



EOCF™

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Parent Handbook

2026-2027

Educational Opportunities for Children and Families P: 360.896.9912

2219 NE 138th Ave, Bldg. 100, Vancouver, WA, 98684

Welcome to



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☐ Head Start ☐ Early Head Start ☐ Home Based ☐ ECEAP

Teacher's Name: _____

FA/CFA/CFE: _____

Center: _____

Address: _____

Phone Number: _____

Hours Attending: _____

Days Attending: _____

☐ Monday

☐ Wednesday

☐ Tuesday

☐ Thursday

☐ Friday

***Typical Schedule**

8:30-Arrival and breakfast

9:00-Circle Time

9:20-9:50-Outdoor time

10-11-Free choice/Centers

11:10-11:30-Music and Movement

11:45-12:15-Lunch

12:15-12:30-Quiet activities/Small Group

12:30-1-Outdoor time

1:00-2:00-Free Choice

2:00-2:20-Snack

2:30-Departure



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OUR MISSION

*To connect, empower and transform the lives of
children and families.*

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Dear Parents,

On behalf of the Board of Directors, Parent Policy Council, Executive Management Team and staff, we would like to welcome you and your family to our program. You are your child's first and most important teacher. By participating with your child in the program, you will build your knowledge as a parent, as well as learn new ideas to support your child. Our staff will provide support for you and your child as you face the many joys and challenges of parenting. We have an open-door policy for parents and encourage you to spend time with your child at the center. Young children thrive in a consistent learning environment. Please feel free to ask the staff any questions you may have about family development, social services, resources, the classroom and what activities your child is participating in.

EOCF Board of Directors:

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EOCF Programs

Educational Opportunities for Children and Families (EOCF) is a non-profit organization dedicated to providing early learning, childcare, and social services to low-income children and families. EOCF shall not charge any fees for participation in its Head Start, Early Head Start and ECEAP Programs. The programs we offer make an investment in the lives and futures of approximately 1,200 children and their families each year, as well as provide a wide range of services and opportunities:

EOCF, in collaboration with the Department of Children, Youth and Families, Cultivate Learning, and the University of Washington, proudly participates in Early Achievers, Washington's Quality Recognition and Improvement System (QRIS). For more information about Early Achievers, please ask EOCF staff, or log on to www.dcyfwa.gov and search for Early Achievers on their homepage.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE:

Steps to enrolling a child/family into EOCF programs include completing an application, verification of eligibility, prioritization, program acceptance, and then enrollment. Enrollment depends on the number of available slots in a program for the children who are eligible, and prioritized on the waiting list.

EOCF offers developmentally-appropriate curriculum and activities that:

- Reflects the interests of enrolled children and families.
- Supports ongoing development of each child's home language, and demonstrates respect for family structures.

EOCF offers the following programs:

For Children Prenatal to Age 3:

- Early Head Start (EHS) - Full year early learning opportunities offered in a

Full-Day licensed early learning center or in a home based model. Both models include family support, training and resources.

For Children Ages 3 to 5:

- Head Start (HS) and the Early Childhood Education Assistance Program (ECEAP) - Full-day, part-day preschool and licensed childcare offered in an early learning center, or HS as home-based services; comprehensive child development services, including family support, training and resources.

For Children Ages 5 to 12:

- HotShots Youth Sports - Basketball leagues for youth. Call the HotShots Youth Sports Director at 360-604-7955 or visit: <http://www.hotshotsyouthsports.org> for information or assistance.

Parent University

- Parent University provides programs and activities for eligible parents and staff of EOCF to aid them in securing employment or to provide job skills training within the field of Early Learning.

EOCF has centers located in various parts of Clark, Cowlitz, and Pacific counties. EOCF also partners with other agencies and businesses to ensure accessibility of our programs for low-income children and families. Our most important partners are the parents and families with children in our programs. Parent participation is essential to the growth of their children and the success of our programs. EOCF offers many opportunities for parent involvement, including volunteering and parent education trainings. Some examples of volunteer opportunities include Parent Policy Council, active participation on an EOCF parent-staff committee, volunteering at our administrative offices or in your child's classroom. For more information about our volunteer opportunities, please ask your Teacher or Family Advocate.

Interpreters

Interpreters are available at your request. For children who speak a language other than English at home, we will focus on developing English language communication and literacy skills.

Program/Child Development Philosophy

Our agency supports school readiness goals through a partnership with children and families using the Washington State Early Learning Guidelines, Head Start Child Development Early Learning Framework, and Creative Curriculum which is the curriculum EOCF uses to support early learning.

Learning takes place where there is acceptance, respect, security and a feeling of being included, both at home and in the school environment. We believe that parents are their children's most important teacher. We support parents in participating in the educational process through Home Learning Activities, volunteering in the classroom and Parent/Teacher Conferences.

Learning is based on the following areas of development **(see School Readiness Goals):**

Social Emotional: the ability to build secure attachments with adults and peers and to maintain healthy relationships, to regulate behavior and emotions, and develop a healthy concept of self.

Physical Well-Being and Motor Development: the development of large and small motor skills, healthy nutrition, self-care and safety.

Language, Literacy and Communication: the development of skills that help support the ability to express and understand thoughts, feelings, and ideas.

Approaches to Learning: children's motivation to learn, to stick with tasks, to cooperate, to be curious, and to apply knowledge to new situations

Cognitive and General Knowledge: the development of skills related to logic/reasoning, math/numbers, science/prediction, social studies, creative arts and family/community/culture.

Attendance Matters, Every Child Every Day—

Showing up on time every day is important to your child's success and learning from preschool forward. Missing multiple days of school each month makes it harder to get ready for kindergarten. This can set a pattern of poor attendance that is hard to break and makes it harder to develop early reading skills. Attending school every day helps your child develop a routine that is critical to school success. It is an EOCF policy that enrolled children attend class or home-based visits on a regular basis. Our attendance policy is that **children must attend at least 90% of the time**. If your child will not be in class, please let the teacher know ahead of time. Staff will contact you if your child is absent when they have not received a call from you. **If there are two consecutive unexcused absences** or excessive absences an attendance plan may be developed with you.

Go to <https://www.attendanceworks.org/> for more information.

Attire—

As part of our programs, children will be active in and outside of the classroom. Daily activities will include active play and at times and messy art projects. To make the most of opportunities provided, children should feel comfortable enough to participate and enjoy any and all activities without worrying about ruining their outfit.

- ◆ Play clothes are encouraged
- ◆ Clothing should be practical and easy to manage. Many bathroom accidents occur simply because a child cannot undo their clothing in time.
- ◆ Fancy or new outfits, suspenders, belts, body suits and outfits with difficult snaps, buttons, and zippers are discouraged.
- ◆ Anyone wearing dresses/skirts are required to have shorts underneath them.
- ◆ Open-toed, hard-soled and flip flops are not permitted for safety reasons.
- ◆ The children play outside each day and should be dressed according to the weather.
- ◆ Mark your child's name on all outerwear and belongings to help ensure their return home.
- ◆ EOCF is not responsible for items lost at school.

School Readiness —

Head Start defines school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning in life.

We understand families play a critical role in helping their children to prepare for school and a lifetime of academic success. At EOCF, we involve parents in establishing our school readiness goals. By partnering with our families to educate and help their children reach their full potential.

Our School Readiness Goals

Social Emotional— Children will be able to regulate their own emotions and behaviors.

Physical Well-Being and Motor Development - Children will demonstrate motor strength and coordination.

Language - Children will be able to use conversational and other communication skills.

Literacy - Children will demonstrate knowledge of print concepts and emergent writing skills.

Approaches Toward Learning - Children will demonstrate positive approaches to learning.

Cognition and General Knowledge - Children will demonstrate emergent math skills.

Watch your child at play... What area(s) of development (what learning domains) are being put to work? Language? Gross Motor?

Parents, please be aware that there is a significant difference between childcare and preschool. Our preschool program has a structure, a scheduled routine and individualized student goals to help each child be kindergarten ready. Quality preschools promote ready children, ready families and ready schools!

Physical Wellness is key to being ready for school. Establishing medical insurance and staying up-to-date with Immunizations, Well Child Exams, Dental Exams and addressing any health needs is one of the most important things you can do to get your child ready for learning and school. This is a state and federal requirement of all our programs and we will work together with you to be up-to-date with your child's health care.

Pyramid Model —

EOCF uses the Pyramid Model for Promoting the Social Emotional Development of Infants and Young Children in our classroom. The Pyramid Model has interventions that support children who are typically developing as well as children who may have developmental delays.

Positive Behavior Intervention Supports Program (PBIS)

EOCF supports children developing self-control and self-regulation skills by using positive guidance tools such as:

- Building positive relationships with each child
- Modeling and teaching problem-solving
- Encouraging and teaching positive behavior
- Setting clear limits using logical consequences
- Redirecting children to use more acceptable behavior

EOCF does not use corporal punishment (spanking and/or other physical punishment). As a last resort, if a child is having unsafe actions toward themselves or others, and the child needs support keeping their body safe, Staff will use limited secure holding to keep the child and others safe. Staff are appropriately trained by the Mental Health Manager in de-escalation and restraint techniques prior to restraining a child. Any physical restraint is documented and discussed with the parent/guardian.

EOCF uses the **Positive Behavior Intervention Support System (PBIS)**, which is also used in many of the surrounding school districts that EOCF children will be transitioning to. PBIS is used because children do best in environments with common expectations and consistent positive guidance.

EOCF staff supports and implements PBIS by:

- Teaching the rules “Be Safe, Be Kind, and Be Responsible” within the classroom and EOCF environments. (For sites within the public schools, EOCF follows the rules already established.)
- Planning classroom activities that support children in the development of positive social skills, encouraging success in school and life
- Providing training opportunities and resources to families to implement PBIS techniques at home.

Addressing challenging/unsafe behaviors in the classroom:

EOCF focuses on fostering positive behaviors through clear expectations, consistent routines, and positive reinforcement. It involves creating a structured environment, teaching social skills, and addressing challenging behaviors proactively.

Parents are key partners in this process, expected to reinforce positive behavior at home and collaborate with teachers on strategies to address any issues. When a child's behavior requires intervention, parents are expected to cooperate with the preschool staff to address the issue. This might involve discussions about the child's behavior, implementing strategies at home, or attending meetings with EOCF staff.

Examples of challenging/unsafe behaviors include:

- Punching, hitting, biting, kicking, hair pulling, or other physical aggression
- Damaging school property
- Using derogatory language/slurs/gestures
- Leaving classroom or playground without permission
- Throwing objects at others, climbing on or tipping over shelving
- Exhibiting sexualized behavior with self, other children, or staff

Separation —

Separation can be very emotional and difficult for both parents and children. Help prepare your child by having conversations about what to expect prior to their first day. Developing a consistent drop off routine which includes saying goodbye before leaving your child will help to increase feelings of safety and security. Also, reminding your child that you will be back to pick them up in a few hours will reduce their anxiety about the transition. If your child has trouble leaving you to come to school, please let the staff know so they can help make your child more comfortable and ease the transition from home to school.

Personal Toys

Educational items, such as books, pictures, newspaper clippings, artifacts, etc. are welcome and encouraged. Please do not send toys! Toys are hard to share, sometimes lost and/or damaged. We plan special days during the year when children may bring a prized possession such as a teddy bear or special toy. Please write your child's name on any artifact brought to school. Formal "show and tell" times are kept to a minimum in the classroom.

Family Services —

Staff and parents meet to work together to identify family strengths, interests, needs, and identify community and program resources available to assist them. Family goals are set and a plan is developed to achieve those goals as well as a plan for a happy, healthy learning experience for your child and family. Family Services also provides support and encouragement to meet day-to-day challenges. Our Family Services Staff help to ensure a smooth transition for you and your child(ren) as you move together through the early childhood years and on to kindergarten.

Literacy —

We provide learning environments that are enriched with language. Children have the opportunity to receive developmentally appropriate books for home learning. Parents are encouraged to come to the classroom and read to the children.

Your Child's Health and Well-Being

Illness Exclusion —

For the safety of your child and the other children in our care, children **must** be kept at home if they show any of the following symptoms:

- Temperature of 100.4 degrees F or higher, regardless of other symptoms
- rash with fever and/or behavior change
- open, oozing sores that cannot be covered by a bandage
- suspected communicable infections such as impetigo, pink eye, or scabies
- vomiting: 2 or more times in the past 24 hours
- diarrhea: 3 or more watery stools in the past 24 hours (or any bloody stools)
- Live head lice. Children will be readmitted after a scheduled head check with parent/guardian the teacher together and **NO** live lice are visible.
- Any child who has had a medical or dental procedure requiring anesthesia and/or a child who has had an illness or injury requiring urgent care or emergency evaluation or hospitalization **MUST HAVE** a provider release back to the preschool environment LISTING any restrictions or accommodations **AND** for how long.
- If your child is ill and needs to be taken home, your phone number will be called first. If we cannot reach you, we need other contacts that are available during the day. These contacts are referred to as "Emergency Contacts." Please be sure that EOCF has a current list of your emergency contacts. Let a staff person know if you need to update this list.

*NOTE: During a declared illness outbreak at your center, your child may be excluded for vomit and/or diarrhea.

Return to Childcare/School

The child with short-term exclusion may return when one OR MORE of the following conditions are met:

1. The child is symptom free for 24 hours.
2. Treatment in progress or completed.
3. Documentation is received from a health care provider stated that the child may return to childcare/preschool.

Medical Care —

When a **minor injury/incident** occurs, such as bumps, scratches, bites, etc., staff will follow general first aid practices. Parents/guardians, emergency contacts or the health care provider will be contacted as necessary, and the injury/incident will be recorded on a Child Accident Report. A copy of this report will be provided to the person picking up the child on the same day.

In the case of **major/serious emergencies**, staff will call 9-1-1 and perform first aid or CPR as needed until paramedics arrive. Attempts will be made to contact parent/guardian and/or emergency contact person. The consent and emergency release forms will be given to emergency personnel.

Staff will stay with the injured/ill child, if transport to the hospital is necessary, until a parent/guardian or emergency contact arrives. The emergency will then be recorded on a form that includes the date, time, place and cause of the injury. A copy of this report will be provided to the parent/guardian on the same day.

Well-Child Exam —

Well-child exams are due for infants and toddlers at 2 months, 4 months, 6 months, 9 months, 12 months, 18 months and 2 years of age. Well-child exams for preschoolers are due at 3 years, 4 years and 5 years of age. **It is a program requirement** that EOCF obtain results from your child's most recent well-child exam **within 90 days of enrollment**. If your child does not have insurance, a doctor or current exam we will assist you in obtaining these.

Children will receive a hearing and vision screening annually. Heights and weights will be collected upon enrollment.

Child Abuse and Neglect —

All EOCF employees are mandatory reporters and are required by law to report any suspected child abuse or neglect. We know that stressful times can lead to changes in your parenting style, and we are here to support you during those times. Please ask your teacher or family advocate about accessing community resources or additional support.

Immunizations —

Washington State Law (246-105 WAC), Washington State ECEAP, and Federal Early Head Start/Head Start, require all preschool and childcare children to be up-to-date for all required vaccinations, for age, or have a valid Exemption, prior to attending center-based. A current completed WA State Certificate of Immunization or valid WA State Certificate of Exemption must be on site for day one of attendance/participation. If your child does not have medical insurance, we can assist you with obtaining free vaccinations and application for free children's insurance.

Medications —

For your child's safety **all** medications, including over-the-counter medications (diaper cream, pain relievers, etc.), **must** be accompanied by a medication authorization form signed and dated by a doctor and the parent/guardian before the medication can be administered.

Prescription medications **must** —

- be provided to an EOCF teacher in the original container with the pharmacy label
- be handed **directly** to EOCF teacher **by** parent/guardian; **no medications can be in backpacks or diaper bags.**
- be accompanied by a "Prescription Authorization" form (provided by EOCF) - **signed and dated** by doctor and parent/guardian. (Prescription label may be used in lieu of doctor's signature for prescription medications only.)

Over-the-counter medications **must** —

- be accompanied by a "Over-the-Counter Medication Authorization" form (provided by EOCF) - **signed and dated** by doctor and parent/guardian and must indicate a start and stop date. The form must list medication name and dosage.
- be handed **directly** to the teacher by parent or guardian in the original container. **No Over-the-Counter products, including lotions, chap stick or diaper creams, can be in back packs or diaper bags.**

Special Health Care Needs —

Please let us know if your child has health conditions that may need care at school such as asthma, seizures or allergies or other health conditions. We will meet with you and create a health action plan and training.

Diapering and Toilet Learning —

All staff and parents follow the appropriate process for diapering to ensure the health and safety of the child. Toilet learning for each child is a well-planned collaborative process between the teacher and the parent/guardian. When the child is physically and emotionally ready for toilet learning, the adults invite the child to use the toilet, help them, as needed, and positively reinforce their efforts, regardless of their outcome.

Dental Care —

A dental exam is recommended every six months starting at age one. **It is a program requirement** that EOCF obtain results from your child's most recent dental exam **within 90 days of enrollment** and every 6 months thereafter. We encourage parents to get their child's dental exam and results before they begin the program. If your child does not have insurance, a pediatric dentist or a current exam, we will assist you in obtaining these. We provide toothbrushes and toothpaste to each child in class and they are taught to brush their teeth at school after one meal or snack. Infant oral care is provided daily by their primary caregiver after one meal or feeding.

Mental Health —

Every child's social and emotional well-being is crucial to a successful classroom experience. EOCF staff are trained in supporting every child's social and emotional needs and are able to recognize when a child may need additional assistance in the classroom. A Mental Health Manager is available to staff and program parents to offer support when further assistance is needed. Parents are always involved in planning, decisions, and confidentiality is assured throughout this process.

Early Intervention/Disability Services —

Every child enrolled in the program receives screenings in the areas of development for children 0-5 years of age. With Parent consent referral recommendations are made to the school districts and/or Early Support for Infants and Toddlers (ESIT) based on screening results. Developmental delays and special needs are identified and addressed by parents and staff working together. Individualized learning plans and environmental accommodations are tailored to the needs of children. For children who have conditions where the Individuals with Disabilities Education Act (IDEA) Section 504 of the Rehabilitation Act, and/or American with Disabilities Act (ADA) would apply, we will make reasonable accommodations.

Referrals—

When preliminary health and developmental screenings are completed with children and areas of concern are identified, staff will discuss with families possible referrals they can make to specialists within EOCF or community partners to support early intervention services for children with suspected delays or mental health, health, and nutrition.

Screenings —

Preschool children will be given hearing and vision screenings at school. Heights and weights will be collected once during the year. Infants and toddlers also have vision and hearing screenings completed by using the Three Prong Approach, and heights and weights are collected two times per year.

Nutrition —

EOCF provides nutritious meals following USDA guidelines. Only foods prepared in accordance with local, state and federal guidelines for nutrition, food safety and sanitation may be served in EOCF classrooms. Food is prepared by a qualified person. No foods prepared at home may be served in the classroom. Families may bring food from home for scheduled family events that occur outside of scheduled class meals. These rules are in place to promote good nutrition. EOCF's nutrition goal is to provide foods low in sugar, salt, and fat as well as for the protection of children with food allergies. Children do not have to eat all of what they serve but are encouraged to try new foods. All foods are offered twice at the meal time.

EOCF works with you to meet your child's special dietary needs. Children who attend part day programs are offered food with 1/3 of their daily nutritional needs, and children who attend full day programs are offered food with 2/3 of their daily nutritional needs. Infants 0 -12 months old are fed "on demand". Nursing mothers may bring in breast milk to be stored in a fridge and served for their child or may breast feed their child at the center. When children arrive at a full-day site prior to a meal, EOCF has approved snacks to provide children if they are hungry. Parents/Guardians will need to let classroom staff know at arrival if their child is needing to eat based on their schedule that morning. At Part-day sites, if children arrive after the first meal, EOCF has additional approved food to offer the child until the next scheduled meal.

Class meal times for children 1-5 years old are scheduled and based on guidelines from the USDA. Each classroom has different meal times, please check with staff for exact times.

Food Allergy, Milk or Food Substitutions - Please let staff know if your child has food allergies or has a disability that would prevent your child from eating regular meals. Staff can help you get the documentation from your child's doctor. Outside food is not allowed at EOCF sites during class time due to the various child allergies at each site.

Children who are lactose intolerant and are able to drink lactose free milk or soy beverage do not require a medical note but the parent must fill out a form to request milk substitution. If you prefer that your child not be served certain foods (beef, pork, shellfish or animal protein of any kind) for religious reasons, parents will be asked to complete a religious food substitution request.

Meal Service/Food Policy —

Meals are provided and served family style to enrolled children. Adults are encouraged to volunteer for at least one hour in the class if they'd like to eat with their child. Volunteers and teachers are to eat and model child-sized portions.

Menus and Monthly Nutrition Newsletters —

Menus are posted in the classrooms and are available to be printed for families upon request through the classroom teacher. Nutrition information is provided monthly to each classroom through your child's teacher.

Food for Center Meetings/Family Engagement Events-

In keeping with EOCF policies, nutritious food and/or snacks should be offered at Family Engagement Events. Families are not obligated to contribute food for events.

EOCF's Disaster Preparedness

EOCF has a comprehensive written disaster plan located at each of our sites. These plans include procedures for handling fire, earthquake, tsunami and lockdown. Fire evacuation plans are posted in each classroom and fire drills are practiced monthly. Other emergency drills are practiced on a quarterly basis and the plans for those drills are contained in the sites EMERGENCY BINDER.

Each center has developed a relocation site plan to be used in the event the building becomes damaged and is unsafe to use. The relocation sites are listed in the EMERGENCY BINDER and parent notification of these locations will be sent home to you at the beginning of the school year. Please review the Red Emergency Binder at your child's school.

If you have any questions or concerns regarding these plans, please feel free to contact your child's teacher.

Transportation To/From Centers

Parent Transportation:

Parents are responsible for transporting their children to and from school. When transporting your child to school, for your child's safety, the drop off person must follow EOCF Drop off procedures. The person must sign using their full legal signature. During a pandemic or other health emergency, additional drop-off procedures will be required both for in-person and bus transportation, according to the Department of Health or State regulations. These will include but not be limited to a child temperature check and answering health screening questions prior to you leaving the center/bus pick-up location.

The child must be picked up by a pre-authorized person who is at least 14 years of age, they will be required to follow EOCF Pick-up procedures. The person must sign using their full legal signature. When picking up a child, please arrive at the center promptly at the end of your child's class time. Any person picking up children that staff does not know will be required to show their personal identification, before the child will be released to them.

Bus Transportation:

When your child is transported by bus to school, for your child's safety, the pick-up and drop-off person must follow EOCF pick-up and drop-off procedures, which will be explained in a pre-school training for those riding a bus. At this training there will be an Authorization to Transport form that will need to be signed for each transported child by a parent of guardian. The person must sign using their full legal signature. During a pandemic, or other health emergency, additional pick-up and drop-off procedures will be required both for in-person and bus transportation, according to the Department of Health or State regulations. These will include but not be limited to a child temperature check and answering health screening questions prior to you leaving the bus pick-up location. The child must be picked up by a pre-authorized person who is at least 14 years of age, they will be required to follow EOCF pick-up and drop-off procedures. The person must sign using their full legal signature. When picking up a child, **please arrive at the pick-up/drop-off location promptly or ahead of the scheduled bus drop-off or pick-up time.** Any person picking up children that staff does not know will be required to show their personal identification, before the child will be released to them. During a pandemic, or other health emergency, there may be additional requirements per the Department of Health or from the State.

Children Left Unattended in Cars —

According to Washington State law, "It is unlawful for any person, while operating or in charge of a vehicle, to park or willfully allow such vehicle to stand upon a public highway or in a public place with its motor running, leaving a minor child or children under the age of sixteen years unattended in the vehicle. Any person violating the provisions of this section is guilty of a misdemeanor. Upon a subsequent conviction for a violation of this section, the department shall revoke the operator's license of such person."

In accordance with Washington State law, and for your children's safety,

EOCF observes the following policies:

- When the motor is running, children under the age of sixteen years are not to be left unattended in a vehicle.
- When the motor is not running, children who are young enough to require a car seat/booster seat are not to be left alone in a vehicle.

Older children who are behaving in a manner that is deemed unsafe (hanging out of windows, opening and shutting the door, fighting with other children, crying/yelling, etc.) are not to be left alone in a vehicle.

Children are not to be left unattended for an extended period. If staff notice that a child has been left unattended, we will ask the parent to care for the unattended child. If the parent cannot be located or if there is concern for the safety of the child, staff will call 911 to report a child left unattended in a vehicle.

Late Pick-Up —

Parent Transportation:

In the event you must be late, please call the center as soon as possible. Inform the classroom staff of the situation and who will be picking up your child. The emergency person must be listed on the emergency contact form and show a picture ID at pick up. When the pickup person arrives she/he will be required to complete the Late Pick-Up form.

If a child is still at the center **45 minutes after classroom dismissal**, and there has been no call from the parent/guardian, the teacher cannot reach the parent/guardian or the listed emergency contacts to pick up your child, Child Protective Services will be called to plan for your child's safety.

Bus Transportation:

In the event you must be late to the drop-off location, please call the bus phone number given to parents or guardians at the beginning of the year as soon as possible. Inform the staff of the situation and who will be picking up your child. The emergency pick-up person must be listed on the emergency contact form and show a picture ID at pick-up.

If a child is not met at the scheduled bus drop-off location on time, and there has been no call from the parent/guardian, and the bus monitor cannot reach the parent/guardian or the listed emergency contacts to pick up your child, the center will be called, and the 45-minute time begins. The child will be returned to the center at the end of the route, and at the end of the 45-minute period, Child Protective Services will be called to plan for your child's safety.

Field Trip Transportation —

A field trip is any activity outside of the classroom scheduled during regular operating hours. Field trips extend learning opportunities to the community and enhance the child's classroom experiences. Field trip notices are sent home before the trip and contain specific information about it, such as: date, destination, time of departure and return, and the purpose of the field trip. The notice is also posted on the classroom door. **Program parents are invited and encouraged to participate in planning and attending all field trips.** Parents will be given an Authorization to Transport form to fill out to authorize the bus trip, even if the student is a regularly transported to and from school on a bus. Early Head Start field trips are usually limited to short excursions within the surrounding neighborhood.

Weather Guidance—

Children will play outside daily unless extreme weather conditions exist. Children will not be outside during threatening weather, such as severe snowstorms, thunderstorms, windstorms or bad air quality warnings. Children will play outside during periods of rain. Children must be dressed for weather conditions during outdoor play time (winter/rain season - hats, coats, mittens, boots).

Wind-Chill: 0° to 15° is very cold – NO Outdoor time

Heat Index: 110° considered dangerous (not likely in our area)- NO Outdoor time

Ways for Parents to Advocate and Get Involved

Parent - Staff Partnership —

Children do their best when their families are engaged and participate in their education and development. With this in mind, we offer many ways for parents to participate. Please refer to the "Participation Agreement" you received at your initial home visit.

Parent University —

Parent University provides programs and activities for eligible parents and staff of EOCF to aid them in becoming EOCF employees and to provide job skills training within the childhood education industry.

Advocacy—

Advocacy means standing up or speaking up on behalf of another person or cause. Enrolling your child into our program is advocating for the child's growth and development! A Family Advocate partners with you to help meet (advocate for) your family's needs! Policy Council Parent Leaders learn the business of advocating for the cause of Early Childhood Education.

All Parents are invited to attend the Washington State Association of HS and ECEAP (WSA) Advocacy Day in Olympia. EOCF provides transportation to and from Olympia. Parents are able to meet with legislators and relay the importance of Early Learning.

Parent Center Committees and Policy Council —

Parent Center Committee Coordinators are family members with a child in the Head Start, Early Head Start, and/or ECEAP programs and are automatically considered members of the Parent committee at their particular center or site. As a parent or family member, you are encouraged to volunteer as a Parent Committee Coordinator and assist classroom staff and other parents in planning meetings, coordinating center events, and encouraging other parents to participate. Parent Committee Coordinators also interact with Policy Council representatives and keep parents informed of program opportunities.

Parent Policy Council shares program governance with the Board of Directors, management staff and CEO of EOCF and provides families with ongoing opportunities to make a difference in their child's education. The Policy Council consists of elected representatives from the various EOCF centers. Policy Council elections generally take place in October/November of each program year, with the new Policy Council seated in December for a one-year term. As new slots become available, eligible family members may be nominated for Policy Council throughout the year. As a Policy Council member, you can lend your voice in making decisions about program design, personnel, budgets, operation of the agency, and the quality of services to your children.

In addition, Policy Council offers opportunities to attend state and national level conferences that focus on advocacy and early childhood education. Being on Policy Council will give you the skills to advocate for a greater education for your children. If you're interested in serving on Parent Policy Council, speak with your Teacher/Family Advocate or contact the Family and Community Engagement Manager at (360) 567-2745.

Volunteers —

Family and community member volunteers are vital to our program. We match interests, skills, abilities and availability to volunteers and provide opportunities to add to their job skills and experience. EOCF uses volunteers in many areas, such as clerical/office, classroom, health, accounting, nutrition, maintenance, and various program committees such as Literacy, Self-Assessment or Health Advisory. Ask your teacher or family advocate for more information.

Non-Federal Match Contribution Services—

EOCF is required to receive contributions of time, goods, or services to match the federal money received to operate Head Start/Early Head Start. One of the biggest sources of non-federal match contribution is through the time donated by parents and community volunteers. Each time you volunteer your time and talents, you are providing vital support to EOCF programs. The following are examples of the services and items that are considered non-federal match contribution:

Volunteering and/or donating within the agency is not limited to only the classroom. Please ask your Teacher/Family Advocate or the Family Engagement component about other opportunities we offer throughout the agency.

Policy Council Member — volunteers monthly for meetings to make decisions on programmatic information. Policy Council members are on various EOCF committees, and contribute to the annual self-assessment and many other agency projects.

Home Learning Activities — Parent may count a maximum of 21 hours per week per child for doing Home Learning Activities with your child. Talk to your teacher for more information.

Classroom Volunteers — Volunteers can assist teachers with daily activities during class time, and assists with planning field trips.

Non-Federal Match Contribution Items — The following donated items are considered non-federal share contributions:

Clothing — clothing used specifically for educational experiences for children (example: dramatic play).

Food — Nutritional store-bought food in unopened original packaging may be donated for use during family engagement event/activities.

Books and Educational Toys — Books and toys that are used specially for educational experiences or used to apply toward program objectives.

EOCF Parent Rights and Responsibilities

EOCF is a family-oriented, child-first agency, dedicated to the development of strong, healthy preschool children and families. EOCF values the involvement of parents in partnership with staff to create a successful experience for children and their families. Please refer to the “Participation Agreement” you received at your initial home visit.

Respectful Relationships —

EOCF believes that each child is a unique person with their own learning plan; therefore, our curriculum is tailored to meet each child's needs and interests. The relationship between families and our programs is truly special. Our top priority is working in partnership with the family because children learn best when staff and parents work together. Staff assist parents and children in the development of healthy and nurturing relationships.

EOCF programs are funded with state and federal dollars; therefore, the agency may not support any inherently religious activities, such as worship, religious instruction or religious promotion. EOCF does not plan religious activities in the curriculum. This does not preclude children or families from sharing their traditions.

Confidentiality —

Confidentiality is very important in our program. Our staff will not share your family information with anyone outside the agency with the exception of CPS reports or if subpoenaed. EOCF requires your approval before sharing your information, and we ask that parents respect the privacy of others. If you are attending an ‘EOCF’ event and take pictures, please only take pictures of your child(ren) and Do Not post program related pictures of any child other than your own on social media websites.

As a parent or legal guardian you have the right to give permission, or not, for the release of your child's/family's records (or part of your records) to other persons or agencies.

The parent or legal guardian's consent for release of records is voluntary and can be withdrawn at any time in writing. Should the parent withdraw consent, it does not apply to information that has already been provided under the prior consent for release.

Information obtained will be treated in a confidential manner by EOCF. We must have written permission from the parent or legal guardian in order to release any information from a child's/family's EOCF record.

However, state regulations allow EOCF to disclose those records, without consent, to the following parties:

- to comply with a judicial order or lawfully issued subpoena;
- to appropriate officials in cases of health and safety emergencies; and/or
- to state and local authorities, within a justice system, pursuant to specific state law.

EOCF's federal/state funders and DCYF Child Care Licensing (for licensed centers) require access to records for audit and review. For a copy of the EOCF Authorization of Release and Exchange of Confidential Information, contact any EOCF staff.

Parent and Volunteer Code of Conduct

Considerate and respectful behavior between and among all program participants is essential for EOCF to achieve its mission, help ensure a positive environment, and promote the safety and security of children, families and staff. Employees, parents, volunteers, and visitors involved with the program must follow the Code of Conduct as outlined below.

Standards of Conduct: All parents, visitors and volunteers will:

1. Respect the unique identity of each child and family and will refrain from stereotyping based on gender, race, ethnicity, culture, religion or disability.
2. Follow the program confidentiality policies concerning information about children, families and other staff members. This includes any information which you may see or hear at the center. Confidentiality expectations extend to the use of social media platforms; parents are requested to follow the following behavior online:
 - Posting photos or videos of children, other than your own, is prohibited
 - Posting defamatory statuses about fellow parents and students, is prohibited
3. It is expected that all disagreements be handled in a calm and respectful manner and in a location away from the children. EOCF has a grievance procedure in place that families can follow if conflicts at the site are unresolved.
4. Conduct themselves in a manner that reflects positively upon the program's reputation and upon the children and families the program serves.
5. Parents and Volunteers will exhibit patience and self-control and will use positive methods of child guidance. Hitting, spanking, dragging, yelling, or verbal humiliation at the center or at a program event is prohibited.
6. Partner with the program as part of the team to build strong social emotional and cognitive skills to prepare their child for kindergarten. If needed this may include:

- Active participation in Safety Plans and Behavior Support Plans
- Being available to support a safe learning environment
- Learning about and utilizing consistent positive behavior strategies between home and school

EOCF will not tolerate behavior by parents, visitors, or volunteers that violate this Code of Conduct. Examples of violations could include but are not limited to the following:

- Threats or intimidation toward staff, parents or children
- Physical or verbal punishment of a child
- Cursing or other inappropriate language
- Quarreling, verbal fighting, loud shouting, or other displays of anger
- Smoking, vaping, possession of drugs, alcohol or weapons at the center
- Physical violence or sexual harassment

Parents who violate the Parent Code of Conduct jeopardize their participation in program activities and may be restricted from agency property and events which could result in their child being disenrolled from the program.

EOCF Parent Complaint Process

“Parents as Partners” is a cornerstone of EOCF’s philosophy, and we believe in the importance of parents and staff communicating openly and frequently. Parent input, particularly about the services provided to their children, is encouraged. If communication between parents and staff does not resolve an issue or concern, parents may request to speak with the staff member’s supervisor for assistance. If the concern remains unresolved, they can then request a meeting with the site’s Education Manager. If the matter still cannot be resolved at the site level, parents may pursue a written formal complaint.

Formal complaints against EOCF employees will be considered when:

- The parent believes an EOCF employee has violated federal or state performance standards or grant requirements;
- The parent believes an EOCF employee has violated the agency’s own administrative or personnel policies and procedures; and/or
- The parent believes his or her civil rights, or the civil rights of his or her child, as defined by the State of Washington’s civil rights laws or the federal government’s 1964 Civil Rights Act, have been violated.

Formal written complaints can be made to the Director of Strategic Operations (DSO) at: Nancy.trevena@eocfwa.org.

Within five (5) working days of receipt of the complaint, the DSO will complete an inquiry and issue a written response to the parent. The written response shall be sent by certified mail, return requested.

For ECEAP families, who are not satisfied with the response from the agency, they may contact ECEAP Administrators at: dcyf.eceap@dcyf.wa.gov.

For HS or Early Head Start families, who are not satisfied with the response from the agency, an email address for the Head Start Grantee Specialist will be provided.

For questions about the EOCF Parent Complaint Process, contact EOCF’s Director of Strategic Operations at:
(360) 896-9912.

Emergency Closure Information —

Individual classrooms may be closed due to site-specific issues/emergencies. In the event of inclement weather, the decision for classrooms to remain open or to be closed will be made by the Chief Program Services Officer. As a general rule, EOCF classes will not be held when the public schools in the area of the center are closed.

If the public schools are starting late, the Chief Program Services Officer will determine on a site-by-site basis whether our classes will be closed or will operate as scheduled. It is possible that some classes will be closed and others will be open. Full-day sites may open late.

When centers are closed, evening events are cancelled.

EOCF utilizes the One Call Now messaging system that provides closure information to families by sending phone calls and/or text messages to the family’s primary phone number. Families may also listen to a local television or radio station for closure information. Our program will be identified as “EOCF Head Start/ECEAP”. Closure information is also available by contacting television stations through the Internet: www.katu.com, www.kgw.com, www.koin6.com.

Pacific County — Staff will inform families via One Call Now messaging and/or phone calls on any closure days.

EOCF MAIN CONTACT NUMBER

360-896-9912

Notes

Attention Parents, per the new Foundational Quality Standards for Early Learning Programs (WAC #110-300-0450) an early learning provider must supply to each parent or guardian with written policies regarding the early learning program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and early learning program policies.

This Parent handbook provides a thorough overview of our agency's policies and procedures; however, the agency has other policies, procedures and agency specific items that are not included in this handbook that are available for your review at your child's center upon request.

The following additional items are available:

- Emergency preparedness plan
- Health policy
- Consistent care policy
- Kindergarten transition plan
- Termination of services as described in the Attendance policy
- Classroom menus
- Liability insurance
- Staff policies
- Inspection reports and notices of enforcement actions (if Applicable)
- EOCF Drug-Free Workplace Policy
- Positive Child Guidance No Expulsion Policy
- Transportation Manual
- Program Calendar

EOCF complies with nondiscrimination requirements of the US Department of Health & Human Services (HHS) which states, "HHS complies with all applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex."



Weapon Free Zone

EOCF Personnel Policy 918 Workplace Safety

To ensure safety at all EOCF workplaces, including off-site classrooms, offices, meeting spaces, and outdoor play areas, all employees, volunteers, clients and visitors are prohibited from carry, storing, possessing, concealing, exhibiting, displaying, drawing, or discharging a weapon anywhere on agency premises. This prohibition extends not only to the individual's person but also to cars, purses, lunch boxes, briefcases, or other similar items that an employee, volunteer, or client may locate at any premise owned, leased, shared, or otherwise occupied by EOCF. Any personal property located at any premise owned, leased, shared, or otherwise occupied by EOCF is subject to inspection by the executive director or his/her designee. *Created 4-11-18

Clean Air Policy



Please help us breathe.....



EOCF is committed to providing a scent free environment to protect the health of program children, family and staff with asthma, allergies, seizures and chemical sensitivities.

Please avoid items that trigger negative health responses such as:

- Tobacco and marijuana odor (including saturated with odor)
- Perfume, cologne, fragrant lotions, essential oils (such as lavender, eucalyptus, tea tree oil).
- Aerosol sprays/deodorizers, detergents and strong cleaning products.
- Fragrant flowers or plants such as lilies.

Clean Air Policy A-131



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

Sponsoring:
Head Start, Early Head Start,
Early Childhood Education and Assistance Program,
HotShots Youth Sports Program

EOCF — Clark & Cowlitz Counties

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