

Parent Hand Book

Booker T. Washington
Child Development Center, Inc.



We are the promise of the future...

Program Statement of Services, Policies and Procedures

Revised 8/2022



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Booker T. Washington Child Development Center, Inc.

1519 East Adams Street

Phoenix, AZ 85034

602-252-4743

Executive Director: Josie Ayon

Program Information

2022 – 2023

The Boot:

Drop-off time: **8:00 a.m.** Pick-up time: **2:30 p.m.**

Every Wednesday early release at 12:30pm

Bethune Site:

Drop-off time: **7:30 a.m.** Pick-up time: **2:00 p.m.**

Every Wednesday early release at 11:45 am

Capitol site:

Drop-off time: **7:45 a.m.** Pick-up time: **2:15 p.m.**

Every Wednesday early release at 12:00pm

Edison site:

Drop-off time: **8:00 a.m.** Pick-up time: **2:30 p.m.**

Every Wednesday early release at 12:15pm

Heard Site:

Drop-off time: **7:30a.m.** Pick-up time: **1:45 p.m.**

Every Wednesday early release at 11:45am

Dunbar site:

Drop-off time: **7:45 a.m.** Pick-up time: **2:15 p.m.**

Every Wednesday early release at 11:45am

Lowell site:

Drop-off time: **7:45 a.m.** Pick-up time: **2:15 p.m.**

Every Wednesday early release at 12:15pm

Garfield site:

Drop-off time: **7:45 a.m.** Pick-up time: **2:15 p.m.**

Every Wednesday early release at 12:30pm

ASU Prep @ Pilgrim:

Drop-off time: **8:15 a.m.** Pick-up time: **2:30 p.m.**

Every Wednesday early release at 12:30pm

Wilson Site:

Drop-off time: **8:25 a.m.** Pick-up time: **2:30 p.m.**

Every Wednesday early release at 12:30pm

Bernard Black site:

Drop-off time: 7:30 a.m. Pick-up time: 2:00 p.m.
Every Wednesday early release at 12:15pm

Southwest site:

Drop-off time: 7:30 a.m. Pick-up time: 2:00 p.m.
Every Wednesday early release at 12:30pm

Valley View site:

Drop-off time: 7:45 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

Conchos Site

Drop-off time: 7:50 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

Cesar Chavez site:

Drop-off time: 8:00 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

Maxine Bush Site:

Drop-off time: 8:00 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 11:45 am

Martin Luther King site:

Drop-off time: 8:00 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:00pm

TG Barr Site:

Drop-off time: 7:45 a.m. Pick-up time: 2:15 p.m.
Every Wednesday early release at 12:15pm

Campbell Site:

Drop-off time: 7:45a.m. Pick-up time: 2:15 p.m.
Every Wednesday early release at 11:45am

Travis Site

Drop-off time: 8:00 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

Pastor site:

Drop-off time: 7:45 a.m. Pick-up time: 2:15 p.m.
Every Wednesday early release at 11:45am

Hamilton Site:

Drop-off time: 8:15 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

Sullivan Site:

Drop-off time: 8:15 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

Kuban Site:

Drop-off time: 8:15 a.m. Pick-up time: 2:30 p.m.
Every Wednesday early release at 12:30pm

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July 1, 2022

Welcome Booker T. Washington Head Start & Preschool Programs,

Booker T. Washington Child Development Center, Inc. has educated and prepared young children for kindergarten since 1967. We continue to grow and expand our service area. This year we are excited to be serving children in the Roosevelt School District, as well as our partnership with ASU Prep at Pilgrim. Which puts us in four of the Phoenix School Districts; Phoenix Elementary, Murphy, Wilson and now Roosevelt. We have expanded our capacity from 212 to 693 students.

We are thrilled to be back to in-person learning after suffering through the pandemic for the last couple of years. Unfortunately, we are not out of the woods yet and must continue to take safety precautions to ensure we all stay healthy.

What can parents do to keep children healthy and safe? Practice handwashing with your child, ensure that immunizations are up to date and consider getting a flu shot for your child. The flu season and COVID -19 are serious viruses.

We want safe, learning and working environments for children, employees and community. Health and safety plans and protocols continue to be revised and are subject to change as needed to keep us up-to-date with the latest information.

Head Start has always been a leader with high standards for health and safety practices. We will continue to ensure that your child receive a quality preschool experience, while practicing physical distancing, handwashing, and sanitizing.

We look forward to serving you and your family. Be safe.

In kindness,

Josie Ayon
Executive Director

MISSION STATEMENT

Our mission is simple. We will nurture young children through quality preschool programs. We will inspire children to use creativity and discover freely the world around them.

CORE VALUE

As a UNITED school family, we create an exemplary diverse community which promotes an atmosphere of trust, respect, and safety for all

VISION

Booker T. Washington Child Development Center, Inc. will inspire young children in a safe and nurturing environment. Promote life-long learning and cultivate children's learning in a way that is meaningful to them. Seek to provide passion and innovation in education by cooperating, collaborating and communicating with all who interact with us. Booker T. Washington is a place where we celebrate the diverse and unique talents of our peer. We see the beauty in transforming the future by making differences in the lives of children and families.





Booker T. Washington

Booker Taliaferro Washington (April 5, 1856 – November 14, 1915) was an American educator, author and leader of the African American community. He was freed from slavery as a child, gained an education, and as a young man was appointed to lead a teachers' college for blacks. From this position of leadership, he rose into a nationally prominent role as spokesperson for African Americans.

Booker T. Washington was born on April 5, 1856 on the Burroughs farm at the community of Hale's Ford, Virginia. His mother Jane was a black slave who worked as a cook and his father was an unknown white plantation owner. Under the laws of the time, his mother's status also made young Booker a slave. The "T" in his name stood for Taliaferro (pronounced TAH-li-ver), his owner's name. He recalled Emancipation in early 1865.

INTRODUCTION

Booker T. Washington Child Development Center, Inc. is a non-profit federally funded comprehensive Head Start program for 673 preschool children (*includes children with special needs*) from low income families who live within the Booker T. Washington boundaries. Students receive free meals through the United States Department of Agriculture (USDA) Child Nutrition Program. The Program accepts children ages three to five years old. Our programs have a low child staff ratio: 1 adult to every 10 children.

Staff members receive ongoing training in child development and early childhood education. It is the policy of the program that parents are allowed unlimited access to their child while in Booker T. Washington's care.

SERVICES PROVIDED: Phoenix Elementary, Murphy, Wilson, and Roosevelt School Districts all provide special needs services to children with disabilities. Other services provided are Mental Health, Health (*medical/Dental*), Hygiene (*tooth brushing*), Nutrition.



HEAD START

This program is federally funded by the Administration for Children and Families, Office of Head Start; Serves children from 3 to 5 years of age with and without disabilities; In addition, provides children and their families with comprehensive services to meet their educational, social, health, nutritional and emotional needs. **There is no fee to participate**

To be eligible:

- Children must have reached their third or fourth birthday prior to September 1.
- Families must meet federal income eligibility guidelines.
- Families must reside within the boundaries of the Booker T. Washington CDC.
- Families must be able to transport their children to and from Head Start classes. **Transportation is not provided.**



Tuition Based - PRESCHOOL

Booker T. Washington Child Development Center, Inc. offers a full day tuition-based community preschool program that offers open enrollment to families who are seeking a quality preschool experience for children who are 3-5 years of age. Quality First Scholarship offers a limited number of scholarships to families that qualify. Families that qualify for a scholarship can have an income up to 200% of the Federal Poverty level.

To be eligible:

- \$50.00 per week for parents that receive a Quality First Scholarship
- Children must have reached their third birthday and be fully toilet trained
- Families **need not** reside within the boundaries to be eligible for enrollment

Tuition Costs for Full Day three- and four-year-old students:

- \$25.00 non-refundable registration fee
- \$150.00 per week full day (*without Scholarship*)

Tuition includes breakfast, lunch and afternoon snack daily.



Licensing

Booker T. Washington Child Development Center is licensed through the Arizona Department of Health Services, Office of Child Care. A copy of the current license is posted at each site. Licensing regulations and reports are kept on site and may be examined in the program office. A copy of these regulations may also be obtained through the local office of the state Division of Licensing. The program is inspected by the City/State Fire Marshall, and Environmental Service Department.

Arizona Department of Health Services
150 North 18th Avenue, Suite 400
Phoenix, Arizona 85007-3244
(602) 364-2539

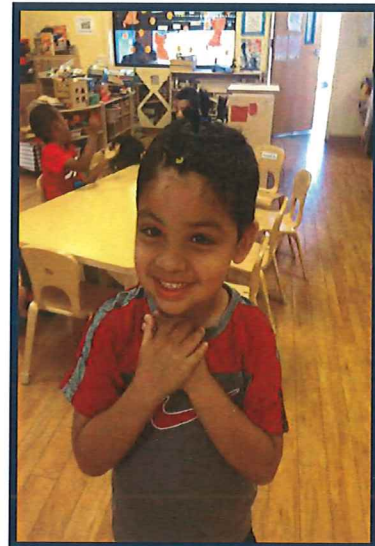
Inspection reports are available, upon request at all Booker T. Washington sites.

OUR PURPOSE AND PHILOSOPHY

The purpose of the Center and its staff is to provide a comprehensive, inclusive child development program for children three (3) years to five (5) years of age. We accomplish this by providing experiences and activities that are age appropriate of each individual child. We will coordinate the provision of additional special needs services as needed by individual children. Classrooms are staffed by fully qualified early childhood teachers and assistants. We also provide family support through parent trainings, educational programs and individual assistance as needed.

Our goal is to provide a program that:

- ❑ Helps children in their cognitive, emotional, social and physical development
- ❑ Provides individualized, quality services to children and their families
- ❑ Provides a family-centered program where each family's priorities, concerns and culture are included in their child's daily activities
- ❑ Provides a natural and warm environment where each child is allowed to play, explore, socialize, and develop and test his or her skills in a comfortable setting
- ❑ Includes children as active participants in their learning experiences
- ❑ Provides services to children with disabilities along with their non-disabled peers in order to promote development and acceptance



Some of the ways we achieve these goals are to:

- ❑ Provide a healthy and safe environment,
- ❑ Communicate regularly with family members,
- ❑ Provide for ongoing training experiences and professional development for our staff,
- ❑ Maintain appropriate adult/child ratios,
- ❑ Provide nutritious meals and snacks,
- ❑ Support and encourage positive and warm interactions between staff and children,
- ❑ Provide learning activities and materials appropriate to each child,
- ❑ Create opportunities for children with diverse abilities to participate in activities together.
- ❑ Provide materials to parents and continue home school connection through weekly activities.

ENROLLMENT/TERMINATION OF SERVICES

Each child enrolled in the Booker T. Washington CDC Head Start program is eligible to remain in the program until age eligible for kindergarten. Once a child is enrolled and attending the program and a concern arises regarding the child's individual needs, a Family/Child Team (FCT) meeting must occur to discuss concerns and related services available prior to discussing alternative placement options. No child shall be dropped from the program based solely on a parent's refusal to participate in the program. The Head Start Associate Director has the responsibility of dropping children in accordance with the Booker T. Washington absenteeism policy.

Reasons for termination from the program are as follows:

1. The parent no longer needs or wishes child to attend.
2. The Director/ Behavioral Specialist have determined that the child is a danger to themselves or to others.
3. Immunizations are not up to date and/or no immunization record is on file.
4. The child has **excessive absences**

If services are being terminated the parents will receive a notification from the Center about the termination decision. If you feel the termination is unfair please follow the grievance/appeal procedure on page **27**.

WITHDRAWING YOUR CHILD

If you decide to withdraw your child from the program, you must notify the child's teacher and the Administrative Office (602-252-4743) before your child's last day of class.

NON-DISCRIMINATION POLICY

Booker T. Washington Child Development Center, Inc. does not discriminate when determining which children will be served. The program does not discriminate on the basis of sex, sexual orientation, gender, race, religion, ethnicity, national origin, color, or mental or physical disability in determining which children are served.

BTW program:

- ▶ Welcomes the enrollment of children with disabilities.
- ▶ Understands the requirement of the American with Disabilities (ADA) ACT to make reasonable accommodations for such children and implements such accommodations

HOURS OF OPERATION



The Booker T. Washington Administrative Office is open year-round. It is open Monday through Friday from **7:00am to 3:30pm**. The program is closed weekends, major holidays, and staff development days. Parents will receive advance notification of all closure days.

CLASSROOMS

It is the policy of the program that parents are allowed unlimited access to their child while in Booker T. Washington's care. All classrooms are staffed by a qualified teacher and assistant. Other professionals like school district personnel, therapist, and mental health specialist, may be utilized in the classroom to provide specialized services as needed. When needed, substitute classroom staff or other program staff will be used. All substitutes will meet the requirements of the position they are filling.

ARRIVALS

During arrival times please help ensure the safety of your child as well as others. Children **must be** signed in upon arrival with a full signature, by a parent or authorized individual over the age of 18 years.

Drive slowly when approaching the school, not to exceed 10 miles per hour. When walking with your children, **parents must hold their hands to ensure their safety.** Upon Arrival children will wash/sanitize their hands before entering the classroom. Staggering arrival and drop off times to limit direct contact. Parents shall be asked to wear masks when they drop off or pick up. Teachers will greet children outside as they arrive/parents sign in outside.



When picking children up at dismissal time, parents must closely supervise children. Do not allow children to run ahead of you or exist the campus without your supervision.

*** FOR THE SAFETY OF CHILDREN, our campuses are *No cell phone zones.* **Refrain from using cell phone upon arrival/departure times. Thank you.**

Parents must wait with their child each morning until the teacher completes the mandatory daily health check.

DEPARTURE

Parents are required to sign their child out on attendance form when departing. All signatures must include full name, be legible and must include the **date and exact time.**

PICK UP/ RELEASE OF CHILDREN

Children must be picked up daily at 2:30pm.; **12:30pm on early release days, see calendar for scheduled early release days.**

Children will only be released to an adult listed on the emergency card unless the parent gives written authorization for another adult to pick up the child prior to the child's departure. A photo ID is required for all adults except for the child's parent. **No one under the age of 18 will be allowed to pick up the child.**

The program cannot refuse to release a child to his/her parent or legal guardian who shares legal custody of the child. If the individual claims this right, the Center staff will ask for reliable evidence of their custody claim along with a photo I.D.

If you have sole custody of your child and you do not authorize the other parent to pick up your child, you must provide the Booker T. Washington Administrative Office with the court order awarding sole custody to you or denying custody to the other parent.

Without such an order, the program staff **cannot** prevent the other parent from picking up the child. If the safety of the staff or children is threatened by an individual determined to remove a child from the Center. Booker T. Washington cannot guarantee that the child will not be released to that person. Under such circumstances, local law enforcement will be notified immediately.

If you are experiencing custody difficulties, please keep the Executive Director aware of the current status of the custody dispute.

LATE PICK UP

All parents MUST be on time at dismissal to pick up their children. When a child is not picked up at dismissal time and all emergency contacts have been tried without success, the Phoenix Police Dept. and Department of Child Safety (DCS) will be contacted and the child will be released to the appropriate authority. *Late Pick-ups could result in child being dropped from the program. See absenteeism policy in classroom.*

ABSENCES

Children are expected to be in school every day. Please notify the BTW Administrative Office 602-252-4743 as soon as possible if your child will be absent from school. **During the period of remote learning children will be marked absent when they do not participate.** *Excessive Absences could result in child being dropped from the program. See absenteeism policy in classroom. *** Unreported absences will receive a call from the school to ensure the child is safe.*

DRESS CODE

Parents are encouraged to bring their students in comfortable, safe, and weather-appropriate dress. **Children must wear closed toe shoes daily for their safety. During the COVID -19 health crisis children will be provided a separate pair of shoes only for the classroom.** Children are encouraged to explore messy media as part of the daily activities which could include, but not limited to, paint, water and sand which could result in stained or damaged clothing. If your child is dressed in a manner that can cause a safety concern, you will be asked to provide other attire for the child.

SUN SAFETY

We at Booker T. Washington Child Development Center, Inc. are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:

- Ask the child's family to apply sunscreen prior to arriving at school.
- Ask the child's family to provide a hat and/or long sleeve clothing when the child goes outdoors.
- Provide shade during outdoor activities.
- Limit outdoor activities between the hours of 10am and 4pm, when the UV rays, are at their highest level.
- When the temperature is 110 degrees and above children will not engage in outdoor activities.
- Be a role model for sun safety practices.
- Limit sun exposure for children under 12 months old.



Pedestrian Safety

Pedestrian (walkers) / Car Riders

All Children must be accompanied to their classroom and must be signed in by a parent or guardian that is at least 18 years of age, as they arrive. Parking on Adams Street is very limited. When space is available use caution when walking children across the street.

1. Parked cars on the street will be parked on the correct side of the street.
2. When exiting a vehicle, children should exit on the side of the sidewalk. **Do not allow children to exit from the street.**
3. Always *hold your child's hand when crossing the street*. Never let your child run ahead or walk in the street.
4. Please park vehicles in designated parking spots. DO NOT block driveways or park in coned areas.
5. **Do not leave children unattended in vehicles.**
6. Do not park directly in front of 1522 E Adams. Orange cones are placed in the street to allow school bus to drop off and pick up children.
7. Be sure to use age/weight appropriate car safety seats in your car for all children weighing less than 40 pounds. Small children should never ride in the front seat of a vehicle.
8. Please be very cautious of others when driving near school sites.
9. Abide by all traffic signs and signals when walking or driving to school. Use designated crosswalks to cross the major streets in the area.

CREATIVE CURRICULUM/ READYROSIE

Booker T. Washington Child Development Center, Inc. Preschool program uses the Creative Curriculum 6th Edition for Preschool, designed for early childhood programs serving children ages 3-5. The Creative Curriculum for Preschool is based on five fundamental principles.

These are the principles:

- Positive Interactions and relationships with adults provide a critical foundation for successful learning;
- Social Emotional competence is a significant factor for school success;
- Constructive, purposeful play supports essential learning;
- The physical environment affects the type and quality of learning interactions;
- Teacher-Family partnerships promote development and learning.

Teacher-child interactions and relationships:

Relationships are built on personal knowledge and interactions over time. Teachers use these strategies to build these important relationships with children:

- Get to know each child well. Frequently interact with each child one-on-one to develop a warm, positive relationship;
- Demonstrate respect for children's ideas and efforts to solve problems;
- Validate children's efforts by acknowledging what they did and how they did it;
- Model self-talk that supports children's thinking. Offer ideas about how to approach tasks successfully;
- Observe children purposefully and regularly, and document what you see and hear. Teachers use this information to understand each child's development and learning better. Taken from *"The Creative Curriculum for Preschool, Sixth Edition Volume I, The Foundation"*



Virtual learning - Ready Rosie is a technology platform that enables teachers to communicate with children/families and share research – based content to help parents extend learning experiences beyond the classroom. Ready Rosie has platform videos in English and Spanish. The videos connect back to Creative Curriculum lessons from the day.

BTW ART CURRICULUM

Booker T. Washington Child Development Center, Inc. Head Start program supports performing arts in the preschool environment, and has strived to provide a variety of meaningful opportunities. The agency provides teachers and classrooms with an extensive supply of materials including paint, paper, quality brushes, chalks, crayons, markers, sculpting clay, etc.

HEAD START EARLY LEARNING OUTCOMES FRAMEWORK

During the school year you will hear the words school readiness. The Office of Head Start will continue to reinforce how programs promote Positive Outcomes in Early Childhood programs serving children 3-5 years old.

Central Domains

Approaches to Learning	Social & Emotional Development	Language & Literacy	Cognition	Perceptual, Motor, & Physical Development
		Communication	Scientific Reasoning	

School readiness are skills that research indicates are important for preschool children to obtain prior to entering kindergarten.

Your child will be taught many different skills from ten domains and domain elements. We will be monitoring progress in all areas using Teaching Strategies Gold. The Ten Domains and domain elements are listed:

Ten Domains

- | | |
|-------------------------------|-----------------------------------|
| ♥ Social Emotional | ♥ Language |
| ♥ Physical Gross Motor | ♥ Mathematics |
| ♥ Physical Fine Motor | ♥ Science & Technology |
| ♥ Cognitive | ♥ Social Studies |
| ♥ Literacy | ♥ The Arts |

CONSCIOUS DISCIPLINE

Booker T. Washington is a Conscious Discipline school. We believe in creating a school family and teaching all children the skills to problem solve. Below is a statement from Dr. Becky Bailey the creator of Conscious Discipline. *For more information, you can visit consciousdiscipline.com* In a sea of self-help and parenting books, Conscious Discipline provides a proven and comprehensive approach that will improve both your life and the lives of your children. It empowers you with the self-awareness, brain information, developmental knowledge and useable skills necessary to create safe, connected, problem-solving homes.

Easy to Love, Difficult to Discipline is the core Conscious Discipline publication for parents. It is unique from other forms of guidance because it:

- Defines discipline not as something you do to children, but something you develop within them.
- Teaches new skills to the adult first and the children second, empowering you to become the mindful parent you want to be.

With Conscious Discipline, we can learn to discipline differently than we were disciplined, break the cycle of “do as I say, not as I do,” and discipline our children without permissiveness, aggression or guilt.

DAILY SCHEDULE

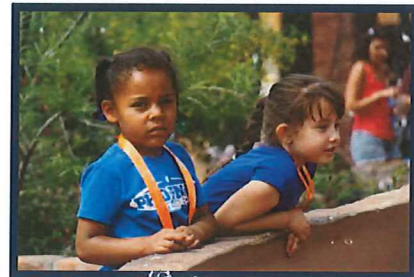
A general schedule of daily activities is posted in every classroom. Schedules will vary somewhat from day to day depending on the specific activities planned, the weather, and the age and needs of the individual children and the class as a whole.

Children engage in an extensive assortment of activities each day, which includes hygiene (i.e. hand washing, tooth brushing, etc.). They have opportunities to participate in large group, small group and individual activities, quiet play and active play, teacher-led and child-directed activities. Activities allow children to problem solve, express their creativity, try new things, exercise their bodies, interact with others and learn how to communicate. Specific activities will be planned around the needs of individual children as well as the group as a whole.

FIELD TRIPS

BTW promotes and provides education on pedestrian safety among children, parents, and families. Booker T. Washington provides transportation for field trips only.

We hope the program can return to field trips. Permission slips must be signed by the parent/guardian prior to students going on field trips.



HEALTH & DEVELOPMENTAL SCREENINGS

Head Start requires many different health and development screenings including a physical and dental exam for children enrolled. Preparing your child for these screenings will help them to feel more comfortable, in control, and less frightened during these experiences. The screenings that may be done at the Head Start Center are: hematocrit (or hemoglobin), blood pressure, vision, height and weight, hearing, speech, and development screening. Parents will be notified in writing results of screening. Please check with your caseworker to ensure all screenings have been completed.

Development / Social Emotional Screening:

Your child will be assessed in the following development areas: personal, social, fine motor, gross motor, cognitive (thinking, reasoning and problem solving), and language. The social emotional screening consists of observations done by the teacher that focuses on attachment, self-control, initiative, and behavior.

NUTRITION

The Nutrition program provides breakfast and lunch for enrolled children. Meals provide a minimum of one-third of the child's daily nutritional needs. Foods and quantities served conform to USDA meal patterns. Our food program is available to all enrolled students. The Booker T. Washington Child Development Center, Inc. Head Start Program operates in accordance with the U.S. Department of Agriculture Policy, which does not discriminate because of race, color, sex, age handicap or national origin. Any person who believes that he or she has been discriminated against should write to: **Secretary of Agriculture Washington DC 20250**

Parents are welcome to provide comments and input on BTW's nutritional services, i.e. give comments on menu or request nutrition education.

Foods prepared at home or foods that are high in sugar or fat such as cakes, candy, cupcakes, soda drinks, fruit punch, pastries, chips, cookies, coffee, sodas, etc. **are not permitted to be served**

* Parents/children are **not allowed** to bring snacks or beverages into the classroom.

Special Diets:

When parents indicate that a child has a food allergy or requires a special diet for **medical reasons**, it is the responsibility of the parent to provide written documentation from a licensed medical doctor. The parent should provide the written documentation to the caseworker or teacher. Special diet requests due to medical conditions or food allergies will be provided *once* staff receive written documentation from a doctor. *Medical* verification must be provided and kept in student file. Documentation is provided on nutrition assessment and child emergency cards. Food allergy postings are in each classroom. Special diet request due to religious preferences require a written note from the parent/guardian describing foods to be avoided. These food requests will be accommodated if they are determined feasible by administrative personnel and will be substituted with nutritional value foods available.

COMMUNICATION

Your child and family are connected to our BTW family. Open and clear communication between you and the program staff is extremely important. In addition, program communication, flyers, newsletter and notices will be sent home and /or communicated electronically. If your email address and/or telephone numbers changes please inform your child's teacher or caseworker.

If your child shows symptoms of illness keep your child home. Examples of illness are:

Fever of 100.4 or higher

3 days without a fever

Consistent cough

Runny nose

Mucous/ discharge from nose

It is expected that you will keep the program staff informed about absences or concerns you may have. You may talk with your child's teacher at a time that is convenient for both of you. You may contact the Director at any time.

Please note: Classroom teachers will not take phone calls while working with children. You may speak with the administrative staff during classroom hours. All calls during classroom hours should be directed to BTW Administrative Office 602-252-4743, messages will be forwarded to classroom.

PARENT ENGAGEMENT

Booker T. Washington Child Development Center encourages parents to participate at all levels of the program.

Parent's as Primary Educators:

Our program recognizes that parents are the first and primary educator of their child. This means that parents understand their child best, will continue to be involved in their child's education and that makes decisions about their child's education and health.

There are many ways in which parents may participate.

- **IN THE CLASSROOM:** Reading stories, assisting children on the playground, singing, cooking activities, helping in small groups and attending classroom meetings.
- **IN THE CENTER:** Repairing equipment, typing, kitchen duties, attending parent workshops and meetings provided by the program, attending Policy Committee/Board of Director Meetings, and working in the Lending Library.
- **IN THE HOME:** Reading stories, carpooling, contacting other parents. Actively participating in home visits and parent conferences. Teachers conduct two home visits and three parent conferences each year.

Parents as Volunteers:

Parents/guardians are an integral part of our program and are encouraged to participate in a variety of ways as their schedules allow and according to their interest. Be sure to clarify with the classroom team about ways to participate. We welcome other family members, to volunteer as well.

IN-KIND (NON-FEDERAL-MATCH)

What is In-Kind? In-Kind is described as anything given to Head Start that would normally be paid for and is an allowable expense such as donated time, material, services or space.
(ex: parents read a story to classroom, parent attended Policy Committee)

Booker T. Washington provides volunteer training to help volunteers learn about the classroom and how to appropriately interact with the children in that setting.

Classroom Parent and Curriculum Planning Meetings:

Along with the other parents in your child's classroom, you will have the opportunity to meet monthly to address issues that are of interest to you. You are also encouraged to participate in giving ideas to your child's teacher about activities you would like to see in the classroom. Watch for announcements of the meetings and minutes on the parent board. Activities may include: family activities, Policy Committee, parenting classes, Fatherhood, Conscious Discipline, and nutrition activities, etc.

HOME VISITS / PARENT CONFERENCES

Home visits are a Head Start requirement they occur prior to the first day of school. For the 2021 - 2022 school year home visits will be conducted in your child's classroom. Home visits allow the teacher to see the child in their own environment. Home Visits and Parent conferences are opportunities to discuss your child's progress and what goals you may want for your child. It is important that you participate in these conferences. Booker T. Washington can serve your child and your family in the best possible way. From these conferences, an individual plan is developed for your child and family. In the plan your child's strengths, abilities, needs, and goals, will be addressed. In addition, immediate family needs are identified and referrals to community resources are made that may assist the family in meeting those needs.

CELEBRATION POLICY

Booker T. Washington preschool programs recognizes that families each have individual customs, traditions, and special events that they celebrate. While honoring these individual differences, we also recognize the importance of ensuring that all Booker T. Washington functions are inclusive of all enrolled families. **We will not celebrate holidays.** The last week of school each classroom will choose an activity with each child receiving a certificate of participation at the end of the day. We ask parents to respect the No-Sugar Policy, do not to bring the following items into the classrooms; cookies, cakes, cupcakes, candy, soda, juice etc.

DISCIPLINE

The goal of discipline is to have each child be responsible for his or her own behavior. Booker T. Washington shall we keep children engaged in challenging and interesting activities. We provide a predictable structure so that the children know what to expect. At no time is physical punishment or punishment related to food or use of the bathrooms allowed.

The Booker T. Washington Child Development Center is not a behavior modification program. Children requiring restraints will be referred to a more appropriate program.



HEALTH AND SAFETY

Immunizations

1. Booker T. Washington Child Development Center, Inc requires all children to be up -to- date on immunizations.
2. Children that are not up to date or delinquent in immunizations will receive assistance.
3. Caseworker will provide resources to parent and assist them with delinquent immunizations.
4. When parents choose not to vaccinate their child, *they cannot bring child to school* if there is an outbreak of disease like measles or chicken pox.
5. Our preschool program will acknowledge religious exemptions. Parents can provide a written letter on letterhead from place of worship.

Illness

The goal of the illness policy for the Center is to ensure the health and safety of all children and adults. If your child is sick, please keep your child home until he or she is well. If your child becomes ill at school and/or requires attention from a medical professional, you or your emergency contact must pick up your child within one hour of being notified.

Children with the following symptoms or illnesses must stay home or be picked up within one hour of notification:

- ❑ **Fever**
 - 100.4 or higher (*per Licensing*)
 - 3 days/ 72 hours free of fever
 - Return when child is free of fever.
 - ❑ **Rapid or labored breathing**
 - ❑ **Runny nose**
 - Yellow or green mucous unrelated to allergies
 - Return when mucous is clear
 - ❑ **Diarrhea**
 - Three or more diarrhea stools within an eight-hour period
 - May return 24 hours after last diarrhea stool
 - You may be asked to have a stool sample taken by a health care provider prior to return
 - ❑ **Vomiting**
 - Two or more episodes of vomiting
 - Return 24 hours after the last vomiting episode or when a health care provider determines that the child's illness is not communicable and the child is not in danger of dehydration.
 - ❑ **All contagious illnesses**
 - Doctor's clearance with diagnosis and prescribed treatment required to return.
 - Additional medical information, tests or examinations may be required prior to return.
- Please notify the Teacher/Director if your child has been exposed to chicken pox, rubella (German Measles), rosella, lice or any other contagious disease or condition. Booker T. Washington will notify all families of possible exposure of their children to any contagious disease or condition.

ALLERGIES

Please notify the Center in writing of any allergies or medical conditions your child may have at enrollment or as you become aware of them. You will be required to sign a form releasing Booker T. Washington from any liability for harm resulting from exposure to allergens or contagions. In Addition, those children with identified allergies must have additional documentation completed by their physician.

MEDICATIONS

Parents are responsible for giving their children medications. In cases where this is not possible, the parents must contact the Director and complete a Medication Consent Form. Decisions regarding administering prescription medications will be made on a case-by-case basis. If approved, the following procedures must be followed:

1. Prescription medications will only be given with written parent permission and doctor's prescription. Over-the-counter medications will only be given with written permission and a written doctor's recommendation and instruction on administration.
2. Medications must be given to the office staff in the original container/prescription bottle with the original/pharmacist's label.
3. Parents must sign a Medication Consent Form authorizing Booker T. Washington to give the medicine.
4. All forms are kept in the administrative office and a copy is provided to the teacher.



EMERGENCY CONTACT

Parents provide the program with information at the prior to starting school about who should be contacted in case of an emergency. The emergency contact persons must be willing and able to pick up the child in an emergency. Parents are required to let the program know of any changes in emergency contacts and phone numbers as they occur. Failure to provide current emergency contact information can result in the program contacting Department of Child Safety when parents cannot be reached.

MEDICAL EMERGENCIES

If a child becomes seriously ill or is seriously injured requiring immediate medical attention, the teacher/ supervising staff will contact paramedics for assistance. Staff will make every attempt to contact parents prior to making this decision.

OTHER EMERGENCIES

If the Center needs to close due to emergency circumstances beyond our control parents will be notified by 7:30 a.m. If it becomes necessary to close during the day due to such an emergency parents or their emergency contacts will be asked to pick up the children as soon as possible. **Emergency Evacuation** The decision to evacuate may be made by the Director or by a government official.

SAFETY DRILLS

To ensure that everyone in the program knows what to do in case of various kinds of emergencies we conduct monthly fire/safety drills. BTW promotes and provides education on Pedestrian Safety among children, parents, and families.

CONFIDENTIALITY

All children's records and individual education plans are confidential information. Student records will only be released with parental written consent. This excludes monitoring and support agencies of the Booker T. Washington Head Start Program.

PHOTO RELEASE

Children, staff and parents may be photographed and/or videotaped during the course of the school year. These photographs are release for the sole purpose of promoting or recognizing Booker T. Washington educational programs.

SOCIAL MEDIA

At Booker T. Washington Child Development Center, Inc., (BTWCDC) we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and staff. However, use of social media also presents certain risks and carries with it certain responsibilities.

Guidelines

1. A child's right to privacy takes precedence over any other relationship. (Especially children in Foster Care). Parents may take pictures of their children and post pictures on social media.
2. Parents/Guardians are prohibited from taking pictures of other children that attend Booker T. Washington Child Development Center, Inc.
3. Parents/Guardians **MAY NOT** post pictures of other children that attend Booker T. Washington Child Development Center, Inc.
4. Be careful when responding to comments another parent or staff makes on social media site. Anything you say can and may be used against you. It is best practice not to respond at all.

5. If you have any questions, concerns, or need further guidance, please contact the Associate Director or Executive Director.
6. View our website at btwchild.org or visit find us on Facebook.

PERSONAL RIGHTS

All children have rights. They include, but are not limited to those rights noted below.

Children have the right to:

1. Be accorded dignity in his/her personal relationships with staff and other people,
2. Be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs,
3. Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature, including, but not limited to interference with the daily living functions including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical functioning,
4. Be informed, and to have their authorized representative be informed by the licensee of the law regarding complaints including, but not limited to the address and telephone number of the licensing agency's complaint receiving unit, and of information regarding confidentiality,
5. Not be locked in any room, building or facility at any time,
6. Not be placed in restraining devices without advance approval by the licensing agency.

PARENT ROLES & RESPONSIBILITIES

I understand Head Start is a Parent Participation Program. It is my Responsibility to fulfill the following:

1. I will have two home visits with the teachers and attend two parent conferences.
2. I will ensure that my child is up to date on all required immunizations to begin and remain in the Head Start program. This includes receiving a TB skin test if the child may be at risk for exposure communicable TB.
3. **I will obtain a physical exam for my child and follow-up on all identified problems.**
4. **I will obtain a dental exam for my child and have all follow-up work completed.**
5. I understand that daily attendance is required. Attendance is required during distance learning at home. If my child is ill or cannot attend, I will call the school that morning. I understand that in cases of excessive absences, my child may be dropped from the program.
6. I will bring my child to school at the scheduled starting time every day and pick him/her up promptly at dismissal time.
7. I will meet with the Head Start Caseworker to complete the Family Partnership Agreement.
8. I will notify Head Start of any changes in my job, address, and phone or emergency contacts.
9. I will attend monthly parent meetings.
10. I will volunteer in my child's classroom and/or make learning materials for the classroom.

CHILD ABUSE AND NEGLECT

Booker T. Washington Staff are Mandated Reporters ANY SUSPICION OF ABUSE WILL BE REPORTED.

It is the responsibility of Head Start Staff to help keep children safe. Sometimes a staff member may suspect that a child has been abused, or neglected. Sometimes children will tell teachers, other staff members or other adults that they have been abused

Arizona law requires that any individual that **suspects** a child has been abused or neglected **MUST REPORT** to the proper authorities. Booker T. Washington Head Start employees are required to obey that law by reporting suspected incidences of abuse or neglect. All reports are kept confidential.

As prescribed in A.R.S. 13-3620 the program is mandated to report the suspected or alleged abuse or neglect of a child to Department of Child Safety or local law enforcement agency.

If you are suspicious that a child is either being neglected, abused or is present during a domestic violence incidence, it **is your responsibility to call and make a report.** 1-888-SOS-CHILD (1-888-767-2445). Remember that all reports are kept confidential.

Head Start staff will be providing training for parents in the area of child abuse and neglect, as well as domestic violence, during the school year. Head Start also provides parenting classes to help parents learn how to more effectively interact with their children. Our children are our most valuable resource ... let's protect them.

EMERGENCY NUMBERS

REPORTING CHILD ABUSE OR NEGLECT: 1-888-767-2445

CHILD ABUSE HOTLINE: 1-888-SOS-CHILD (1-888-767-2445)

IF YOU FEEL YOU ARE AT RISK TO ABUSE YOUR CHILD: 602-542-3981

If you need a shelter due to domestic violence: 602-944-4999 / 602-275-7852

PESTICIDES

Notices are posted 48 hours before a pesticide is applied. Pesticides are applied when students are not on campus.

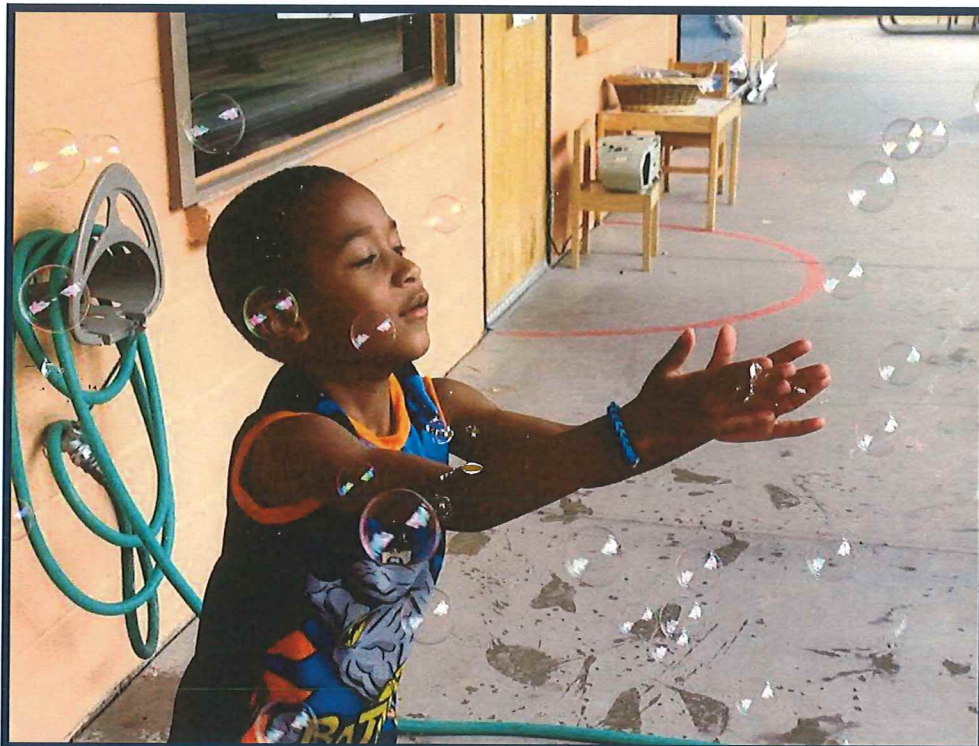
INSURANCE

Booker T. Washington Preschool Programs carries liability insurance in accordance with the City of Phoenix Head Start Administration, Arizona State Day Care Regulations and United States Department of Health and Human Services. Documentation of this coverage is available for review in the administrative office.

GRIEVANCE (COMPLAINT PROCEDURES)

If there is an issue, which a parent/guardian feels is unfair, he or she may take the following action:

1. Tell the classroom teacher or Education Coordinator. Most problems can usually be resolved at this level. *If the issue is not resolved:*
2. Put the complaint in writing and speak to the Director. *If the issue is not resolved:*
3. Have item/complaint added to Policy Committee or Board of Directors Agenda for discussion. Director will determine which meeting is appropriate dependent on subject matter and/or severity of complaint. *If the issue is not resolved:*
4. You may contact any representative, or any other advocacy organization for assistance.



BOOKER T. WASHINGTON HEAD START
1519 E. Adams St.
Phoenix, Arizona 85034
(602) 252-4743

BTW Board	POSITION
Jevin Hodge	<i>Chairman</i>
Berdetta Hodge	<i>Vice-Chairman, Secretary</i>
Dale Fisher	<i>Treasurer</i>
Nora Chavero	<i>Member</i>
Charles Cobbs	<i>Member</i>
Whitney Walker	<i>Member</i>
Shelley Jackson	<i>Member</i>
George Pauk	<i>(Emeritus)</i>

Executive Director	Josie Ayon
Assistant Director	Josie Ayon
Office Manager	Cynthia Ayon
Compliance Specialist	Angelica Duran
Education Director	Lauren Paiva
Mentor/Coach	_____
Mentor/Coach	_____

BTW CASEWORKERS

ROOM # 8

Melissa Trujillo	602-622-1741
Jenifer Rittenhouse	602-397-7450
Maria Miranda	602-489-4365
Gracie Camarena	602-499-1884

FACILITY LOCATION CHART / PROGRAM OPTION

2022 – 2023

DELEGATE AGENCY: Booker T Washington Child Development Center, Inc.

DIRECTOR'S NAME:	PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:
Josie Ayon	602-252-4743	602-252-4894	jayon@btwchild.org
OTHER KEY STAFF:	PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:
Angelica Duran	602-252-4743	602-252-4894	aduran@btwchild.org
Lauren Paiva	602-252-4743	602-252-4894	lpaiva@btwchild.org

NAME OF SITE / ADDRESS	CLASSROOM	HOURS	# OF CHIL-DREN	PROGRAM OPTION**
Boot 2 – 1522 E. Adams St.	2	*8:30-2:30	20	FD
Boot 3 – 1522 E. Adams St.	3	*8:30-2:30	17	FD
Boot 4 – 1522 E. Adams St.	4	*8:30-2:30	20	FD
Boot 5 – 1522 E. Adams St.	5	*8:30-2:30	20	FD
Boot 6 – 1522 E. Adams St.	6	*8:30-2:30	20	FD
Bethune – 1310 S. 15 th Ave	203	*7:30-2:00	20	FD
Capitol – 330 N. 16 th Ave	H3	*7:45-2:00	20	FD
Edison – 804 N 18 th Street	514	*7:45-2:15	20	FD
Sullivan – 2 N 31 st Ave		*8:00-2:30	20	FD
Hamilton – 2020 W Durango		*7:45-2:15	20	FD
Kuban – 3201 W Sherman		*8:00-2:30	20	FD
Wilson – 500 N 30 th Place		*8:25-2:30	17	FD
Wilson – 500 N 30 th Place		*8:25-2:30	20	FD
Heard – 2301 W Thomas		*7:30-2:00	20	FD
Lowell – 1121 S. 3 rd Ave		*7:45-2:15	20	FD
Garfield – 811 N 13 th St.		*7:45-2:15	20	FD
Dunbar -707 W Grant Street		*7:45-2:15	20	FD
Campbell - 2624 E. South Mountain		*7:45-2:15	20	FD
B. Black -6550 S. 27th Avenue		*7:30-2:00	20	FD
Bush -602 E. Siesta Way		*7:45-2:00	40	FD
Chavez -4001 S. Third Street		*8:00–2:15	20	FD
Conchos -1718 W. Vineyard		*7:50-2:30	40	FD
Valley View -8220 S. 7 th Avenue		*7:45-2:00	40	FD
ML King -4615 S. 22 nd Street		*7:45-2:15	40	FD
Pastor -2101 W. Alta Vista		*7:45-2:15	20	FD
Southwest -1111 W. Dobbins Rd.		*7:30-2:00	40	DS
T.G Barr -2041 E. Vineyard Rd.		*7:45-2:15	40	FD
Travis -4732 S Central Ave		*7:45-2:15	17	FD
ASU Prep 1401 E Jefferson		*7:45-2:15	20	FD
		*FD = Full Day	673	

2022 - 2023 Booker T. Washington School Calendar – PHX Elementary

6.5hr Full day / 4hr half day

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

KEY:

 **Early Release**
Salir Temprano

 **First/Last Day of School**
Primer/Ultimo Dia de clases

 **Holiday/No School**
Dia Festivo/No Escuela

 **Break/No School**
Vacaciones/Escuela Cerrada

 **Parent/Teacher Conferences**
Conferencias de padres y maestros

BOOKER T. WASHINGTON CHILD DEVELOPMENT CENTER, INC ¹
OPERATIONAL PROCEDURES

July 19, 2017

CONTENT AREA: **Attendance**

SUBJECT: Promoting Regular Attendance

REGULATIONS: 1302.16 (a) (1) (2) (i) (ii) (iii) (iv) (3) (b) (c) (1) (2)

PURPOSE: Federal Performance Standards mandate that center based Head Start programs will maintain average daily attendance (ADA) of 85%. Head Start programs must analyze causes of absenteeism, that include a study of the pattern of absences for each child.

POLICY: Monthly average daily attendance must be kept at 85% or above for the center. Children must be in attendance every day, unless they are ill or have a well-documented reason for being absent. When absences result from other factors including temporary problems that affect the child's regular attendance the program will initiate appropriate family support for all children with excused/unexcused absences. Contacts with family must emphasize the benefits of regular attendance. All contacts with the child's family including Case management services provided must be documented. In circumstances where chronic absenteeism persists, an *Attendance Status* letter will be sent home.

ABSENTEEISM PROCEDURES;

1. First Day – absent, teaching staff will *contact parent to determine the reason and to see if there is anything that can be done to get child to school on regular basis. Document on contact log.
2. Second Day – absent, teaching staff will make follow-up contact. Document on contact log.
3. Third Day- absent, teacher will submit referral to caseworker indicating problem and absenteeism. Referral must include first, second, and third day of absence. Teacher will also document referral on contact log.

REFERRAL PROCEDURES;

1. On third day teacher will submit a referral to Caseworker and place a copy in Associate Director box.
2. Each time a referral is written, teachers will make a notation in Child Plus indicating that a referral was submitted.
3. Examples of absenteeism
 - When teachers see a pattern of absences a referral can be written: a child is absent every Tuesday & Thursday or
 - every Friday or Monday
 - Referrals will be written for consecutive absences as well as sporadic.
 - When absences continue and teacher makes second referral, Associate Director will make contact with parent.
4. If the absenteeism continues and all efforts have been made, the child may be placed on waiting list

**This also includes out of town trips – maximum allowance of days absent is ten days, afterward the child will be dropped from the program.*

**All contacts and/or attempts to contact parent must be documented on child's Parent Contact log.*

Revised July 2017

Booker T. Washington Child Development Center, Inc.

Parent Handbook Receipt

I, the parent/guardian of the following child(ren):

Hereby acknowledge the receipt of the Booker T. Washington Child Development Center Handbook. The contents of this handbook have been discussed with me and I have been given the opportunity to ask questions and to receive satisfactory answers.

Through this handbook I have been notified of, and understand my child(ren)'s rights, Booker T. Washington's grievance procedure, and the Child Development Center program guidelines, policies and procedures. I agree to adhere to all program procedures and guidelines. I also understand that I may discuss any questions I have with the Program Director.

I understand that Booker T. Washington reserves the right to modify this handbook at anytime. I will be notified and provided a copy of changes made to this handbook.

Photo Release Policy

I understood that signing this agreement and making the **PERMISSION GRANTED** box on this form, gives Booker T. Washington authorization to photograph my child during the school year. Photographs are used for the sole purpose of promoting or recognizing Booker T. Washington educational programs. **This includes social media such as Facebook, twitter, Instagram.**

CHECK ONE

Permission Granted

Permission Denied

Signature of parent/guardian

Date