

# FAMILY CHILDCARE PROVIDER RESOURCE HANDBOOK



Jefferson County Child Development Council, Inc.

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## **ABOUT THIS PROVIDER NOTEBOOK**

The Policies & Procedures found in this notebook are the official, approved process through action of the Executive Board and Policy Council by which the Jefferson County Child Development Council, Inc. (JCCDC) will meet the Federal, State, and local regulations for individuals under contract with our agency to provide comprehensive Head Start/Early Head Start program services to children and families served. These policies & procedures are designed to ensure the program's compliance with the Head Start Program Performance Standards. Failure to follow these policies and accompanying procedures, may result in the termination of the Provider Agreement.

Since Head Start was established fifty years ago, it has continued to be the best efforts made by our government to give young children in this country the head start in life they might not otherwise receive. Since receiving funding in 1984 for this innovative program option, Family Child Care, the JCCDC HS-EHS FCC Program has worked tirelessly to deliver high-quality Head Start and Early Head Start services to children and families in Jefferson County, Alabama.

With each program year funded by the Office of Head Start, begins a new chapter in our agency, and with our new grant's five-year funding cycle. As program needs change and new directives are issued by the Administration for Children and Families, JCCDC will make changes, in an effort to leverage the existing talent from within. As a result, changes in the Organizational Chart are made to better support FCC Providers, children, and families. Our Early Childhood Development Specialists [ECDS] will work closely with Providers to ensure that all children receive high quality, developmentally appropriate learning activities to meet the goals of school readiness identified by Teaching Strategies GOLD.

Each ECDS will work with a Family & Community Engagement, who will support the activity of each family in their work to meet their personal goal. FCC Providers will be monitored weekly, the children will be assessed in an on-going manner. Results of the assessments will be shared with our parents which increases their knowledge of their child's strengths and challenges. Parents will develop the knowledge and skills necessary to support their child's successful school transition.

The entire staff of Jefferson County Child Development Council looks forward to working collaboratively with each Family Child Provider as we build each child's confidence and desire to be the best that he or she can be, while inside our HS/EHS walls, and beyond!

*The Executive Director*

## **JCCDC's MISSION STATEMENT**

The Jefferson County Child Development Council, Inc. [JCCDC] Head Start/Early Head Start Family Child Care Program provides comprehensive services for children and families to grow: physically, emotionally, socially, and intellectually. JCCDC will enhance the knowledge and skills of children and their families necessary to promote self-sufficiency, self-esteem, and confidence in a nurturing environment that supports the successful transition to public school and demonstrated school readiness.

## **INTRODUCTION**

The reauthorization of the Head Start Act in 1994 made it possible to establish Early Head Start as a program to serve infants and toddlers under the age of 3, and pregnant women. Early Head Start provides early, continuous, intensive, and comprehensive child development and family support services to low-income infants and toddlers and their families, and pregnant women and their families.

### **The Goals of Early Head Start**

To provide safe and developmentally enriching caregiving which promotes the physical, cognitive, social and emotional development of infants and toddlers, and prepares them for future growth and development.

To support parents, both mothers and fathers, in their role as primary caregivers and teachers of their children, and families in meeting personal goals and achieving self-sufficiency across a wide variety of learning domains.

To mobilize communities to provide the resources and environment necessary to ensure a comprehensive, integrated array of services and support for families.

To ensure the provision of high-quality responsive services to family through the development of trained, and caring staff.

### **The Principles of Early Head Start**

These principles are designed to nurture healthy attachments between parent and child (and child and caregiver), emphasize a strengths-based, relationship-centered approach to services, and encompass the full range of a family's needs from pregnancy through a child's third birthday.

#### **They include:**

An emphasis on high quality services which recognizes the critical opportunity of EHS programs to positively impact children and families in the early years and beyond.

Prevention and promotion activities that both promote healthy development and recognize and address atypical development at the earliest stage possible.

Positive relationships and continuity which honor the critical importance of early attachments on healthy development in early childhood and beyond. The parents are viewed as a child's first, and most important, relationship.

Parent Involvement activities that offer parents a meaningful and strategic role in the program's vision, services, and governance.

Inclusion strategies that respect the unique developmental trajectories of young children in the context of a typical setting, including children with disabilities.

Cultural competence which acknowledges the profound role that culture plays in early development. Programs also recognize the influence of cultural values and beliefs on both staff and families' approaches to child development. Programs work within the context of home languages for all children and families.

Comprehensiveness, Flexibility and Responsiveness of services which allow children and families to move across various program options over time, as their life situation demands.

Transition planning respects families' need for thought and attention paid to movements across program options as well as transitioning from program to program.

Collaboration is, simply put, central to an Early Head Start program's ability to meet the comprehensive needs of families. Strong partnerships allow programs to expand their services to families with infants and toddlers beyond the door of the program and into the larger community.

## **Head Start**

Head Start encourages the role of parents as their child's first and most important teacher. Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community. Head Start began as a program for preschoolers. Three- and 4-year-olds make up over 80 percent of the children served by Head Start.

Head Start promotes the school readiness of young children from low-income families through agencies in their local community. The Head Start program is authorized by the Improving Head Start for School Readiness Act of 2007.

## **School Readiness**

Children develop within the context of relationships with the adults in their lives. Relationships provide the security to explore, play, and learn. These experiences set a

secure foundation for later school success. Programs identify broad goals for school readiness and set goals for learning for each child. Head Start programs work with families in their homes and through daily routines to prepare children for school.

### **Setting Goals:**

School readiness goals describe the intended purposes and expected results from quality teaching and learning. This includes meaningful and responsive relationships, experiences, and interactions. Once established, the program's school readiness goals will not change substantially from year to year. However, goals for individual children and families will likely change based on needs and progress revealed by ongoing data collection.

### **Planning & Implementing:**

Every Head Start and Early Head Start program is required to develop a plan of action to meet desired outcomes of school readiness, family engagement, professional development), curriculum, assessment, and teaching practice. A key part of this plan is to make sure teachers, home visitors, and family childcare providers intentionally support children's progress. For this to happen, systems and services must come together as early as possible.

### **Assessing & Aggregation:**

With goals and a plan of action in place, the next challenge is to identify ways to measure children's progress toward meeting goals. Child-level assessment data is collected for individual children by programs using one or more valid and reliable assessment systems. Tools for determining a child's status and progress include, but are not limited to, direct assessment, structured observations, checklists, staff or parent report measures, and portfolio records or work samples.

### **Determining Priorities:**

Continuous improvement is about helping programs function as effectively as they can. Evidence-based leaders are continuously engaged in a process of collecting and analyzing data, then sharing information so they can improve practice.

Working with data is both important and exciting. Data tells the story of the program's impact, including its effect on the lives of children and families. In examining data, evidence-based leaders look for patterns, connections, and associations to identify and learn from best practices. They also are prepared to reorganize or "unpack" data to develop a clearer story for every child.

Ensuring that every child leaves our Family Child Care Homes, fully prepared to walk into their next educational journey excited about what learning has been and will continue to be the "highest priority" for JCCDC.

# JCCDC Administrative Staff and Contacts

<b>Executive Director</b> – Earlene Reynolds.....	205-379-6048
<b>Chief Financial Officer</b> – Yolanda Woods.....	205-379-6060
<b>Financial Officer</b> – Stephen McGhee.....	205-379-6049
<b>Head Start/ Early Head Start Director</b> – Tena Sales.....	205-379-6065
<b>Education Manager</b> – NaKendra Massey.....	205-379-6069
<b>Family &amp; Community Engagement Manager</b> – Wanda Borders.....	205-379-6064
<b>Health &amp; Safety Coordinator</b> – Bonita Fomby.....	205-379-6059
<b>Nutrition Coordinator/ Monitor</b> – Stella Baskin.....	205-379-6058
<b>Receptionist</b> – Diane Faught.....	205-379-6074

## **JCCDC FCE SPECIALISTS**

Vernell Bradberry.....	205-379-6073
Yvette Spencer.....	205-379-6071
Olivia Nunez.....	205-379-6061
Tamara Tellis.....	205-379-6056

## **JCCDC Education Specialists**

Amberley Williams.....	205-379-6062
Nashanna Madison.....	205-379-6063

## **JCCDC Nutrition Assistant**

Porsha Davis.....	205-379-6057
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## **JCCDC Contractors/Consultants**

Disability/Mental Health, Willie Glass.....	205-379-6066
Nutrition Consultant, Barbi Moore.....	205-379-6057
<b>Office Number</b> .....	205-933-1095
<b>Fax- Front Office</b> .....	205-267-9080

# Administration



**Head Start and Early Head Start FCC Program  
Standards of Conduct Policy 1302.90(c)(1)**

All Jefferson County Child Development Council, Inc. Head Start/Early Head Start employees, consultants, contractors, and volunteers are expected to abide by Head Start/Early Head Start specific Standards of Conduct which include the following:

1. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, sexual orientation, family composition, or disability;
2. Follow program confidentiality policies and regulations concerning personal identifiable information about children, families and other staff members;
3. Ensure no child is left alone or unsupervised while under their care;
4. Employ positive strategies to support children’s well-being and to prevent and address challenging behavior;
5. Ensure the health and safety of children is not endangered, maltreatment never occurs, and the following actions are never employed:
  - a. use of corporal punishment;
  - b. use of isolation to discipline a child;
  - c. use of binding or ties to restrict a child’s movement or tape a child’s mouth;
  - d. use or withhold food as a punishment or reward;
  - e. use of toilet learning/training methods that punish, demean, or humiliate a child;
  - f. use of any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
  - g. physical abuse of a child;
  - h. use of any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about a child or a child’s family; or
  - i. use of physical activity or outdoor time as a punishment or reward.

I, \_\_\_\_\_, have read, understand, and agree to abide by the above Standards of Conduct.

I understand that violation of these standards may be just cause for immediate dismissal from employment as an employee, termination of my contract agreement as a FCC Provider or Consultant, or denial of volunteerism with the JCCDC, Inc. Head Start/Early Head Start FCC program.

\_\_\_\_\_  
Employee, Contractor, Consultant, or Volunteer  
(Circle one which applies above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

## **Jefferson County Child Development Council, Inc. Conflict of Interest Statement**

As a Staff Member, Family Child Care Provider, Consultant, Board Member, Policy Council Member, Volunteer or Parent of programs administered by the Jefferson County Child Development Council, Inc. (JCCDC), I recognize the importance of not seeking or achieving personal gain while fulfilling my role and responsibilities in program services. I agree that:

Employees, Family Child Care Providers, and Consultants:

- I will not solicit or accept personal gratuities, favors, or anything of significant value from contractors or potential contractors.
- I will not accept any employment or other items from clients, parents, or vendors other than gifts valued at less than \$25 without prior approval from the Executive Director.
- I will make a report to the Executive Director if I believe I am in violation of this provision.

Executive Board:

- I will not have a financial conflict of interest with JCCDC programs.
- I will not receive compensation for serving on the Executive Board or for providing services.
- I will not be employed, nor have members of my immediate family be employed by JCCDC.
- I will operate as an entity independent of staff employed by JCCDC.

Policy Council, Volunteers, and Parents

- I will not have a conflict of interest with JCCDC programs.
- I will not receive compensation for serving on the Policy Council or for providing services.

JCCDC provides training during orientation and on Conflict of Interest.

I acknowledge by my signature that I have read and understand the Confidentiality Statement as defined by JCCDC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JCCDC Affiliation (Circle One):    Board Member  
    Policy Council Member  
    Staff Member  
    Consultant  
    Volunteer  
    Parent  
    Family Child Care Provider  
    Other: \_\_\_\_\_

## **Jefferson County Child Development Council, Inc. Confidentiality Statement**

As a Staff Member, Family Child Care Provider, Consultant, Board Member, Policy Council Member, Volunteer or Parent of programs administered by the Jefferson County Child Development Council, Inc. (JCCDC), I recognize the importance of maintaining confidentiality of the information gathered and maintained by JCCDC and its programs. Assuring that all rights of privacy to any individual participating in JCCDC programs, while establishing safeguards for all involved in JCCDC programs, I agree to abide by the following principles of conduct:

- All information that is obtained by me, from any JCCDC staff member, Family Child Care Provider, Consultant, Board Member, Policy Council Member, Volunteer, Parent, or program participants, regarding any program information or potential participants will remain confidential at all times.
- No information regarding staff, FCC providers, consultants, Board Members, Policy Council members, Volunteer, Parent, or program participants can be shared via social media including, but not limited to, Facebook, Twitter, Instagram, or e-mail.
- All participants must be informed that their request for interviews must be approved by JCCDC's Executive Director or designee.
- All information reported by a family is confidential and will not be reported in any form to any person outside the program in which they are participating without their signed authorizations.
- I will not permit any unauthorized person, including members of my own family, to see any of JCCDC's personnel documents, participant documents, or forms unless directed by the Executive Director or designee.
- I will only discuss information obtained about a participant with an authorized JCCDC program staff member, Family Child Care Provider, Consultant, Executive Board Member, Policy Council Member, Volunteer, or Parent as directed by the Executive Director or designee.
- No information will be shared with former staff, former family child providers, or former participants.

I acknowledge by my signature that I have read and understand the Confidentiality Statement as defined by JCCDC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JCCDC Affiliation (Circle One):    Board Member  
  Policy Council Member  
  Staff Member  
  Consultant  
  Volunteer  
  Parent  
  Family Child Care Provider  
  Other: \_\_\_\_\_