Parent Involvement -**

CINHS believes direct involvement of parents and guardians is an integral part of our program's success. We strongly encourage family members to volunteer and visit classrooms and to become a part of the overall planning of our program. Please ask your teacher, Family Advocate or any staff member on ways to become involved.

### **- Policy Council -**

CINHS Policy Council is made up of parents/guardians of enrolled CINHS children and community representatives nominated and elected within the first month of the school year to assist with CINHS programming. Policy Council meetings are held once a month throughout the school year at a time and date set by the Council. Meetings are open to all parents and guardians, but only Policy Council members may vote. Please talk with your child's teacher or your Family Advocate if you are interested in serving on or participating with Policy Council. Matters that may come before Policy Council include:

- All CINHS funding applications and amendments to funding applications;
- Procedures describing how the CINHS Board of Directors and Policy Council will make decisions;
- CINHS Strategic Planning;
- CINHS partnership opportunities;
- Annual self-assessment of CINHS fiscal and programmatic operations;
- CINHS program personnel policies including standards of conduct for program staff, consultants, and volunteers; and
- Decisions to hire or terminate any person who works for CINHS

### **- Positive Guidance -**

CINHS firmly believes that every child has individual needs and talents and that the potential of every child's life can be improved if opportunities for growth and development are met in a positive, helpful and safe manner through the use of positive guidance. Positive guidance involves using positive, encouraging and proactive methods to help children maintain and learn appropriate behaviors. Positive guidance is never physically and/or emotionally punitive. Rather, relationships with children are built through honesty, consistency and trust. Positive guidance capitalizes on the moments when children are making appropriate choices and uses times of inappropriate behavior as opportunities to teach the skills children need to become more successful.

By using positively phrased communication and consistent positive guidance strategies, children are able to learn what they **can** do rather than what they can't do. Positive guidance helps children learn social expectations, how to navigate their friendships and what to do with strong emotions, all

in a safe and loving environment. While there are no punishments in positive guidance, there are limits and consequences.

**Please Note:** CINHS may also close from time to time due to weather, road conditions or for safety measures. Please watch Anchorage School District (ASD) television news, radio or online updates regarding special closures. If ASD is closed, CINHS will also be closed. If we are closed due to weather, you will be notified via text and/or email. Please be sure your emergency card is up to date.

### **- Program Changes -**

Changes to the published CINHS Family Handbook are announced at monthly family nights or through other communication methods. Handbook revisions are added at next printing and then distributed to all families via email, in-person, or mail.

### **- Questions or Concerns -**

CINHS encourages you to discuss any concerns or address any questions you may have with your child's teacher, your assigned Family Advocate or with any staff member. If you feel a complaint has not had effective resolution, your complaint may be addressed to the Municipality of Anchorage's Child Care Licensing Program, 825 L Street, 3rd floor, P. O. Box 196650, Anchorage, AK 99519-6650. Phone: (907) 343-4758. Recent Municipal inspection reports of the CINHS facility are available to be viewed at: [muni.org/childcare](http://muni.org/childcare).

### **- Safety Planning for Behavioral Concerns -**

At CINHS, we make every effort to ensure **all** children and staffs are safe during their time at the Center. We respond to a wide range of learning styles and needs and value your child's individuality. Should your child present unsafe behaviors (such as hitting, biting, throwing things, causing harm to another child or adult) or become unable to control themselves in a safe manner, you will be informed by telephone, in writing, or both. Should it become necessary to work with your family and child to help make positive changes in his/her behavior, we will work together as a team using all available documentation, observation, developmental screenings and assessments to create a plan for success for your child's time at CINHS. The CINHS Special Needs Coordinator will also work with your child's CINHS team and family to make additional recommendations that may include utilizing community partners for additional support (Mental Health and/or ASD Care Team)

CINHS uses many alternative steps and intervention strategies to prevent exclusion of a child from the program. Any exclusion must be documented and discussed with the child's family prior to exclusion and all exclusions must be reviewed and approved by the CINHS Special Needs Manager. Exclusions will only occur if 1) There is a violation of the Behavior Support Plan that includes a refusal, lack of or decline in parental plan participation, or 2) the safety and welfare of the child, classmates or employees has been determined to be a significant risk.

Should a child be excluded from program for any length of time, CINHS will provide developmentally appropriate education experiences at home during the exclusion period. An Individual Transition Plan will be developed by the CINHS Special Needs Manager in collaboration with the child's teachers and family before a child will be able to return to school.

If the CINHS team members determine that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program will work with the CINHS team members and community partners to facilitate the transition of the child to a more appropriate placement.

### **- Smoke and Tobacco Free Facility -**

CINHS is firmly committed to providing a safe and healthy work environment for children and employees free from the effects of tobacco smoke and smokeless tobacco products. Smoking and the use of smokeless tobacco products are prohibited in all CINHS buildings, vehicles, and surrounding property.

### **- Substitute Teachers -**

All CINHS substitute teachers are carefully screened. Should your child's teacher require extended leave, CINHS will provide you with additional detailed information.

### **- Supervision of Children -**

**While at CINHS:** CINHS child supervision is provided under Anchorage municipal childcare regulation and Federal Office of Head Start guidelines. Parents are not allowed to leave their child at Head Start unless the child has been assigned to and are under CINHS employee supervision. It is also important to remember that CINHS staffs are not able to supervise unenrolled siblings during regular school hours (however, Family Night childcare, when offered, is provided for siblings). Once signed into the program, the child is **always** under supervision of a Head Start employee with CINHS caregivers in close proximity and able to directly see (with exception of Head Start aged classroom rest room areas), hear and quickly respond to a child's needs.

**While on CINHS Field Trips:** CINHS utilizes field trips from time to time to enhance children's learning. Any trip more than one-quarter mile from the center is considered a field trip. Appropriate child to staff ratios are maintained during all field trips. Parents/guardian permission to attend a field trip must be given in writing in advance in order for a child to participate. Alternative arrangements are made for children who are not authorized to attend field trips. Parents/guardians are welcomed and encouraged to accompany their child on field trips. **Walking or "Strolling" Trips** are less than one-quarter mile from Center. Permission for these activities (ex. nature walks) are signed at time of enrollment and are kept in the child's main file. Alternative arrangements are made for children who are not authorized for walking and strolling trips.

**Parent Pick Ups and Drop Offs:** Parents transporting their child to or from CINHS must accompany their child to and from their child's classroom, group social location, or designated area. **Please remember siblings or other children must not be left unattended in a vehicle or during their time at CINHS.**

### **- Use of Electronics -**

CINHS believes appropriate programming for young children focuses on active learning and exploration. At times, videos/DVDs may be used to supplement learning activities with pre-approval by the Education Manager. Computer stations and iPads with educational programs are also utilized within CINHS classrooms to enhance learning through teacher facilitation and always under teacher supervision.

### **- Volunteers -**

Family members and community volunteers (such as parents/guardians, Elders, college students in practicum experiences and others) are always invited to share their time and talents at our Center. Volunteers are considered any family or community member that is in the classroom more than 8 hours in a 30-day period. Anchorage Municipal Codes may require that all volunteers pass a background check, including fingerprint cards, as well as health screening and TB test. Volunteers are not counted in teacher/child ratios, but are utilized to enrich interactions and provide additional attention to children. Volunteer time is also an important way to help CINHS reach its required federal financial "match". If you are interested in volunteering, please talk with any staff member to obtain a volunteer application.... and thank you!