



FAMILY HANDBOOK

2025 – 2026 ● captulsa.org

Version: September 19, 2025



Table of Contents

General Information

1

Contact Information
School Location Map
School Calendar

Agency Overview

4

Welcome to CAP Tulsa
Your Commitment to Success
CAP Tulsa's Commitment to a Strong
Organizational Culture

Family Advancement

6

Family Services
Additional Resources for Families
Get Involved

Attendance

8

Absence and Tardy Policy
Arrival and Dismissal
Extended Care
OKDHS Child Care Assistance

General Program Guidelines

10

Family Educational Rights
& Privacy Act (FERPA)
Open Door Policy
Code of Conduct & Discipline
Procedures
Communication with Families
Dress Code
Rest Time
Inclement Weather
Text Messages
Playground Weather Policy
Licensing Compliance File
Child Abuse Reporting
Reporting of Human Trafficking
Lost and Found/Personal Belongings
Pedestrian & Parking Lot Safety
Parent and Family Volunteers
Complaint Process
Emergency Procedures
and Safety Guidelines

Teaching & Learning

15

Curriculum
Child Assessments and Outcomes
Talk, Read, Sing!
Positive Guidance
Outdoor Learning Environment
Field Trips
Transitions

Nutrition Services

17

Health Services

18

Health: Requirements, Medication
and Administration of Medication,
Illness, Injury or Incident, SoonerCare
Behavioral Health Services
Inclusion Services

Learning@Home

22



Contact Information

School addresses, phone numbers, and hours of operation:

Learning@Home

3303 S 121st E Ave, Tulsa, OK 74146
918-382-3247
8:00 am – 5:00 pm

Briarglen

3303 S 121st E Ave, Tulsa, OK 74146
918-938-6600 | 918-345-2910 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Union

Disney

11610 E 25th St, Tulsa, OK 74129
918-439-9608 | 918-345-2911 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

ECDC Reed

10908 E 5th St, Tulsa, OK 74128
918-935-3101 | 918-345-2918 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

Eugene Field

1120 W 22nd St, Tulsa, OK 74107
918-340-5600 | 918-345-2913 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

*CAP Tulsa's school day runs from 7:45 a.m. – 2:15 p.m. for child care, learning, and instruction. All CAP Tulsa schools also offer Extended Care services from 2:15 – 5:30 p.m. as a convenience for families receiving OKHS Child Care Assistance due to their work or school schedules. **See page 9** of the Family Handbook for more information on Extended Care.*

CAP Tulsa Contact Numbers

Early Childhood	918-382-3200
Administrative Offices	
Admissions Office	918-382-3247
Family Advancement / ESL	918-382-3366
Learning@Home	918-938-6615
Inclusion Services	918-382-3306

Frost

203 W 28th St N, Tulsa, OK 74106
918-556-0319 | 918-345-2915 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

McClure

6150 S Yorktown Ave, Tulsa, OK 74136
918-747-7123 | 918-345-2917 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

Reed

10940 E 5th St, Tulsa, OK 74128
918-437-1495 | 918-345-2912 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

Sand Springs

1701 E Park Rd, Sand Springs, OK 74063
918-419-2900 | 918-370-2219 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Sand Springs

Skelly

8811 E 31st St, Tulsa, OK 74145
918-949-3400 | 918-345-2914 (*emergency*)
Instructional Hours: 7:45 am – 2:15 pm
School District: Tulsa

CAP Tulsa Headquarters – Legacy Plaza

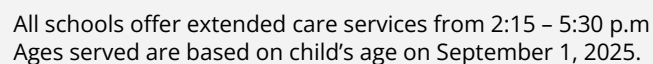
5330 E 31st St., Suite #300
Tulsa, OK 74135

Headquarters: 918-382-3200
Reception Hours:
Monday – Friday, 8:00am - 5:00pm

Admissions Office: 918-382-3247
Walk-in Appointments:
Monday – Friday, 8:00am - 4:00pm

Other Helpful Telephone Numbers

Police, Fire, & Health Emergency	911
Poison Control Center	1-800-222-1222
Child Abuse Hotline	1-800-522-3511
SoonerCare Choice Helpline	1-800-987-7767
211 (Resource Helpline)	211
Family & Children's Services	918-281-8500



2025 – 2026 School Calendar

Version: 06/07/25

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	★	★	5
6	7	8	9	10	11	12
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20	21	22	23	24	◆	26
27	●	●	●	●		

NOTES

August 2025						
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31						

September 2025						
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October 2025						
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November 2025						
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23	●	●	●	★	★	29
30						

December 2025						
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28	★	★	★			

January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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31						

June 2026						
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28	29	30				

July 2026						
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26	●	●	●	●	●	

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	PS	PS	PS	PS	PS	8
9	PS	◁	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- ★ No School: Schools & HQ Closed
- No School: Schools Closed
- ▶ First day of School 2025-2026
- PD No School: Professional Development
- ⚙ First day of SummerU 2025-2026
- ◁ First day of School 2026-2027 (Estimated)

- ◆ Last day of SummerU 2024-2025
- PS No School: Preservice
- ↑ Early Dismissal Day - Pickup by 12:00 pm
- ◀ Last day of Regular Programming 2025-2026
- ▲ Last day of SummerU 2025-2026 (Estimated)

*Calendar dates are subject to change. Updates to the School Calendar will be posted at your child's school and updated online at captulsa.org/quick-links/school-calendar.



Agency Overview

Welcome to CAP Tulsa!

We are excited to have you join us for the new school year! We look forward to working together to create a great experience for your family.

- **Our mission** is to help young children in lower-income families grow up and achieve economic success.
- **Our vision** for the future is that children grow up and achieve economic success so that their children are not born into poverty.
- **Our method** is to combine high-quality early childhood education with innovative family services and resources.

We believe every child and family deserves the same opportunities to succeed.

Proven Leader in Early Childhood Education

- Degreed and certified high-quality teaching staff supported by experienced Instructional Coaches
- National Association for the Education of Young Children (NAEYC) accredited
- A 2019 Head Start exemplar featured in Bellwether Education Partners Leading by Exemplar suite of work

CAP Tulsa has also been recognized with the following awards:

- Oklahoma Top Workplace by *The Oklahoman* (2024)
- Top Inclusive Workplace by *Tulsa Regional Chamber's Diversity Business Council* (2015-2024)
- Certified Healthy Oklahoma Business (2013-2025)
- Best Nonprofit to Work for by *the NonProfit Times* (2015-2021)



Your Commitment to Success!

CAP Tulsa spends up to \$33,000 on each child in our program annually, and none of that cost is passed on to you. This is made possible through your commitment to comply with all program expectations. We ask that you be an active participant in exchange for our services through the following:

- **Bring your child to school every day, on time**, unless they are sick
- Take part in **two Home Visits and two Family Conferences** during the school year
- Review information sent home by your child's teacher/school each week
- Support what your child is learning at school by participating in at-home learning activities, including **talking, reading, singing, and playing for at least 15 minutes every day**
- **Take part in school and classroom activities** such as monthly celebrations, First Five Years, and Books Over Break
- **Volunteer** to assist in your child's classroom or with other school activities
- Keep your **contact information** up-to-date and review it regularly so you can be reached in case of an emergency and to receive program updates through email and text

- Keep your **emergency contacts and child pick-up authorizations** (persons authorized to pick the child up from school) up to date and review them monthly
- Keep your child's **immunizations, dental exams, and well-child checkups** current and on file with us
- Establish a **medical home** (doctor or clinic) and a **dental home** (dentist)
- Complete annual **parent surveys** to provide feedback on how we are doing and how we could improve
- Complete provided social-emotional **developmental assessments** at every milestone
- Complete your **Family Success Plan** to assess your family's needs, set goals, and connect to resources

Studies show that children at CAP Tulsa who have participated for multiple years are ready for kindergarten. We are committed to helping your child develop the skills that lead to life-long learning. Your family will have the best experience at CAP Tulsa when you are fully engaged in these opportunities.

CAP Tulsa's Commitment to a Strong Organizational Culture!

CAP Tulsa is committed to creating a welcoming environment for our employees, clients, and partners, cultivating an atmosphere that encourages multiple perspectives and embraces the full spectrum of humanity. We value the intrinsic worth of every human being and believe we are stronger together, enriched by all the differences that make us unique individuals. At CAP Tulsa we draw strength from that variety and foster a welcoming environment in which everyone contributes, and everyone belongs.

Family Advancement

To create the best environment for families and to further support the growth and development of children, we focus on building a relationship with you based on respect and positive intent. At CAP Tulsa, Family Engagement is a shared responsibility of CAP Tulsa staff and families that fosters mutual respect for the roles and strengths each has to offer. This partnership will help you work toward your goals and a great future for your family!

Advancing your family toward success!

We help parents and caregivers in our Family Advancement programs create a secure and nurturing environment for their families. We do this by focusing on parenting, education, and economic success. Being a part of Family Advancement can help your family gain greater stability and financial security.

CAP Tulsa helps you on this path with a variety of free services:

- Parent groups where you can learn and interact with other families
- English language classes to improve your everyday English skills
- On-going support as your child transitions into kindergarten

Family Services Advocate

Comprehensive family services are available at your child's school through your Family Services Advocate (FSA). Your FSA provides free individualized support in-person or remotely and can assist you with health and interpretation services as well as connect you to advocacy, parenting, and other community resources your family may need. Your FSA will also be partnering with you to keep critical records up to date. CAP Tulsa is required to collect health documentation and meet other requirements to maintain the funding that provides our free early childhood education programs and other services for your family.

An FSA will work with you to create a Family Success Plan to better understand your needs and to help you set goals. This one-on-one discussion will help you identify growth opportunities for your family.

FSA will also collaborate with you to find resources to help you reach your goals. If your family

experiences a crisis, your school's FSA will connect you to community resources and other services. The FSA is your best resource when you need help. CAP Tulsa believes helping your family through difficult times is important for success.

Bilingual Family Services Advocates also provide interpretation and translation services to assist non-English speaking families and students enrolled in the Early Childhood Program. Bilingual FSAs provide services in the following languages: Spanish, Burmese, and Zolai/Zopau and coordinate with community service agencies to provide services in other languages, including American Sign Language, Arabic, French, Hmong, Dari/Pashto, and more. For assistance with interpretation or translation, please speak with the FSA at your school.

Additional Resources for Families

An OKHS Family Services Specialist is on-site one day each week to assist CAP Tulsa families with navigating access to benefit programs such as Child Care Subsidy, SNAP, and SoonerCare for children.

Located in the Admissions Department on the 3rd floor of Legacy Plaza, an OKHS Family Services Specialist is generally on-site on Thursdays from 8 – 11 a.m. and 12 - 5 p.m. Families needing assistance to apply, renew, or learn more about OKHS programs are encouraged to visit.

Tulsa Responds offers free tax filing and benefits enrollment services, including SNAP, SoonerCare, and Child Care Subsidy. Get help and schedule an appointment at: <https://www.tulsaresponds.org/>

Get Involved

We look forward to partnering with you and your family to support your child's whole development! We have many opportunities for families to be involved. It is important to share your knowledge with your child's classroom teacher to work together to create appropriate learning goals for your child's specific needs. Studies show that the earlier you are involved in your child's education, the more successful they will be in school now and in the future.

We encourage you to join us in the following opportunities:

Books Over Break

CAP Tulsa has a focus on early literacy and will provide families with books and resources to share at home during winter and spring breaks to encourage continued learning when schools are closed. Your child's school will share more information before each break.

Lending Library

To assist you in reading for at least 15 minutes every day with your child, each school has a Lending Library that is available to all ages and contains a selection of age-appropriate books. We encourage you to check out books to read with your child at home. Some schools have a central Lending Library, and some have them in the classroom. Check with your child's teacher about where you can check out books.

First Five Years

We invite you to participate in our program for parents that focuses on ways to build a strong foundation for your child. These fun interactive sessions occur each school year and focus on topics such as preventing problems, encouraging positive behavior, and preparing your child for school success. Talk with your FSA to find out the days and times of these sessions at your school.

Volunteering

CAP Tulsa wants to include families in all areas of the program. Parent and Family Volunteers are always welcome to help with activities in and out of the classroom. Talk to your school's SSA to learn more.

Male Involvement Activities

We encourage fathers and important male figures to be an active part of their child's life. This program provides opportunities to build your relationship with your child and family through quarterly activities. Dates and times will be posted at your child's school. Talk to your FSA or Parent Educator about how to get involved.

Early Childhood Program (ECP) Policy Council

As required for Head Start and Early Head Start programs, ECP Policy Council is part of the formal structure of shared governance with the CAP Tulsa Board of Directors. Parents of children enrolled in the program participate in policy-making and other decisions that impact the program. CAP Tulsa

schools and the home-based program elect Policy Council (PC) Representative to serve on the council. Meetings are held regularly to share ideas for program improvements and vote on decisions for policies, budgets, and grant applications. Representatives learn new skills in leadership, decision-making, finance, and communication. PC Representatives also serve as officers on the Policy Council Executive Committee and the Chairperson serves on the CAP Tulsa Board of Directors. If you would like more information on how to participate in the ECP Policy Council, please reach out to your FSA or Parent Educator.

Health/Mental Health Services Advisory Committee

The Health/Mental Health Services Advisory Committee (HMHSAC) is an advisory group usually composed of local health providers who represent a wide variety of local social services agencies. They may include pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. ECP staff and parents also serve on the HMHSAC. Effective partnerships are key to the success of this approach. The HSAC helps programs make decisions about health services and strengthen the communities where Head Start families live. If you would like more information on how to participate in the Health/Mental Health Services Advisory Committee, please reach out to your FSA or Parent Educator.

English as a Second Language Program:

The English as a Second Language (ESL) program is free for CAP Tulsa parents who want to learn everyday English skills. You will learn how to talk to your child's teacher, call 911, and fill out important forms. These classes help you become more involved in your child's education and better able to connect with others. The program pairs you with coaches who offer support as well as help with balancing home and school responsibilities.

- English classes are offered virtually and in-person at the Beginning, Intermediate, and Advanced Levels.
- Classes are only offered to parents with children currently enrolled in CAP Tulsa's early childhood program.
- New classes begin throughout the year.

For more information talk to your FSA or Parent Educator, call the ESL team at **918-382-3366**, or visit captulsa.org/esl.

Attendance

Absence and Tardy Policy

The most important factor in being successful in our program is attendance.

Our internal data shows that children with high attendance levels are more school-ready than children who have lower attendance levels. Every hour and every day matter when it comes to early learning.

- Your child should be at school every day and on time unless they are ill.
- School starts at 7:45 a.m. and your child is to arrive no later than 8:30 a.m. each day.
- Arrivals after 8:05 a.m. are late/tardy.
- Excessive tardiness and/or excessive absences will result in a family being placed on an Attendance Improvement Plan.
- Continued failure to attend every day, or continued excessive tardiness, could result in your child losing their spot in the program.
- It is imperative that you stay in contact with the school during absences to retain your spot.

If your child is going to be absent or tardy for any reason, call the school as soon as you can.

If you do not call the school about your child's absence, our automated calling system will contact you to follow up. Per Head Start requirements, if an absence is not reported and we cannot reach you or your emergency contacts by phone, a staff member will visit your home to check in on your family.

We cannot stress this enough, **attendance matters!** For more information on the importance of attendance, please visit: attendanceworks.org.

Arrival & Dismissal

- Your child may arrive no earlier than 7:45 a.m.
- Your child must be escorted to their classroom by you or another adult designated by you.
- You, or your designated adult, must sign your child into the classroom upon entry each morning.
- Dismissal time begins at 1:45 p.m., 30 minutes before the end of the school day.
- If your child is not enrolled in extended day services, you **MUST** pick them up by 2:15 p.m.
- Your child will only be released to you, or another person designated by you on their pick-up list.
- Any changes to your list of designated persons who may pick up your child must be made in person. If an unauthorized person attempts to pick up your child, we will contact you.
- You are responsible for letting the school know as soon as possible if there are any changes to your child's pick-up list.
- To protect the safety of your child, photo identification that includes the Name and Date of Birth will be requested of anyone picking up your child.
- Verification of photo identification is required of anyone that the teacher does not know before a child's release.
 - Acceptable forms of photo identification include:
 - Any federal or state-issued identification (includes Passports, Federal Work Permits, Resident ID Cards, etc.)
 - Student ID Card (High School, College, Technical School, etc.)
 - Work Permit or Membership Cards (must include Photo and Name)



**ATTENDANCE
MATTERS!**

Extended Care

CAP Tulsa's Extended Care program is a great option if you need additional childcare while working or going to school. The Extended Care program continues enriched learning opportunities beyond our regular program hours and is offered at all CAP Tulsa schools from 2:15 – 5:30pm.

Fees are associated with this service and spaces are limited. The fees for Extended Care may be paid by OKHS, Tribal Child Care Assistance (on case-by-case basis), or private pay. Families with OKHS Child Care Assistance receive priority placement in the Extended Care program. We encourage families to apply for OKHS Child Care Assistance benefits to assist with the cost of Extended Care services. If you have questions about enrolling in Extended Care, contact the Extended Day Program Specialist (EDPS) for your child's school.

If you are a private pay family, you must pay weekly. Upon enrollment, the full week's tuition is due prior to Extended Care program services beginning. **The first week must be paid in full for your child to start the program.** Your payment is due every Friday, the week before services. If payment is not received, your child cannot attend the Extended Care program until your balance is paid in full.

Children enrolled in the Extended Care program must be picked up no later than **5:30 pm**. Late fees begin at 5:31 pm. Late fees must be paid the **next morning** before the child can continue in the Extended Care program. **All payments must be made by money order payable to CAP Tulsa.** If your child is frequently picked up late, you will be put on a Late Pickup Action Plan and may lose your spot in the Extended Care program. Only people included on the pick-up list will be allowed to pick up your child. Anyone picking up your child should be prepared to present valid photo identification before the child is released.

OKHS Child Care Assistance

If you are approved for childcare assistance, OKHS will let you know the amount of your monthly co-payment (if any) that is due to the school on the 1st day of each month. It is important to pay the pre-arranged co-payment by the **5th of the month** in order for your child to remain in the Extended Care program. **All payments must be made by money order payable to CAP Tulsa.**

You are responsible for completing swipes with your mobile ECC Connect app or EBT card at both check-in and check-out so we can receive payment for the time your child is with us during extended hours. **This must be done daily.** If you are unable to use the ECC Connect app, Electronic Benefit Transfer (EBT) machines are located at the front desk. If you miss a swipe, you must make up the missed swipe within two (2) days. Your child cannot continue to attend the Extended Care program until swipes are made up. Failure to make up missed swipes will result in you being required to pay the OKHS payment for the days with missed swipes. Your child will not be allowed to attend until swipes are made up and payments are received.

An OKHS Family Services Specialist is on-site one day each week to assist CAP Tulsa families with navigating access to benefit programs such as Child Care Subsidy. Located in the Admissions Department on the 3rd floor of Legacy Plaza, an OKHS Family Services Specialist is generally on-site on Thursdays from 8 – 11 a.m. and 12 - 5 p.m. Families needing assistance to apply, renew, or learn more about OKHS programs are encouraged to visit.

General Program Guidelines

Family Educational Rights and Privacy Act (FERPA)

CAP Tulsa follows all federal and state privacy laws regarding student records that apply to the information you provide, including the Family Educational Rights and Privacy Act (FERPA). Full information about your child's student record, confidentiality, and your rights regarding your child's student record is provided at captulsa.org/quick-links/school-year-info.

Open Door Policy

You are always welcome to visit your child during the school day. Our school doors are open only during drop-off and pick-up times. Families wishing to enter the building at any other time on a scheduled school day will only be able to do so after an SSA or other front desk personnel unlocks the doors.

We encourage involvement in our program by reading stories, volunteering, attending parent meetings, and serving on school committees. If you are volunteering, you must see the SSA at the front desk to have a short volunteer orientation before volunteering for the first time. After your volunteer orientation is complete, you may sign in at the school's front desk and receive your volunteer sticker to wear for the duration of your visit. Volunteer orientation is a once a school year process. Once completed, you will sign in and receive a new sticker each time you volunteer.

Parent involvement is a great way for parents and teachers to build relationships. If you plan to join your child for breakfast or lunch, you must give 24-hour advance notice to your child's teacher or School Leader.

Dress Code

Your child must dress in clothing appropriate for the weather and must wear their shoes at all times. We ask all parents to bring an extra change of clothing, labeled with their child's name, to keep at school. Please bring these clothes on the first day of attendance and give them to your child's teacher.

If you need assistance with extra clothing or diapers, contact your FSA.

Schools and classrooms may hold special events related to current lesson plans throughout the year. These events may include pajama day, backward day, fairytale day, etc. To take part in these events, we may invite children to dress up. Dress-up days are not related to a specific holiday, as CAP Tulsa does not hold or sponsor specific holiday celebrations. When participating in such events, child safety is the top priority. Please remember these helpful hints when dressing your child:

- Clothing should be short enough to prevent tripping
- Shoes and footwear should fit well
- There should be no long strings, sashes, or ribbons that could become tangled and potentially trip or choke the child
- Avoid masks or hoods that can impair your child's line of sight or vision
- Make sure face paint or makeup is non-toxic and safe for your child
- Hats should fit properly to prevent them from sliding over the eyes
- To prevent injuries, accessories, such as swords or canes are not allowed
- Clothing/accessories should not be valuable, expensive, or sentimental as CAP Tulsa is not responsible for any lost or damaged items

Rest Time

Sleep is essential for your child's health and development. Important physical and mental development occurs in early childhood, and rest time provides downtime for growth and rejuvenation.

Sleep sacks for swaddling are provided by the school per parent request for infants 0 to 3 months old. Children ages 4 to 12 months old will be placed in a crib to sleep with a fitted sheet only. All infants are placed on their backs to sleep during rest time, as this is the safest position for an infant to sleep. For your child's safety, no blankets or pillows will be allowed in cribs.

All children 12 months and older are transitioned to a mat for rest time. Children 12 months and older may bring a special small-sized blanket to use during rest time.

If you have questions about rest time at school or safe sleep practices, please talk to your child's teacher. For more information on safe sleep, you may also visit: [Providing Care for Babies to Sleep Safely](#) | [SUID and SIDS](#) | [CDC](#).

Inclement Weather

At times, schools will close due to inclement weather conditions. CAP Tulsa schools will follow decisions by public school districts to close due to ice, snow, or other dangerous weather conditions **without exception**. For example, schools located in the Tulsa Public School district, follow their decision about whether schools are open, will open late, or will close. Schools located in the Union or Sand Springs Public School district will follow their decision to remain open or closed. **If inclement weather closures last more than three consecutive days, families will be directed to at-home learning resources on our website.**

At times, a public school's calendar may not match CAP Tulsa's calendar. If the school district where your school is located is not operating based on the calendar and inclement weather occurs, you will be notified by phone call if a decision to close your CAP Tulsa school is made. Contact your school or refer to Contact Information (pg. 1) to find your school's district.

We will always send an automated call notifying you of a closure. Please be sure to keep your phone number updated with your school so we can notify you of closures or other emergencies. CAP Tulsa will only notify the local television stations (ABC, CBS, FOX, and NBC) when all school districts close. School closures or notifications will also be shared on our social media channels.

Text Messages

All families are automatically opted-in to receive text messages from CAP Tulsa upon enrollment. You will receive instructions in your first text message from CAP Tulsa on how to opt out of this service. You will be able to opt-out at any time.

Through text, we will be sharing two kinds of messages with you:

- Early childhood program information and updates
- Educational and engagement opportunities for you and your family from CAP Tulsa

CAP Tulsa does not charge for this texting service and does not pay for any charges for you to receive text messages. You must check with your cell phone provider for any charges associated with receiving texts.

Please do this before opening the first message received by CAP Tulsa. Text messages will only be from CAP Tulsa about our programs and services. Only CAP Tulsa will use your provided cell phone number to text program information about our programs and services. To be sure you receive text messages, please update your cell phone number on file if your number changes. You can update your cell phone number with your child's teacher or the SSA at your school. If you have any questions about our terms and privacy for texting, please visit: captulsa.org/quick-links/school-year-info/text-message-policy.

Playground Weather Policy

It is important that children play outside every day that weather permits, even if it is just for a few minutes during warmer or colder temperatures. Children need the opportunity to exercise their muscles and stretch their limbs; this is a vital part of their development. Infants can go outside right away if there are no health issues identified by their doctor.

Classrooms have scheduled outside learning and play each day. We have several guidelines in place to ensure the health and safety of your child while outdoors.

These guidelines include, but are not limited to, the following:

- The time of day for outdoor play and the amount of time outside may be adjusted when weather and environmental conditions are not favorable for extended outdoor time.
- Children, volunteers, and staff will not engage in outdoor playground activities for more than 15 minutes when the temperature and/or heat index are 90° Fahrenheit or above.
- Children, volunteers, and staff will not engage in outdoor playground activities for more than 15 minutes when the temperature and/or wind chill are 36° degrees Fahrenheit or below.

- Children, volunteers, and staff will not engage in outdoor playground activities when the Air Quality Index has been deemed unhealthy for sensitive groups based on the EPA national pollutant standards.
- Children who have "at-risk" health conditions should have a healthcare provider's confirmation statement on file and accommodations will be made for them.
- Children will wear weather-appropriate clothing outdoors and keep coats on outdoors when the temperature is 45 degrees or below.

Licensing Compliance File

Each school maintains a Licensing Compliance File. This file contains records and information related to childcare licensing, monitoring, and correspondence. This includes but is not limited to monitoring reports, licensing complaints, and Investigative Summary Notifications. You will be told where to find this file and how to access this information during Meet the Teacher Night. You can also find this information in the welcome packet you receive before your child starts our program. You will sign a form acknowledging that you know where the Licensing Compliance File is located at your school. If you have any questions, please talk to your School Leader.

Child Abuse Reporting

What is Child Abuse? Child abuse can be:

- **Physical** – a child is mistreated physically or sexually
- **Sexual** – any sexually oriented act with a child, inappropriate touching, exposure to sexual acts
- **Emotional** – placing excessive or unrealistic demands on a child, name-calling, providing constant criticism, excessive yelling
- **Neglect** – failing to provide a child with basic needs such as food, shelter, supervision, education, or medical care

What are some ways you can help to prevent child abuse?

- Prevention begins right in your own home or neighborhood.
- Start talking to your child about body safety as early as age 3. Tell your child that their body is very special, and no one has the right to touch them if they do not want to be touched (this includes hugs, kisses, tickling, or being held too tight).

- Give your child words to say when someone touches them in a way they dislike. For example, a child could say, "Stop touching me" or "I don't like that. Please stop."
- Encourage your child to tell you if someone is hurting them or touching them in a way that is not OK with them, even if it is someone they know. Give your child permission to tell other adults if someone is hurting them or touching them (sometimes people who harm children make threats to the child, stating that they will cause further harm if the child tells you what they did). Help your child identify adults other than yourself that they could tell (grandparents, teachers, police officers, doctors, etc.).
- Educating yourself and your child is one of the best preventions!

For more information on signs of child abuse, please visit:

healthychildren.org/english/safety-prevention/at-home/pages/what-to-know-about-child-abuse.aspx.

If you have questions about child abuse or neglect, please talk to your School Leader or FSA.

Mandatory Reporting of Child Abuse

*Every person, private citizen or professional, who has reason to believe that a child has been abused, has a mandate by law to report suspected abuse **immediately** to the Department of Human Services Child Welfare Division. You can make reports at any time to the Child Abuse and Neglect Hotline at **1-800-522-3511**. The hotline is available 24 hours a day, seven days a week.*

Reporting of Human Trafficking

*Every person, private citizen or professional, who has reason to believe that a person or child-placing agency is engaging in the crime of trafficking children, should report the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control. You can make reports at any time to the **Human Trafficking Hotline** at **1-855-617-2288**.*

Lost and Found/Personal Belongings

Contact your child's teacher or School Leader to locate the Lost and Found at your child's school.

Please do not leave purses, cell phones, or other valuables in your car.

CAP Tulsa is not responsible for any lost or damaged items. Please call the police to file a report for any stolen belongings.

Pedestrian & Parking Lot Safety

NEVER allow your child or any other child under the age of nine to cross the street alone. You or an older child who has demonstrated pedestrian safety should **always** cross with them. Cross the street hundreds of times with your child before letting them cross alone.

- **STOP** at the curb or edge of the road
- **MAKE SURE** your child knows that they should cross streets at the corner and crosswalks
- **NEVER** walk into the street
- **LISTEN** and **LOOK** for traffic to the left, to the right, and to the left again
- **TEACH** children who don't know left from right to look "this way," "that way," and "this way" again
- **WAIT** until the street is clear
- **KEEP LOOKING** until you've crossed the street
- **ACCOMPANY** children, nine years old or younger, until they can show that they are safe pedestrians
- **TEACH** your child not to enter the street from between parked cars or from behind bushes or shrubs
- **REMIND** your child to be extra alert in bad weather as visibility might be poor and motorists might not be able to see them
- **BE AWARE** that handicap spaces in our parking lots can only be used by those with a handicap parking sticker/placard
- **DO NOT** park or block spaces in our parking lots designated for wheelchair access
- **DO NOT** park in spaces that are not designated parking spots or are not clearly marked
- **DO NOT** leave your car running in the parking lot

BE A GOOD role model by obeying traffic signals and markings. Even if your child is not with you, someone else's child may follow your example!

Parent Conduct

You have a great influence in shaping your child's academic performance and behavior. We ask all parents and guardians at our schools to model appropriate behavior and to be good examples to our school community. CAP Tulsa has a zero-tolerance policy for harassment of any kind. Failure to comply with the Parent Conduct standards may result in a parent and/or family member being excluded from CAP Tulsa school buildings.

- Be respectful to teachers, staff, children, and other parents at all times
- Refrain from using profanity and inappropriate language on school property
- Handle complaints by seeking a resolution with the person(s) involved in a positive and professional manner
- Threatening behavior of any kind will not be tolerated
- Do not leave any children unattended in your car
- Practice safe and respectful driving skills in school parking lots and turn car radios down
- Cell phones may not be used while in the school
- Firearms are not allowed in our schools

Parent & Family Volunteers

CAP Tulsa recognizes that parent and family volunteers are a huge asset to all our programs and provide the agency access to a rich mixture of backgrounds and experiences. We appreciate all family members who are willing to commit their time and energy to help our families and community succeed! As a volunteer at CAP Tulsa, we ask you to be mindful of the following:

- You must have filled out the paperwork and had volunteer orientation at the front desk before your first time volunteering in the classroom. Please check in and out at the front desk at the beginning and end of your volunteer time.
- Adhere to the confidentiality of other families.
- Teachers and staff provide all directions while in the classroom or office and will direct all volunteer activity.
- Due to food allergies and regulations, outside food items will not be permitted to be served to children, stored in the classroom, or consumed while children are present.
- If you are volunteering for the day, you are welcome to bring your lunch to store and eat in the staff lounge or you may sign out and enjoy lunch off-site.

- Open-toe shoes are not allowed at schools for the safety of volunteers.
- All volunteers will use positive methods of child guidance (see pg. 15 [Positive Guidance section]).
- Do not take pictures or videos of the children or staff.
- Posting of any confidential school information, including but not limited to Policy and Procedures, reporting, or posting any photos or videos of the children and families we serve on social media, is prohibited.
- If you had a great experience, please encourage others to volunteer with us.
- If you did not have a great experience, please let the SSA know if there are ways we can improve.

Complaint Process

If you ever have a complaint about an incident, please speak with the staff directly involved with the incident or notify the School Leader. If you still feel that the issue has not been resolved, contact our main office at 918-382-3200 and ask to speak with a member of the School Leadership Team. A formal complaint form can be filed if a resolution is not made and can be found at captulsa.org/contact-us.

Emergency Procedures and Safety Guidelines

CAP Tulsa has preparations and practices in place in the event of an emergency. Families will receive notifications from school personnel or an automated message from our call alert system in the event of an actual emergency.

If an emergency occurs, we ask that you follow these procedures to ensure the safety of your child and our staff:

Evacuation (i.e., fire, gas leak, etc.)

- All children, staff, and visitors evacuate the building until given an “all clear” signal.
- Children, staff, and visitors will go to a previously identified, safe location.
- A sign will be posted on the front door of the building to let you know where to pick up your child.
- If all children and staff must move to an alternate location, the school will use the call alert system and other communications to let parents know.

Modified Lockdown

- All children will remain in their current classroom or previously identified safe areas until otherwise notified.
- Daily classroom activities will continue in a secured room except for going onto the playground.
- No one will be allowed to enter or leave the school for any reason.
- When a modified lockdown occurs, families will be notified after the event by automated phone call.
- A sign will be on the front door notifying parents during pick up.

Lockdown

- All children will remain in their current classroom or previously identified safe areas until otherwise notified.
- Classroom activities will stop; staff and children will shelter in place.
- No one will be allowed to enter or leave the school for any reason.
- When a lockdown occurs, families will be notified after the event by automated phone call.

In the event of an emergency, school staff will work to ensure the safety of your child. We encourage parents NOT to come to school during an emergency. In most cases, local emergency responders are the only individuals allowed to enter or leave the school during emergencies. Parents should move to a safe area away from the school until the emergency has been resolved so as not to interfere with emergency personnel.

Safety Drills

CAP Tulsa conducts safety drills (Evacuation, Lockdown, Modified Lockdown, and Tornado) every month. Safety drills are a time for your child, teachers, staff, and visitors to prepare for an actual emergency. There will be a sign posted on the front door of the building notifying families when a drill is being conducted. Please understand that during some safety drills, school doors may be locked, and entering or exiting the building may not be allowed. For your convenience, safety drills are not conducted during drop-off or pick-up times.

Teaching and Learning

Curriculum

A curriculum is the knowledge, experiences, and skills your child will learn. Through CAP Tulsa's unique curriculum, your child will learn the necessary skills to ensure they are kindergarten ready! This curriculum is used to teach your child through lessons and subject studies that will help them learn important skills through experience and knowledge.

Child Assessments and Outcomes

During the first few weeks of school, your child's teacher will conduct a short assessment with your child called the ASQ-3 (Ages and Stages Questionnaire). This assessment will identify your child's strengths as well as areas where they may benefit from additional support. Teaching staff are trained through CAP Tulsa in how to conduct this assessment and will provide results for you as they become available. Please reach out to your child's teacher with any questions.

The Head Start Early Learning Outcomes Framework guides the Early Childhood Curriculum at CAP Tulsa. Our highly qualified teachers are trained to use the Creative Curriculum, GOLD Assessment, Early Learning Quick Assessment (ELQA), and Building Blocks Curriculum to guide your child's development in the following areas: Social-Emotional, Physical, Literacy, Mathematics, Language, Cognitive, Science & Technology, Social Studies, and Fine Arts. CAP Tulsa conducts observations and evaluations in these areas throughout the program year. We ask that you also observe your child and share this information, so we can partner to set goals for your child and have ongoing conversations about their growth and progress. We will share information about your child's progress with you during home visits and family conferences.

Talk, Read, Sing!

We believe it is important to spend time talking, reading, singing, playing, and teaching your child important skills even after the school day has ended. Our partner, Talking is Teaching, provides tips and information on ways to help you connect with your child to ensure they are on track for success.

Visit talkingisteaching.org/ for resources and tips available in English and Spanish, and follow CAP Tulsa on Facebook (facebook.com/captulsa) for resources and tips posted every Tuesday!

Positive Guidance

Learning social-emotional skills is an important stage of a child's educational development. These skills include acceptance, positive and helpful behavior, cooperation, appropriate conflict resolution, respect for self and others, and self-regulation. These social-emotional skills are the foundation for academic learning.

To run a successful classroom, we explain the rules, limits, and expectations about classroom behavior and discipline to the children. **Conscious Discipline** is a resource to teach positive guidance expectations. Redirection, setting limits, and teaching social-emotional skills are the methods of positive guidance.

Corporal punishment (spanking) is not used in our Early Childhood Program, nor is it allowed in our schools.

Outdoor Learning Environment

We provide daily outdoor learning opportunities (*weather permitting; see pg. 11 for our playground weather policy*). All CAP Tulsa schools have age-appropriate, state-of-the-art playgrounds and equipment that inspire children to think, move, play, and create.

Outdoor learning and play are necessary for early childhood development. Exploring the outdoors supports physical activity and engages all the senses.

Field Trips

Four (4) Year-old classroom teachers may plan field trips to extend learning beyond the classroom. Your child's teacher will notify you of upcoming field trips and will get the required permission slips from you for your child to take part. We encourage you to join in the learning experience by accompanying your child on field trips. Parent and Family Volunteers are also needed during field trips to help ensure supervision and safety.

The staff brings an emergency first aid kit on all field trips. If a child becomes ill or injured while away from the school, staff will administer first aid and/or call 911. Staff will call the child's parent/guardian and/or emergency contacts to make them aware of the incident. Staff will also complete an Incident/Injury Report upon return to the school.

CAP Tulsa uses Tulsa Public Schools transportation services during field trips. Parents who attend field trips must provide their own transportation.

We also invite guests into the classrooms of our younger children so that they can experience learning from experts in different fields. These guests may bring in music, movement, STEAM (science, technology, engineering, art, and math) activities, and more.

Transitions

There are many transitions throughout our program as your child grows with us. We have procedures in place to support your child and family through the transition process for all age groups.

Our transition plans include your child and family in activities and events that support the transition from one classroom setting to the next. Families play an important role in helping children transition to different classrooms and into kindergarten. We encourage your family to take part in your child's school transition events. Classroom teachers and FSAs will inform your family of activities and events happening at your child's school.

CAP Tulsa will also provide resources during your child's year in the program as a 4-year-old to help your family have the best possible transition experience to kindergarten. We encourage you to join us in the following transition planning for your 4-year-old:

- Attend our Kindergarten Transition Event
 - During this event, we help to inform you of your child's projected elementary school based on your address, provide resources on public, magnet, and charter schools as well as meet with CAP Tulsa team members on how to be an advocate for your child's future education
- Event dates will be posted on our website in the winter (captulsa.org/our-programs/family-support/kindergarten-transitions).
- Kindergarten Tour
 - As possible, your child's class may have the opportunity to visit a neighboring elementary school's Kindergarten classroom!
- Mock Kindergarten Day

Nutrition Services

All outside food is prohibited for children. Due to health regulations, we only serve food provided and prepared by the school in the classroom. If your child has a food allergy or other type of dietary restriction, you will need to provide documentation from a medical practitioner who is licensed in the state of Oklahoma to write medical prescriptions so that we can accommodate their needs.

Food supplied by the program may not leave the building. Per food program requirements, if your child is eating when you arrive, you must allow them to finish the food in the classroom.

All classrooms practice family-style dining. We encourage children to serve and feed themselves and assist with cleaning up after meals. Meal and snack times are a pleasant social experience, which may include opportunities for learning about and respecting cultural preferences. Teachers/adults will interact with your child during meals to provide a model of good nutrition and social habits.

Classroom Mealtimes*:

- Breakfast – 8:30 a.m.
- Lunch – 11:30 a.m.
- Snack – 1:30 p.m.



**Some classroom mealtimes may vary. Please speak with your child's classroom teacher to confirm mealtimes.*

Arriving on time each day lets your child take part in social activities, helps to ensure their nutritional needs are met, and allows the classroom to run smoothly without disruptions to schedules and routines.



Need to Stretch Your Food Budget?

If you need immediate food assistance, please dial **2-1-1**. Families can also contact their FSA for help with connecting to community resources.

Many CAP Tulsa families also qualify for SNAP (Supplemental Nutrition Assistance Program). Apply for SNAP in 30 minutes or less. To learn more, go to: hungerfreeok.org/groceries

An OKHS Family Services Specialist is on-site one day each week to assist CAP Tulsa families with navigating access to benefit programs such as Child Care Subsidy, SNAP, and SoonerCare for children.

Located in the Admissions Department on the 3rd floor of Legacy Plaza, an OKHS Family Services Specialist is generally on-site on Thursdays from 8 – 11 a.m. and 12 - 5 p.m. Families needing assistance to apply, renew, or learn more about OKHS programs are encouraged visit.

CAP Tulsa has also partnered with the Food Bank of Eastern Oklahoma to provide FREE walk-through Farmers Markets at CAP Tulsa schools each month. Families are invited to attend any scheduled market as needed. For a current schedule, go to:

captulsa.org/resources/free-farmers-markets

Visit captulsa.org/resources and follow CAP Tulsa on social media for information and links to community resources for your family.

Health Services

Your child's health is important to us, and good health is necessary for school readiness. CAP Tulsa tracks and monitors your child's health milestones to ensure they are up-to-date and on track. We use the Ages and Stages Questionnaire as a screening tool and conduct screenings when children enter the program and according to a schedule. Our program requires that your child has an established medical and dental home for early intervention and well-child care.

Early Childhood Program Health Requirements

To maintain funding, CAP Tulsa must collect documents ensuring enrolled children are up to date on all medical and dental health records. Your participation in submitting the requested documentation is critical to meeting our funding requirements. Upon enrollment, your FSA will reach out to confirm your established medical and dental home or will provide support in establishing a medical or dental home as needed.

Our program funding requires that EVERY child be current and remain up to date with the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Well Child Exam guidelines. A copy of all Well Child and dental visits and any follow-up associated with the health event is required to be turned in to complete your child's health record. Your FSA will be reaching out to support you in turning in documentation of well-child, dental, and follow-up visits according to the EPSDT guidelines, and can assist you with accessing care for your child if needed.

EPSDT Well Child Exam Guidelines:

- 2 months
- 4 months
- 6 months
- 9 months
- 12 months
- 15 months
- 18 months
- 24 months
- 30 months
- 36 months
- Every Year Thereafter

A current immunization record for your child is required. You will get a notification if your child's immunization becomes past due. You will have 14 calendar days to present updated immunization information once you receive a notice. If immunizations are not provided, your child will be

excluded from school until current immunization records are received. This is an Oklahoma State Department of Health regulation as well as a program requirement. Your FSA can support your family in finding and accessing health care for your child to remain current with all required immunizations.

Per State of Oklahoma guidelines, children are required to have a dental exam at first tooth or by age one (whichever comes first). This can be accomplished with the child's pediatrician (if the child is under two years old) or with a dentist. A copy of the exam must be submitted to CAP Tulsa per program requirements. For children two and over, a dental exam from a qualified dental provider must be on file with CAP Tulsa. You may submit all dental exam documentation to your FSA at your child's school.

Lead screenings must be conducted at ages 12 months and 24 months. If your child did not receive a screening at those times, your child must receive a screening before the age of five.

During enrollment, parents signed a consent to allow CAP Tulsa's Family Services Team to provide a lead screening which consists of a finger stick blood sample collection from your child's finger. This screening will take place at school if we do not receive documentation of lead testing for your child.

One-time Hematocrit and Hemoglobin screenings (H&H) must occur between the ages of nine to 12 months. This can be done during your well-child exam or a Women, Infants, and Children (WIC) evaluation. This screening may take place at school if we do not receive documentation of H&H screening for your child. If you have any questions about required blood screenings or would like to submit documentation of lead, hematocrit and/or hemoglobin screenings, please reach out to your FSA at your child's school.

Your child will receive sensory screenings (hearing and vision) by CAP Tulsa Early Childhood Program Staff within 45 days of enrollment.

We expect you to follow up with any medical or dental needs that arise and provide documentation to CAP Tulsa Early Childhood Program Staff. If your child has a special health care need (Ex:

asthma, eczema, seizures, etc.), a current action plan signed by their doctor must be on file with the school. Please reach out to your FSA for support in submitting documentation and action plans regarding a special health care need.

Medication and Administration of Medication

If your child requires prescribed or over-the-counter medication to be given while at school, please make sure to adhere to the following guidelines:

- All medication must be checked in with the school and cannot be placed in a child's backpack.
- All medication must be packaged in the original container with proper information and instructions on the label.
- We will give over-the-counter medication with a doctor's written order.
- We will give over-the-counter and/or prescription medication at school only when an agreement to give medication outside school hours cannot be made.
- You must start new medication at home.
- Medication cannot be used and will not be given beyond the expiration date on the container or beyond the date given by the doctor.
- Any unused or expired medication will be returned to you.
- If your child requires a **rescue/emergency medication**, such as an epi-pen or inhaler, the following applies:
 - You must submit an action plan detailing when and how to use the **rescue/emergency medication**.
 - **Rescue/emergency medication** must be kept in the classroom, at all times, while your child is at school.
 - Your child will not be able to attend school if they do not have the required **rescue/emergency medication** and action plan.

If you have questions about the administration of prescribed or over-the-counter medication during school hours, please talk with your School Leader or Teacher.

Illness, Injury, or Incident

When your child has a sore throat, earache, stomachache, fever, or any suspected contagious illness, they should not come to school. This will help your child regain their health quicker and will protect

other children in the program. If your child is going to be absent, please notify the school as soon as you can so we can record the absence. If you do not call the school by 9:00 a.m. about your child's absence, an FSA or our automated calling system will contact you to follow up.

If your child becomes ill while at school, we will care for them and supervise them in a room other than the classroom to maintain the health and safety of the other children and to minimize the spread of any contagious illness. While at school, if your child has a fever of 101 degrees or higher with another sign or symptom of illness, such as extreme lethargy, irritability, diarrhea, vomiting, undiagnosed body rash or pox (list is not meant to include all possible signs or symptoms), we will contact you immediately to pick up your child from school. If we cannot reach you, we will call your emergency contact(s) to locate someone on the pickup list who is authorized to pick up your child. For the protection of all, children with symptoms of an infectious illness (diarrhea, vomiting, or fever) must be symptom-free for 24 hours without fever-reducing medication before returning to school.

If a life-threatening emergency, injury, or incident involving your child occurs, we will call 911 to transport your child to the nearest hospital and notify you. A teacher will also complete an injury report within 24 hours of the incident. If we cannot reach you, we will notify your emergency contact(s). You must update your child's electronic file with school staff when there is a change in your address, phone number, or emergency contacts.

SoonerCare/SNAP/WIC

Medical insurance through SoonerCare and supplemental food may be available to your child at no cost. SoonerCare is Oklahoma's health insurance program for children and eligible adults. This program is offered through the Oklahoma Health Care Authority. SNAP (Supplemental Nutrition Assistance Program) benefits serve as the first line of defense against hunger by providing low-income families the opportunity to buy nutritious food in authorized retail food stores and Farmers' Markets. WIC is another supplemental nutrition program that contributes to healthy pregnancies, healthy babies, and healthy children. For more information or assistance with enrollment, contact your FSA.

Behavioral Health Services

As a parent, you want what is best for your child, but it is not always easy to know what type of support they need. Our Early Childhood Therapists (ECT) can provide help to your family in a variety of ways, ranging from strengthening social skills and developing self-control to solving problems on their own and improving the parent/child relationship.

The role of the ECT at your school is to provide support to any child, caregiver, family member, or staff member. ECT can assist in situations when:

- You or your child's teacher have concerns about your child's emotions, social skills, behaviors, or general development in the classroom or at home
- Your family is experiencing a big change, such as a new baby, unemployment, moving, new marriage, divorce, death of a loved one, incarceration, car accident, house fire, community, or domestic violence
- You feel stressed or overwhelmed and need to talk, or are interested in seeking counseling services for yourself or your child
- You have regular parenting questions about discipline, toilet training, sibling rivalry, sleep concerns for you or your child, temper tantrums, or other areas of social-emotional development

Services provided by the ECT at your school may include classroom presentations, consultation, observation, and follow-up with parents and teachers when concerns are identified for specific children. Counseling for children is also available at your child's school. For more information about Behavioral Health Services, contact your school's ECT or FSA.

Inclusion Services

CAP Tulsa's Early Childhood Education Programs provide children with learning experiences that address all developmental areas. The Inclusion Services Team provides support for children with developmental delays, along with their families and teachers, and works with children in inclusive learning environments with activities designed for their developmental levels. This encourages them to learn from each other as they strengthen their skills.

Any child enrolled in our school-based early childhood education program with a supporting Individualized Family Service Plan (IFSP) from SoonerStart or an Individualized Education Plan (IEP)

from the public school will have a member of the Inclusion Services Team assigned to help their teachers provide individualized learning and support at their school.

What is a developmental delay?

All children are unique and grow at their own pace. A child with a developmental delay may need extra help as they grow when compared to children their age. A child can experience a delay in the following areas:

- physical development (fine motor skills, gross motor skills)
- cognitive development (thinking abilities)
- communication development (speech and language)
- social or emotional development (social skills and emotional control)
- adaptive or self-care skills

What is early intervention?

Early intervention is a system of services that helps infants and toddlers with developmental delays or disabilities. In every state, very young children can get early intervention help to meet developmental milestones through a wide range of services.

Because children grow and change at their own pace, it may not always be easy to determine when a child needs early intervention. Addressing a developmental concern early is key for a child to overcome the delays or to learn the appropriate skills despite the presence of a developmental delay.

If you suspect your child is not meeting developmental milestones in any of the areas listed above, your child may need to receive an evaluation by a professional to determine any delays in their development.

How to evaluate a child?

Teachers will screen your child in the five previously stated areas while they attend CAP Tulsa. Teachers will make a referral to the Inclusion Services Specialists at CAP Tulsa if there is a concern. An early intervention agency or public school district will receive the referral for evaluation consideration. Pediatricians, psychologists, and child development specialists can also conduct screenings and evaluations.

Referrals for children under the age of three are submitted to Oklahoma's statewide early intervention

provider, SoonerStart. Referrals for children over the age of three are submitted to the local public school district where they live. Parents should share the evaluation results with the school to discuss how this might affect the child's learning and educational outcomes.

To schedule a free evaluation for your child, contact the following:

SoonerStart of Tulsa County

(For children under age three)

918-835-8691

Public School District Special

Education Departments

(For children ages 3 and up)

Sand Springs Public: 918-246-1426

Tulsa Public Schools: 918-746-6391

Union Public Schools: 918-357-4321

Jenks Public Schools: 918-299-4415

Broken Arrow Public Schools: 918-259-5700

Having a child evaluated and determined eligible for special education services can be a long process. To help make sure the process moves along as quickly as possible, active participation is needed from families. Professionals from early intervention agencies will ask about concerns you have about your child's skills, and information about their developmental history (the age when they started walking, said first words, toilet training, etc.). You must give your written permission or signed consent for the professionals from SoonerStart or the public school to evaluate your child. A member of the Inclusion Services Team from your child's school will assist you throughout this referral process and be available for any questions you may have.

After evaluation, if the child is eligible for early intervention services, they will receive an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP). This plan includes the goal to address any delays in the child's developmental areas. The child will also begin receiving services in the home or school setting.

Transitioning for Children with Special Needs

Children enrolled in CAP Tulsa's Early Childhood Education Programs will experience many transitions. We want to make sure you and your child receive support along the way.

When children have a developmental delay, before their third birthday, you will be offered to transition their services from SoonerStart's IFSP to an IEP with the public school district to continue strengthening their skill development. SoonerStart only works with children until age three. Once a child turns three, the public school is responsible for assessing and administering special services such as therapy. These transitions are important to help your child maintain the progress they have made in their learning and development. As your child grows and remains in the CAP Tulsa program, they will transition from a 4-year-old classroom into the services offered by the kindergarten in their public school district. A meeting will be set up for each transition and an Inclusion Services Team member will attend with you to help walk you through the process before the actual transition takes place.

For more information on special education services for your child, contact CAP Tulsa's Inclusion Services Team at **918-382-3306**.

Learning@Home

Your Commitment to Success!

CAP Tulsa's Learning@Home program is available to expectant parents or families with children from newborn through 4 years old. To help ensure that your family benefits from the Learning@Home program, we ask that you:

- Attend home visits, with your child, as scheduled. **Regular attendance is necessary** for your family to gain the most from Learning@Home.
- Keep your **contact information** up-to-date and review it regularly so you can be reached in case of an emergency and to receive program updates through email and text.
- Be an **active participant during home visits** by joining your child in activities, which promote literacy and learning. This visit is a special time for you to focus on your child and your child's development.
- Please **turn off the television and put away pets** or other distractions during home visits.
- Please **put away your cell phone**, except for emergencies.
- Attend monthly **Group Connections** meetings.
- Keep your **child's immunizations/well-child exams/dental exams up to date**, follow up on any medical needs that arise, and provide documentation to program staff.
- Work with CAP Tulsa staff to **establish a medical home** if your child does not have a primary doctor.
- Work with CAP Tulsa staff to **establish a dental home** if your child does not have a dentist.

What you can expect during home visits

You and your Parent Educator will decide on a regular day and time for home visits that works best for you. Your Parent Educator will visit you and your family at your home or other agreed-upon location at least twice each month. Each visit will last from 60 to 90 minutes. You, your spouse/partner, your child's brothers, sisters, and any other household members can take part in the visit. Please let your Parent Educator know in advance if a guest will be present during the visit. Home Visits may also be completed virtually when in-person visits are not possible. Talk to your Parent Educator if you would like to have a virtual visit.

You and your Parent Educator will talk about your child and how things are going with your family. You and your Parent Educator will plan learning activities together for you to do with your child during home visits and during the time between visits. Your Parent Educator will also explore the family goals you want to achieve during your time in the program. Over time, as you get to know one another, you and your Parent Educator will become partners in helping your child grow and learn.

At least once a month, you and your child will have the opportunity to meet with other children and parents during **Group Connections**. Parent Educators will be there to introduce you to other parents and lead the event. Your Parent Educator will let you know when and where these events will take place. They will also talk to you about what you would like to see take place at future Group Connections. Sometimes Group Connections are conducted virtually.

Choosing Childbirth Program

Families who are enrolled in Learning@Home who are expecting a new child may also participate in our free Choosing Childbirth (CCB) program. CCB is dedicated to supporting Learning@Home pregnant mothers and those with newborns up to six months old. Our Family Services Navigators (FSN) connect with mothers to offer vital information on healthy pregnancies, emotional & mental health support, self-advocacy, new baby preparations, and community resources.

We host monthly Group Connections where mothers can discuss these topics, share experiences, and build social connections. CCB services are available in both English and Spanish.

CCB participants also receive additional mental health screenings, access to mental health care, adult vision screenings, and vouchers for free glasses. Babies born under CCB receive essential hearing and vision screenings with referrals as needed. Based on individual needs, families will have access to support items such as cribs, pack n' plays, car seats, diapers and wipes, baby items, gift cards and much more.

Based on individual needs, our Family Services Navigators provide community referrals for financial assistance, food, nutrition, rent, utilities, clothing, childcare, healthcare, required documents, phone, internet, transportation, SNAP, WIC, family support, legal aid, adoption, education, and more. We follow up on these referrals to ensure families receive the services and support needed.

CCB is committed to empowering mothers and ensuring the well-being of both mother and child through comprehensive support and resources. Ask your Parent Educator about joining the CCB program.

Curriculum and Assessments



Our highly qualified, trained, and certified Parent Educators use the **Parents as Teachers Foundational Curriculum** to provide opportunities to interact with your child and bring individualized information to help you understand your child's development. Your Parent Educator will collaborate with you to guide and support your child's learning and development in the areas of Language, Cognition, Fine and Gross Motor Skills, Social-Emotional, and Physical Health. Through observations and assessments, you and your Parent Educator will review your child's progress during home visits.

Attendance

It is important that you complete regular home visits as scheduled so that you and your child have the best possible experience in the Learning@Home program. You will schedule home visits at times agreed upon by you and your Parent Educator. For the most successful home visits, children should be awake.

Missing more than three scheduled home visits can result in dismissal from the program. If you need to reschedule a home visit, please let your Parent Educator know as soon as possible.

Illness

You should not take part in home visits or socials if you or a member of the family has a sore throat, earache, stomachache, fever, or any suspected contagious illness. Family members must be fever-free for 24 hours without fever medication and

have no other signs of illness to participate in a home visit or Group Connection. This will help your family regain their health quickly and will protect other families in the program. If you need to cancel a home visit due to illness, please notify your Parent Educator as soon as possible.

Inclement Weather

At times, we will cancel home visits or program events due to inclement weather conditions. CAP Tulsa's Learning@Home program will follow public school districts in their decisions to close due to ice, snow, or other hazardous weather conditions for the first day. If inclement weather continues for additional days beyond the first day, on the second day, home visits will switch to being conducted virtually. Your Parent Educator will reach out to you to confirm if your visit is in-person or remote. Please be sure to keep your phone number updated with your Parent Educator so we can notify you of closures or other emergencies. Your Parent Educator will work with you to either complete a virtual visit or reschedule your visit in-person to another day.

Positive Guidance

Learning social-emotional skills is an important stage of a child's educational development. These skills include acceptance, positive and helpful behavior, cooperation, appropriate conflict resolution, respect for self and others, and self-regulation. These social-emotional skills are the foundation for academic learning.

Corporal punishment (spanking) is not used in our Learning@Home program, nor is it allowed at our events.

Parent Committees and Program Governance

It is important for parents to take part in activities that support the education and development of their child as well as in programs that support the family.

First Five Years

We invite you to participate in our program for parents that focuses on ways to build a strong foundation for your child. These fun interactive sessions occur each school year and focus on topics such as preventing problems, encouraging positive behavior, and preparing your child for school

success. Talk with your Parent Educator or Family Services Advocate (FSA) to find out the days and times of these sessions.

Group Connections

These monthly meetings let you learn about what is going on in the program, what parents can do at home to improve their child's learning, and opportunities to interact with their children, program staff, including your FSA, and other parents.

Early Childhood Program (ECP) Policy Council

As required for Head Start and Early Head Start programs, ECP Policy Council is part of the formal structure of shared governance with the CAP Tulsa Board of Directors. Parents of children enrolled in the program participate in policy-making and other decisions that impact the program. CAP Tulsa schools and home-based program elect Policy Council (PC) Representatives to serve on the council. Meetings are held regularly to share ideas for program improvements and vote on decisions for policies, budgets, and grant applications. Representatives learn new skills in leadership, decision-making, finance, and communication. PC Representatives also serve as officers on the Policy Council Executive Committee and the Chairperson serves on the CAP Tulsa Board of Directors. If you would like more information about how to participate in the ECP Policy Council, please reach out to your FSA or Parent Educator.

Health/Mental Health Services Advisory Committee:

The Health/Mental Health Services Advisory Committee (HMHSAC) is an advisory group usually composed of local health providers who represent a wide variety of local social services agencies. They may include pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. ECP staff and parents also serve on the HMHSAC. Effective partnerships are key to the success of this approach. The HSAC helps programs make decisions about health services and strengthen the communities where Head Start families live. If you would like more information on how to participate in the Health/Mental Health Services Advisory Committee, please reach out to your FSA or Parent Educator.

Volunteers

CAP Tulsa wants to include families in all areas of the program. Parent and Family Volunteers are always welcome to provide time and talent during events. Ask your Parent Educator about ways you can volunteer.

Parents As Teachers (PAT) Satisfaction Survey

Your input is very important to us. This annual survey allows parents to give their feedback about program quality.

See your Parent Educator for more information about these parent involvement opportunities.

Family Services

We help parents and caregivers create a secure and nurturing environment for their families by focusing on parenting, education, and economic success. Your Family Services Advocate (FSA) can help you connect with programs and services offered by CAP Tulsa and direct you to valuable community resources.

English as a Second Language

The ESL program is free for CAP Tulsa parents who want to learn everyday English skills. These classes help you become more involved in your child's education and better able to connect with others.

For more information talk to your Parent Educator or FSA, call **918-382-3366**, or visit captulsa.org/esl

See pg. 7 of the Family Handbook for additional information regarding Family Advancement opportunities such as ESL programs.

Behavioral Health Services

As a parent, you want what is best for your child, but it is not always easy to know what type of support they need. An Early Childhood Therapist (ECT) can provide help to your family in a variety of ways. Their services range from improving your child's social skills, self-control, and problem-solving to improving your parent/child relationship. ECT can also help support your mental wellness through a variety of services. Talk with your Parent Educator or Family Services Navigator for more information about Behavioral Health Services available in our program and through community referrals.

Health Services

To maintain funding, CAP Tulsa must collect documents ensuring enrolled children are up to date on all medical and dental health records. Your participation in submitting the requested documentation is critical to meeting our funding requirements. Upon enrollment, your FSA will reach out to confirm your established medical and dental home or will provide support in establishing a medical or dental home as needed.

Our program funding requires that EVERY child be current and remain up to date with the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Well Child Exam guidelines. A copy of all Well Child and dental visits and any follow-up associated with the health event is required to be turned in to complete your child's health record. Your FSA will be reaching out to support you in turning in documentation of well-child, dental, and follow-up visits according to the EPSDT guidelines, and can assist you with accessing care for your child if needed.

EPSDT Well Child Exam Guidelines:

- 2 months
- 4 months
- 6 months
- 9 months
- 12 months
- 15 months
- 18 months
- 24 months
- 30 months
- 36 months
- Every Year Thereafter

A current immunization record for your child is required. You will get a notification if your child's immunization becomes past due. You will have 14 calendar days to present updated immunization information once you receive a notice. If immunizations are not provided, your child will be excluded from school until current immunization records are received. This is an Oklahoma State Department of Health regulation as well as a program requirement. Your FSA can support your family in finding and accessing health care for your child to remain current with all required immunizations.

Per State of Oklahoma guidelines, children are required to have a dental exam at first tooth or by age one (whichever comes first). This can be accomplished with the child's pediatrician (if the child is under two years old) or with a dentist. A copy of the exam must be submitted to CAP Tulsa per program requirements. For children two and over, a dental exam from a qualified dental provider must be on file with CAP Tulsa. You may submit all dental

exam documentation to your FSA at your child's school.

Lead screenings must be conducted at ages 12 months and 24 months. If your child did not receive a screening at those times, your child must receive a screening before the age of five.

During enrollment, parents signed a consent to allow CAP Tulsa's Family Services Team to provide a lead screening, which consists of a finger stick blood sample collection from your child's finger. This screening will take place at school if we do not receive documentation of lead testing for your child.

One-time Hematocrit and Hemoglobin screenings (H&H) must occur between the ages of nine to 12 months. This can be done during your well-child exam or a Women, Infants, and Children (WIC) evaluation. This screening may take place at school if we do not receive documentation of H&H screening for your child. If you have any questions about required blood screenings or would like to submit documentation of lead, hematocrit and/or hemoglobin screenings, please reach out to your FSA at your child's school.

Your child will receive sensory screenings (hearing and vision) by CAP Tulsa Early Childhood Program Staff within 45 days of enrollment.

We expect you to follow up with any medical or dental needs that arise and provide documentation to CAP Tulsa Early Childhood Program Staff. If your child has a special health care need (Ex: asthma, eczema, seizures, etc.), a current action plan signed by their doctor must be on file with the school.

Please reach out to your FSA for support in submitting documentation and action plans regarding a special health care need.

SoonerCare/SNAP/WIC

Medical insurance through SoonerCare and supplemental food may be available to your child at no cost. SoonerCare is Oklahoma's health insurance program for children and eligible adults. This program is offered through the Oklahoma Health Care Authority. SNAP (Supplemental Nutrition Assistance Program) benefits serve as the first line of defense against hunger by providing low-income families the opportunity to buy nutritious food in authorized retail food stores and Farmers' Markets. WIC is another

supplemental nutrition program that contributes to healthy pregnancies, healthy babies, and healthy children. For more information or assistance with enrollment, contact your Parent Educator or FSA.

FOLLOW OUR JOURNEY ON SOCIAL MEDIA!



Facebook: facebook.com/captulsa

Instagram: instagram.com/captulsa

LinkedIn: linkedin.com/company/cap-tulsa

YouTube: youtube.com/@CAPTulsa

CAP Tulsa

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Headquarters: 918-382-3200

Reception Hours:

Monday – Friday, 8:00am - 5:00pm

Admissions Office: 918-382-3247

Walk-in Appointments:

Monday – Friday, 8:00am - 4:00pm

www.captulsa.org