



2022-2023 FAMILY HANDBOOK

cap
Tulsa
Helping Families Succeed

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captulsa.org

Find us on Facebook, Twitter, Pinterest, and Instagram



Contact Information

School addresses, phone numbers, and hours of operation:

Location	Address	Zip	Phone	Hours (am-pm)	School District
Learning@Home	3303 S. 121st East Ave. Tulsa	74146	918-382-3247	8:00 – 5:00	
Briarglen**	3303 S 121st East Ave. Tulsa	74146	918-938-6600	8:10 – 2:30	Union
Disney*	11610 E 25th St. Tulsa	74129	918-439-9608	8:10 – 2:30	Tulsa
ECDC Reed*	10908 E 5th St. Tulsa	74128	918-935-3101	8:10 – 2:30	Tulsa
Eugene Field	1120 W 22nd St. Tulsa	74107	918-340-5600	8:10 – 2:30	Tulsa
Frost**	203 W 28th St. North Tulsa	74106	918-556-0319	8:10 – 2:30	Tulsa
McClure*	6150 S Yorktown Ave. Tulsa	74136	918-747-7123	8:10 – 2:30 <i>(infants, toddlers and 3 year olds)</i> 8:30 – 2:50 <i>(2 year olds and 4 year olds)</i>	Tulsa
Reed**	10940 E 5th St. Tulsa	74128	918-437-1495	8:10 – 2:30	Tulsa
Rosa Parks ECEC**	13804 E 46th Pl South Tulsa	74134	918-938-6650	8:10 – 2:30	Union
Sand Springs*	1701 E Park Rd. Sand Springs	74063	918-419-2900	8:10 – 2:30	Sand Springs
Skelly*	8811 E 31st St. Tulsa	74145	918-949-3400	8:10 – 2:30	Tulsa

*These schools offer before care beginning at 7:00 a.m. and after care until 6:00 p.m. Fees are associated with this service. See page 10 for more information.

** These schools offer extended care services and also offer full-day programming from 7:00 a.m. to 6:00 p.m. that is convenient for families receiving child care subsidy due to their work or school schedules.

CAP Tulsa Contact Numbers

Early Childhood Program Administrative Offices	918-382-3200
Family & Children's Services	918-281-8500
Admissions Office	918-382-3247
Family Advancement / CareerAdvance [®]	918-330-9280
Family Advancement / ESL	918-382-3366
Inclusion Services	918-382-3306

Other Helpful Telephone Numbers

Police, Fire, and 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

CAP Tulsa Legacy Plaza

5330 East 31st St., Suite 300
Tulsa, Oklahoma 74135

Admissions Office: (918) 382-3247
Walk-in Appointments:
Monday – Friday, 8 a.m. – 4 p.m.

Business Office: (918) 382-3200
Business Hours:
Monday – Friday, 8 a.m. – 5 p.m.

2022-2023 Program Calendar

Any updates to the calendar will be posted at your child's school and updated online at captulsa.org/2022.

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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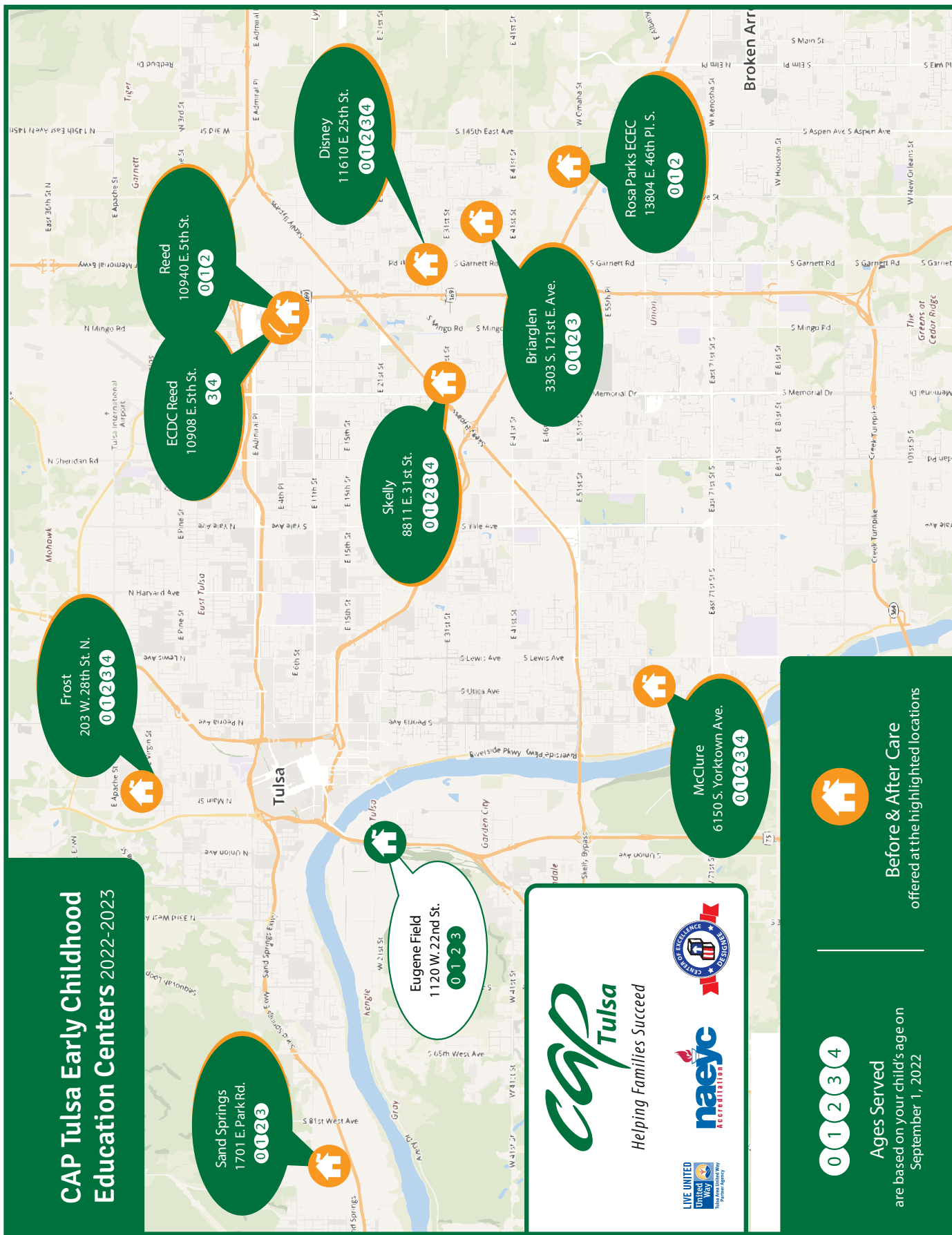
July 2023						
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August 2023						
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13	PS	⏏	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ▶ First day of School 2022-2023
- ★ No School: CAP Holiday
- ◆ Last day of SummerU 2021-2022
- ♣ No School: Not CAP Holiday
- PS No School: Preservice
- PD No School: Professional Development
- CE Civic Engagement: Aftercare/Extended Day Closes at 4:00 pm.
- ↑ Early Dismissal Day - Pickup by 12:30 pm
- ◀ Last day of Regular Programming 2022-2023
- ⚙ First day of SummerU 2022-2023
- ^ Last day of SummerU 2022-2023 (Estimated)
- ⏏ First day of School 2023-2024 (Estimated)
- SW No School: Staff Work Day

- Notes:
- ❖ July 29, 2022: New Teachers will report for Professional Development.
 - ❖ November 8, 2022: Children in the Aftercare/Extended Day program must be picked up by 4:00 p.m. to allow staff time to vote.
 - ❖ Calendar dates are subject to change, particularly CAP Holidays and the dates for starting/ending the school year.

School Location Map



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 equitable 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 is also honored to have been recognized with the following awards:

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



Your Commitment To Success

CAP Tulsa spends up to \$31,000 on each child in our program annually, and none of that cost is passed on to you. 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
- Attend at least three of the monthly Family Connections meetings during the school year
- Review Tuesday Folder 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 at least 15 minutes every day**
- Take part in school activities like monthly celebrations, family gatherings, and reading events
- 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 release authorizations (persons authorized to pick child up from school) up to date and review them monthly
- Keep your child's immunizations and well-child checkups current and on-file with us
- Establish a medical home (doctor or clinic)

- Complete provided social emotional developmental assessments at every milestone
- Complete your Family Success Plan to assess your family's needs, set goals and to 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 Inclusion

CAP Tulsa is committed to building a welcoming space for all children and families we serve. We embrace all perspectives and accept the full range of humanity. We understand that our community is a blend of diverse individuals, and we value the worth of every human being. We celebrate all that makes us unique and different, including culture, heritage, socio-economic status, race, ethnicity, immigration status, ability or disability, gender identity and expression, language, and beliefs. At CAP Tulsa, we draw strength from our diversity and promote an inclusive environment in which everyone belongs.

NAEYC Advancing Equity in Early Childhood Education

As a NAEYC accredited early childhood education provider, we stand by their position statement that:

All children have the right to equitable learning opportunities that enable them to achieve their full potential as engaged learners and valued members of society.

This position statement is one of five foundational documents NAEYC has developed in collaboration with the early childhood profession.

We invite our families to join us in upholding the following recommendations to support this position:

1. Build awareness and understanding of your culture, personal beliefs, values, and biases.
2. Recognize the power and benefits of diversity and inclusivity.
3. Take responsibility for biased actions, even if unintended, and actively work to repair the harm.
4. Acknowledge and seek to understand structural inequities and their impact over time.
5. View your commitment to cultural responsiveness as an ongoing process.
6. Recognize that the professional knowledge base is changing.

FAMILY ENGAGEMENT



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!

Family Support

Family Support Specialists (FSS) are available at your child's school through our partnership with Family & Children's Services. FSS provide free individualized support in-person or remotely and can link you to advocacy, parenting, and other community resources your family may need.

An FSS 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.

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

Interpretation & Translation Services

The primary function of Interpretation & Translation Services (ITS) is to serve as the connection between schools and non-English speaking families and students enrolled in the Early Childhood Program. ITS Associates provide services in the following languages: Spanish, Burmese, and Zolai/Zopau. ITS coordinates with community service agencies to provide services in other languages, including American Sign Language, Arabic, French, Hmong, and more. For assistance with interpretation or translation please speak with the School Support Associate (SSA) or FSS who will connect you with the ITS Associate at your school.

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 virtually, in person or a combination of both. 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:

Storytime Tuesday

CAP Tulsa partners with our families through Storytime Tuesday. This program provides monthly story times in the afternoon at most schools. The goal of Storytime Tuesday is to promote and support the development of early literacy skills at home. Each family that attends gets a free book to keep. Ask your child's teacher or School Leader about the dates and times at your school.

Lending Library

To assist you in reading 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 FSS 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 School Support Associate (SSA) to learn more.

Family Connections

These monthly meetings let you learn about what is going on at the school, interact with staff and community resources and get to know other parents. Guest speakers and FSS cover many topics required by our program or topics that have been determined by parent feedback and interest. Dates and times will be posted at your school.

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.

ECP Policy Council

The purpose of the ECP Policy Council is to encourage successful parent and community involvement concerning program design and implementation. It provides a formal structure where parents and community representatives can give input regarding the nature and operations of Head Start and Early Head Start programs. The majority of Policy Council Representatives are parents of currently enrolled children. Each school within the Early Childhood Program (ECP) elects at least one representative to serve on the council. Representatives meet monthly to share ideas for program improvements and vote on decisions for policies, budgets, and staffing. Representatives also learn new skills in leadership, decision-making, finance, and communication. Representatives can serve as officers on the Executive Committee and the Policy Council Chairperson serves on the CAP Tulsa Board of Directors as a parent representative.

Parent Committees

You will be able to help with activities that address the needs of children enrolled in CAP Tulsa classrooms. There are many opportunities for you to support children and families in the program by volunteering for various committees.

Health Services Advisory Committee

The Health Services Advisory Committee (HSAC) 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. Head Start staff and parents also serve on the HSAC. Effective partnerships are key to the success of this approach. HSACs help programs to make decisions about health services and strengthen the communities where Head Start families live.

Family Advancement

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 wide variety of free services:

- Parenting groups where you can learn and interact with other families
- English language classes to improve your skills
- Training and higher learning opportunities to get you on the path for a great career

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 that offer support as well as help balancing home and school responsibilities.

- English classes are offered at the Beginning, Intermediate, and Advanced Levels
- Classes are only offered to parents with children in the early childhood program and are offered while your child is in school
- New classes begin in August and January

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

CareerAdvance®

CareerAdvance is a career program offered through CAP Tulsa in partnership with Tulsa Community WorkAdvance (TCW) that provides referrals to help you find a job in a high-demand career field at no-cost to you.

For more information call **918-330-9280** or visit captulsa.org/careeradvance.



ATTENDANCE



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 matters when it comes to early learning.

- Your child should be at school every day and on time unless they are ill.
- Your child is to arrive no later than 8:30 a.m. each day. *
- Arrivals after 8:30 a.m. are tardy. *
- Excessive tardiness and/or excessive absences will result in 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.

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, an FSS or our automated calling system will contact you to follow up. Per Head Start requirements, if an absence is not reported and we cannot get ahold of you or your emergency contacts by phone, a staff member will visit your home to check in on your family.

** McClure arrival, dismissal and tardy times vary by age group. Please speak to your SSA or School Leader for details.*

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

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

Arrival and Dismissal

Please review the School Contact Information on page 3 to find the times that your child's school day begins and ends.

- Your child may arrive no earlier than 8:10 a.m. unless they are in extended care.
- 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 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 2:30 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 authorized 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 pickup list.
- To protect the safety of your child, a photo identification may be requested of anyone picking up your child.
- Verification of photo identification is required of persons other than the parent/guardian before a child's release.
Acceptable forms of photo identification include:
 - Any federal or state issued identification
 - Student identification
 - Work identification

Before and After Care

CAP Tulsa's Before and After Care program is a great option if you need additional childcare while working or going to school. Before and After Care is a program that extends enriching learning opportunities to the time before or after our regular program hours.

* McClure arrival, dismissal and tardy times vary by age group. Please speak to your SSA or School Leader for details.

Before and After Care program services are available at the following schools: Briarglen, Disney, ECDC Reed, Frost, McClure, Reed, Rosa Parks, Sand Springs, and Skelly.

We encourage families to apply for OKDHS Child Care Assistance/Subsidy benefits to assist with the cost of before and after care services. Even if your family does not have a co-pay, or services are available at no cost to you, DHS may provide funding to the program to offset some of the costs incurred to operate before and after care programs. We also accept Tribal Child Care Assistance and private pay. If you have questions about enrolling in before and after care, contact your Education Support Specialist (ESS), School Support Associate (SSA) or School Leader and they will help you with the paperwork.

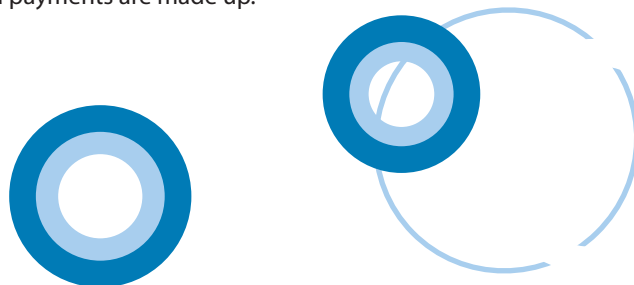
If you are a private pay family, you must pay weekly. Upon enrollment, the full week's tuition is due prior to before and after care program services begin. **The first week must be paid in full for your child to start the program.** Your payment is due every Friday the week before services. If payment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

Children enrolled in the before and after care program must be picked up no later than **6:00 p.m.** Late fees begin at 6:01 p.m. 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 before and after 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 photo identification before the child is released.

OKDHS Child Care Assistance

If you are approved for childcare assistance/subsidy, OKDHS 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** for your child to remain in the before and after care program.

Electronic Benefit Transfer (EBT) machines (for your Child Care card) are located at the front desk. You are responsible for swiping your 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 miss a swipe, you must make up the missed swipe within two days. Your child cannot continue to attend the before and after care program until swipes are made up. Failure to make up missed swipes within the OKDHS 10-day requirement will result in you being required to pay the full OKDHS payment for the days with missed swipes. Your child will not be allowed to attend until swipes and payments are made up.



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/2022.

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. Visitors 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. All volunteers interacting with children must follow Head Start vaccination requirements. If you are volunteering, be sure to 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 every time that 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 your 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 help with extra clothing or diapers, contact an FSS.

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 which could become tangled and potentially 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 eyes
- Accessories, such as swords or canes should be avoided to prevent injuries
- Clothing/accessories should not be valuable, expensive, or sentimental. 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 fitted sheet only. All infants are placed on their back 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: <https://www.cdc.gov/sids/parents-caregivers.htm>.

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 two consecutive days, the school will implement Distance Learning and your child's teacher will reach out to you with more information.**

At times a public school's calendar may not match CAP Tulsa's calendar, and if the school district where your school is located is not operating based on the calendar and inclement weather happens to occur, you will be notified by phone call if a decision to close your CAP Tulsa school is made. Contact your school or refer to the Contact Information on page 3 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 with you 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: <https://www.captulsa.org/sms-privacy>.

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 temperature and heat index are 90 degrees Fahrenheit or above.
- Children, volunteers, and staff will not engage in outdoor playground activities for more than 15 minutes when the temperature and/or temperature and 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 frigid.

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 in 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 – 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 prevent child abuse?

- Prevention begins right in your own home or neighborhood.
- Start talking to your child about body safety as early as age three. Tell your child that their body is very special and no one has the right to touch them if they don't 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'll 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: <https://www.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 an FSS.

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. Always have yourself or an older child that has demonstrated pedestrian safety to 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 children know 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 safely
- ACCOMPANY your children, nine years old or younger, until they can show that they are safe pedestrians
- TEACH your children not to enter the street from between parked cars or from behind bushes or shrubs
- REMIND your children 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 and are not clearly marked
- DO NOT leave your car running in the parking lot
- NEVER leave unattended children in the car

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 parent and/or family member exclusion 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 should not be used while in the school.

Parent and 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 our agency, we ask you to be mindful of the following:

- You must have filled out the online paperwork at the front desk prior to 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 our 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.
- Outside food cannot be stored in classroom refrigerators.
- Open toe shoes are not allowed at schools for the safety of volunteers.

- All volunteers will use positive methods of child guidance (see pg. 16 [Positive Guidance section]).
- Please 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 in the event that a resolution is not made and can be found at captulsa.org/contact-us.

Emergency Procedures and 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 with the exception of 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.

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. School doors are locked during safety drills, and no one can enter or exit the building during a drill. There will be a sign posted on the front door of the building notifying families when a drill is being conducted. For your convenience, safety drills are not conducted during drop-off or pick-up times.

TEACHING & LEARNING



Curriculum and Assessment

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

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 they may benefit from additional support. Teaching staff are trained through CAP Tulsa on how to conduct this assessment and will provide results to you as they become available. Please reach out to your child’s teacher with any questions.

Child Outcomes

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, 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 <https://talkingisteaching.org/> for resources and tips available in English and Spanish!

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. 12 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 of the senses.

Field Trips

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 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
- Public school visits
- Mock kindergarten day
- Attend our Kinder Connections event that will connect families
- Watch videos provided by CAP Tulsa about going to kindergarten





NUTRITION SERVICES

Need to stretch your food budget?

If you need immediate food assistance, please dial **2-1-1** and contact your FSS.

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:

<https://hungerfreeok.org/groceries/>

CAP Tulsa has also partnered with the Community Food Bank of Eastern Oklahoma to provide a 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: **<https://captulsa.org/farmersmarkets/>**

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



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, you will need to provide documentation from your child's primary care physician so 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 your child 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.

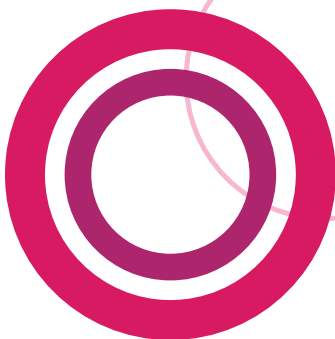
Classroom Meal Times*:

Breakfast	8:30 a.m.
Lunch	11:30 a.m.
Snack	2:00 p.m.

**(Some classroom meal times may vary. Please speak with your child's classroom teacher to confirm meal times).*

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

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 have an established medical and dental home for early intervention and well-child care.

Early Childhood Program Health Requirements

If you do not have an established medical and dental home, CAP Tulsa will work with you to find one. Our program 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 record.

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 notice if your child's immunization becomes past due. You will have 14 business 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.

We encourage all children to receive a dental exam by age one. Children should see the dentist every 6 months. By age three, your child must have a current dental exam on file with us.

Lead screenings must be conducted at age 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 consent to allow CAP Tulsa's Health Services Team to provide a lead screening that 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 9 to 12 months. This can be done during your well-child exam or during 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.

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.

Medication and Administration of Medication

If your child requires that prescribed or over-the-counter medication 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 the 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 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 FSS 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 at school and to minimize the spread of any contagious illness. We will contact you immediately to pick up your child should they become ill at 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 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 if needed 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/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. WIC is a supplemental nutrition program that contributes to healthy pregnancies, healthy babies, and healthy children. For more information or assistance with enrollment, contact your FSS.

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 Behavioral Health Specialists (BHS) 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 BHS at your school is to provide support to any child, caregiver, family member, or staff member. BHS 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 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 BHS 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 BHS or FSS.

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 is in need of 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 has not developed 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 stated areas above while they attend CAP Tulsa. Teachers will make a referral to the Inclusion Services Associates 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

(918) 835-8691

(for children under age three)

Public School District Special Education Departments

Broken Arrow Public Schools – (918)-259-5700

Jenks Public Schools – (918) 299-4415

Sand Springs Public – (918) 246-1426

Tulsa Public Schools – (918) 746-6391

Union Public Schools – (918) 357-4321

(for children over age three)

Getting 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. 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 for expectant parents or families with children from newborn up to 5-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 in 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.
- Join your child in at-home activities, which promote literacy and learning.
- Attend monthly Group Connections meetings.
- Keep your child's immunizations/well child 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.

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, and 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 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 with you about what you would like to see take place at future Group Connections. Sometimes Group Connections are conducted virtually.

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 quicker 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. 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 may offer you the option to complete the visit virtually instead of rescheduling. Let your Parent Educator know if you want to have a virtual visit.

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.**

Family Involvement Opportunities

Because you are enrolled in Learning@Home, we know that you are already involved in your child's development and are interested in ensuring their future success. Studies show that the earlier you are involved in your child's education, the more successful they will be in learning and school.

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 Support Specialist (FSS) 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, and other parents.

Parent Committees Provide families the opportunity to help develop activities that address the needs of participating families. During Parent Committee meetings, families enrolled in Learning@Home - EHS elect at least one representative to serve on the Policy Council.

Policy Council The purpose of the Policy Council is to encourage successful parent and community involvement concerning program design and implementation. It provides a formal structure where parents and community representatives can provide input regarding the nature and operations of Head Start and Early Head Start programs. The majority

of Policy Council Representatives are parents of currently enrolled children. Families enrolled in Learning@Home - EHS elect at least one representative to serve on the council. Representatives meet monthly to share ideas for program improvements and vote on decisions for policies, budgets, and staffing. Representatives also learn new skills in leadership, decision-making, finance, and communication. Representatives can serve as officers on the Executive Committee and the Policy Council Chairperson serves on the CAP Tulsa Board of Directors as a parent representative.

Volunteers are always welcome. We are always looking for parents and family members to provide time and talent during events.

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 Support Services

Parent Educators and FSS deliver a wide range of services that offer families help towards meeting their goals. One of the FSS's first steps in their partnership with you is to create a Family Success Plan. This is completed early after enrollment. This will be an opportunity to set goals you have for your family and to plan for the steps you need to take to meet them during your engagement with CAP Tulsa. You will first complete an assessment of where you feel your family currently is in all areas of your life. From there, an FSS will work with you to establish a plan of how you will meet your goals.

An FSS or Parent Educator will check in with you to help with any questions or help that you may need while you are working on your plan.

Your FSS works with you to help identify your strengths to overcome challenges and achieve your family's goals. The FSS can help you with supportive services such as signing up for public benefits, GED classes, English as a Second Language (ESL) classes, job training, and housing resources. FSS provides individualized support, linking you to advocacy, parenting, and other community resources your family may need.

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

CareerAdvance®

Learning@Home parents are also encouraged to take part in **CareerAdvance**. **CareerAdvance** is a career program offered through CAP Tulsa in partnership with Tulsa Community WorkAdvance (TCW) that provides referrals to help you find a job in a high-demand career field at no-cost to you. For more information, call **918-330-9280**, or visit captulsa.org/careeradvance.

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, call **918-382-3366**, or visit captulsa.org/esl.

See pages 8 and 9 of the Family Handbook for additional information regarding Family Advancement opportunities such as CareerAdvance and 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. A Behavioral Health Specialist (BHS) 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. BHS can also help support your mental wellness through a variety of services. Talk with your Parent Educator for more information about Behavioral Health Services available in our program and through community referrals.

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 your child is up-to-date and on track for healthy well-being. Our program requires that your child has an established medical/dental home for early intervention and well-child care. If you do not have an established medical/dental home, CAP Tulsa will work with you to help you find one.

Early Childhood Program Health Requirements

Every parent must submit a current immunization record for their child and maintain up-to-date records throughout their child's enrollment. You will get a notification if your child's immunization becomes past due. You will have 14 business days to present updated immunization information once you receive a notice. If immunizations are not provided, your child will be excluded from group activities until current immunization records are received.

Our program requires that EVERY child be current and remain up-to-date with the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Well Child Exam guidelines.

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

We encourage all children to receive a dental exam by age one. Children should see the dentist every 6 months. By age three, your child must have a current dental exam on file with us.

Lead screenings must be conducted at age 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 consent to allow CAP Tulsa's Health Services Team to provide a lead screening that 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 screening (H&H) must occur between the ages of 9 to 12 months. This can be done during your well-child exam or during a Women, Infants and Children (WIC) evaluation. If documentation of H&H testing is not received, this screening may be done during a home visit or group social.

Your child will receive sensory screenings, which includes 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.

SoonerCare/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. WIC is a supplemental nutrition program that contributes to healthy pregnancies, healthy babies, and healthy children. For more information or assistance with enrollment, contact your FSS.



TALK, READ, SING!



YOU ARE YOUR CHILD'S FIRST TEACHER!

WE BELIEVE IT IS IMPORTANT TO SPEND TIME TALKING, READING, SINGING, AND PLAYING, 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 AND MAKE SURE THEY ARE ON TRACK FOR SUCCESS.

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TEACHING.

TALK
READ
SING

Visit **talkingisteaching.org** and follow
CAP Tulsa on social media
for resources and tips!

