

EARLY HEAD START
Child Care Partnership
Parent handbook



Nurturing, Equitable Beginnings

Child's Name

Important Names to Remember

Child Care
Provider:

Phone #:

Family Engagement
Specialist:

Phone #:

Child Care Subsidy
Caseworker:

Phone #:

Meeting Time with
FES':

Notes:

Our Working Hours:
Monday-Friday
8:30AM-5:00PM

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Director's Message

Dear Parents and Caregivers:

Welcome to our Early Head Start Partnership Program at Vista Village, a division of Vista Del Mar Child and Family Services. For over 30 years, our staff has partnered with childcare providers to offer early care and education in a safe, caring, collaborative, and enriching environment. We aspire to provide nurturing and equitable beginnings through partnerships that lay the foundation for young children to flourish into joyful, resilient, lifelong learners!

We believe strong relationships between parents/caregivers and children are key to learning. Through secure attachments with adults and access to engaging environments, little ones thrive. Our work includes teaming with families in their parenting journey to support raising happy, healthy children. Our families represent diverse backgrounds and cultures, and we celebrate this richness. We strive to tailor our services to meet the diverse interests, needs, and goals of your family.

This handbook was developed by the team to provide you with detailed information on how to make the most of your participation in Early Head Start. I encourage you to read this handbook and participate in the events and services we have planned throughout the year.

We are honored to be one of the earliest steps in your child's education. We look forward to partnering with you during these impactful and truly incredible years in your child's development. Your involvement is crucial for your child's success in this program and beyond. We appreciate your commitment to their future by participating with us.

Thank you again for allowing us to serve your child and family as your little one learns, achieves, and thrives!

Warmly,
Lizeth Day, LMFT
Director of Early Care and Education
Lizettday@Vistadelmar.org
424-345-5526

Lizeth Day



Welcome!

Introduction

Welcome to the Early Head Start-Child Care Partnership (EHS-CCP) program at Vista Village (a division of Vista Del Mar). This handbook will introduce you to the program and the services we offer.

Vista Village Mission

Vista Village is a non-profit organization dedicated to enriching the lives of young children by strengthening parent-child relationships, providing high quality learning experiences and connecting families to community.



Nurturing, Equitable Beginnings

What is the EHS-CCP Program?

The program supports early learning through comprehensive and continuous services. It provides access to high-quality, full-day, year-round child care. Through relationship-based experiences, the program focuses on the development of infants and toddlers to prepare them for their transition into Head Start and preschool. Families enrolled in the program will benefit from family visits, health tracking and follow-up, and individualized family support services.

This includes the expertise of a multidisciplinary team that comprises of specialists in nutrition, health, mental health, family engagement, child development/disability, and professional development coaches.

Integrating Early Head Start Partnership comprehensive services and resources into the family childcare setting creates new opportunities to improve outcomes for infants, toddlers, and their families.

High Quality Family Child Care Homes

Through your participation in the program, your family will benefit from access to high quality care from one of the family child care homes in our network. Family child care homes naturally provide a familiar, homey, and calmer environment compared to centers. They consist of a smaller group size, which enables children to receive the individualized care that they need. Children essentially spend their day in the warmth and comfort of a home away from home.

- Our Family Child Care Providers live within Los Angeles County and offer high quality, year-round early education services for children between 6 weeks to 4 years old.
- All of our child care providers are licensed, have degrees/certifications in child development, and take great pride in their work!
- As partners in the program, child care providers work closely with a Professional Development Coach to enhance the quality of their child care. Coaches act as a liaison to provide continuous support such as ensuring compliance with Early Head Start standards, providing ongoing professional development, and promoting curriculum enrichment.
- Child care homes offer an age-appropriate atmosphere that meets Early Head Start's Environmental Health & Safety requirements, and nurture our children's growth and learning.
- Providers use the Creative Curriculum® for Family Child Care, which is a research-based curriculum that is designed to engage children in meaningful learning experiences throughout each day.
- Along with parents, they are one of our children's first teachers and are an integral part of our program.



Attendance at Child Care

Early education programs are essential for building the social-emotional and problem solving skills that children need to be successful in school, but they can only experience these benefits if they attend regularly. Research shows that establishing good attendance habits leads to strong attendance in later grades. Infants and toddlers also thrive with a regular routine.

Our goal is for your child to maintain an 85% attendance rate. We understand that there may be times where your child may need to be absent (please see list of excused absences below). If your child is going to be out, please contact your child care provider within one hour of your child's regularly scheduled arrival time.

Excused Absences:

- Illness or quarantine of the child or parent (please refer to Illness & Communicable Diseases for more information).
- Family emergency (i.e. injury, serious illness, death, etc.)
- Court ordered visitation
- Official appointment where the child's presence is required

*1

*Please contact your subsidy case worker for more specific details





Illnesses & Communicable Diseases

Young children often have runny noses, coughs, colds, and allergic reactions. Your child care provider may be willing and able to care for children with mild colds.* However, it is not possible to care for children with more serious illnesses, fevers, or contagious diseases. A child with a contagious condition puts the other children in the home at risk of getting ill. If your child is running a fever, keep your child at home and take her/him to a doctor.

Common contagious conditions are: Chicken Pox, Flu, Pink Eye, Scabies and Lice (all lice and nits need to be removed before returning to child care).

Common symptoms of contagious illnesses are: Vomiting, frequent sneezing, oozing sores, green mucus, diarrhea occurring at least 3x a day, rash, and fever.

Please inform/notify your child care provider when your child gets a contagious disease, so that the families of the other children in the home can be informed. The child will be able to return to child care only with a doctor's note stating that they are no longer contagious and can resume attending child care.

*2

Food Program + Nutrition

- All childcare providers in the Early Head Start Child Care Partnership program must implement the Child and Adult Food Care Program guidelines to provide healthy and nutritious food to the children in their care.
- Parents and caregivers have the right to request information about meals and nutrition from their childcare provider, such as weekly menus, and meal schedules at any time during their participation in our program. Please work with your provider to learn about food allergy accommodations.
- Providers supply infant formula during hours of care.
- All meals are served **"family style"**. Using child-sized bowls, serving utensils, and pitchers, children serve themselves, when possible, and sit with the child care provider to enjoy meals together. This style of dining helps eliminate power struggles by fostering independence and empowering children to feel in control of their choices. It also encourages the development of language, math, fine motor, problem- solving, and social skills.

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Lending Library

- Some of our child care homes also offer lending libraries to support children's learning and literacy at home!

Diapers

- Child Care providers supply diapers for children in the program during hours of care.



Family Engagement Specialist

During your participation in the program, your family will also benefit from regular contact with the Family Engagement Specialist assigned to your family.

What is a Family Engagement Specialist?

A family engagement specialist (FES) works in partnership with families to promote family well-being and stability. Through regularly scheduled family visits, FESs support families in identifying their strengths and needs, and partner with them in creating goals to meet those needs. A FES aims to strengthen families' ability to access resources in their community and to advocate for themselves.

What is a Family Visit?

- A family visit is a time when the parent and FES meet and work collaboratively to focus on family interests and goals.
- During visits, FESs work with families in a strength-based approach to establish positive, respectful, and trusting relationships.
- Visits aim to support the role of parents and encourage a positive parent-child relationship.

What happens during a Family Visit?

Through family visits, FESs:

- Work collaboratively with families in identifying their strengths, needs, and interests through initial and ongoing assessments/ screenings.
- Provide education regarding child development and developmental milestones, positive parent-child interaction, parenting skills, etc.
- Connect families to available services within the program and/or community.

*This is also the time where parents can discuss challenges that they may be having in their home, family, and community.



Participation Requirements

Family Visits: Participation & Attendance

Attendance at family visits is required as part of your continuous enrollment in the Early Head Start-Child Care Partnership program. Participation is vital in maintaining open communication with your Family Engagement Specialist.

Scheduling:

- Your assigned Family Engagement Specialist will contact you within 2 weeks of your enrollment date in order to schedule your first family visit. Please make sure your contact information is up to date and let your FES know of any changes.
- You and your Family Engagement Specialist will discuss the best time and place (i.e. home, child care, workplace, etc.) to meet and schedule visits according to your availability.
- Family Engagement Specialists are available to meet Monday through Friday, between 8:30 a.m. and 5:00 p.m.
- In case of a family emergency, illness, or work/school scheduling conflict, family visits may be rescheduled. If anyone in the home is ill (i.e. cough, fever, pink eye, etc.) please inform your Family Engagement Specialist of the need to reschedule ahead of time via phone call or text. If the FES is ill, they will do the same. This is to prevent the spread of illnesses to your family and others.
- Please be advised that no shows or multiple cancellations could result in termination from the program.

*4

Failure to Contact:

- After four failed attempts to contact you, or 2 missed visits, a notice will be mailed to your home address, another copy will be sent to your child care provider.
- If you wish to continue in the program, you will have 7 days to contact your Family Engagement Specialist and schedule a Family Visit.
- If two or more notices have been sent, you may be terminated from the program.



Parent Engagement

Parent engagement is essential in a child's life as it supports child development and school readiness. Parents are their children's first and primary educators, so here at Vista Village, we strive to provide an array of opportunities for parent engagement in both the agency and at child care homes, so that families are able to get involved in their child's learning.

Along with family visits, the program offers parent engagement opportunities through workshops, parent meetings, policy council, parent-teacher conferences, provider visits, parenting classes, and family events. Through these avenues, parents are able to support their child's learning and strengthen the parent-child relationship.

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Workshops:

The program regularly offers workshops on a variety of topics that can help parents support their child's development and learning process. Workshops target parent's interest and relevant information on topics such as social-emotional development, math, language, housing rights, immigration rights, etc. Parents are also referred to workshops outside the agency so that they take advantage of what their communities have to offer.

Parent Meetings:

Meetings are run by parents and they serve as a forum where parents can plan program activities and events that their children can benefit from. Parents have the opportunity to form new relationships with other parents in the program, as well as learn from one another.





Policy Council: As a member of policy council, parents have the opportunity to get involved in the decision making within the program. The aim is to give parents access and a voice to directly impact the program's policies to best support family interests. Policy council members meet monthly and are chosen by parents enrolled in the program. It is a great way for parents to gain advocacy and leadership skills!

Parent-Teacher Conferences: Parents have the opportunity to meet with their child care provider to discuss their child's developmental and behavioral progress. During this time, the parent/provider can highlight the child's strengths as well as any areas of concern. Providers also use this time to share observations, resources, and activities. Conferences occur twice during the program year.

Provider Home Visits: Home visits aim to foster the parent/provider relationship by allowing the provider to get know the family outside of the child care home. Visits also create opportunities for better communication and results in positive outcomes in the child care and at home. We encourage parents to be open and receptive to participating in the home visits. Visits occur once during the program year,

Parenting Classes: Parents are encouraged to participate in the Circle of Security® Parenting™ program - offered in English and Spanish once a year per language. This program is designed to help support and strengthen a secure attachment between a child and their caregiver, which is vital for the child's current and future well-being.

Volunteer Opportunities: Parents are given the opportunity to volunteer during agency events as well as with child care providers.

Family Events: The agency hosts several events for families throughout the year. Events are open to all immediate family members and offered at no cost.

About Our Parenting Class:

Circle of Security International focuses on the caregiver-child relationship and strengthening secure attachment. It is from a foundation of secure attachment that a child is able to confidently explore their world, grow, and safely express vulnerability to seek comfort from their caregiver. Secure attachment enhances learning and improves competence in social interactions. It also serves as a protective factor for children, building a positive stress response system and improving emotional regulation.

Unlike other parenting approaches that focus on behavior modification, Circle of Security believes that lasting change is created instead by focusing on improving the quality of relationship between caregiver and child. Positive long-term outcomes of secure attachment include children having more confidence and better problem-solving skills, being able to ask their caregivers for help, and having more supportive and meaningful relationships into adolescence and adulthood.

Circle of Security emphasizes reflection on our own attachment needs and awareness of the generational patterns that play out in our own caregiving. Through reflection and connecting with other families, we can bring more intention to the ways we engage and attune with our children.

We hope you can join us to connect, offer insight, and build a caring community of caregivers.



Assessments & Screenings

During the initial visits with your family, the following assessments/screenings are completed to identify your family's strengths and needs:

Family Assessment

- Purpose: Assesses your family's current circumstances. Assists in identifying family's interests (e.g: health, housing, financial, etc.)
- Frequency: Completed during initial visits and updated 3 x a year.

Nutrition, Sleep, Soothing/Sensory, and Dental Assessment

- Purpose: Assesses for any nutritional, sensory or dental concerns.
- Frequency: Completed once during initial visits.

Hearing and Vision Screening (facilitated by Professional Dev. Coaches at child Care home)

- Purpose: Screens for any optical or auditory concerns.
- Frequency: Completed during initial visits and re-screened, as needed.

Home Safety Assessment

- Purpose: To ensure that the child and family are safe by assessing for any risk hazards in the home.
- Frequency: Completed once during initial visits.

Pedestrian Safety Review

- Purpose: To remind families on how to stay safe while being out in their community.
- Frequency: Reviewed once during the initial visits.

Developmental and Social-Emotional Questionnaire

- Purpose: To understand where the child is developmentally to determine how to best support them throughout their time in the program.
- Frequency: Completed upon entry into the program and, if a concern is identified, at 6-month intervals as needed.



Family Partnership Agreement

- After completing the assessments and screenings during the initial visits, FESs create child development and family goals alongside the family to address any needs that were identified. Goals are reviewed 3x a year to measure progress and make changes, as needed.
- FESs provide information, parenting guidance, child development information and activities to help families build on their strengths to meet their goals.
- Additionally, FESs facilitate communication with specialists on the team to address referral needs (i.e., health, child development, mental health or nutrition).

Confidentiality & Mandatory Reporting

- A family's participation in the program is kept confidential.
- Vista Village does not share your information nor verify your participation in our program to any outside individual or agency unless we first have a release of information form signed by you.
- All communication with your FES and program staff is confidential unless there is reason to believe that there is a danger to yourself, your child, or others- including suspicion of child abuse or neglect. As mandated reporters, we have a legal obligation to report such concerns.
- We value transparency in our work with families and, as a result, our philosophy is to inform parents prior to contacting the Department of Child and Family services, whenever possible.

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Resources & Referrals

Parents participating in the EHS-CCP program may benefit from and/or request referral for the following resources:

Internal Referrals: Offered for free as long as you are in our program

Health: Our Health Specialist regularly reviews all enrolled children's medical and dental records. Families may also request a one-on-one consultation for basic health education. The Health Specialist also ensures health and safety standards are met and maintained at each of the family child care homes.

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Mental Health: Our licensed clinical social worker and Masters of Social Work student interns offer mental health counseling/consults to support the mental, emotional, and psychological health and well-being for both adults and children.

Nutrition: The Nutrition Specialist supports child care providers with their food service and menus to ensure meals are nutritious and offered in a family style manner. The nutritionist is also available for one-on-one consultations with families.

Child Development and Disability Specialist (CDDS): Our Child Development and Disability Specialist provides observations and one-on-one consultations for any family with a developmental concern for their child. Providers also have access to the CDDS for a one-on-one consultation to support any children under their care. Additionally, the specialist reviews Individual and Family Services Plan (IFSP) or Individual Education Plan (IEP) for children receiving services such as speech therapy or occupational therapy, and can act as a liaison between the program and LAUSD/Regional Center.

Breastfeeding Support: Lactation specialists provide one-on-one consultations to assist in preventing and solving breast feeding difficulties.

Infant Massage: Infant massage is available on a one-on-one basis by certified staff. Teaching infant massage education to parents offers a rewarding opportunity to enhance parent-infant bonding through nurturing touch that supports reduction of baby's colic and fussing, and helps babies become healthier and happier.

Note: For all the above services, resources and information can be provided to your family



External Referrals

- **Vision & Hearing Referral:** The Health Specialist may provide families with a letter for further vision/hearing exam by their primary doctor or a specialist if our initial screenings indicate there is a need.
- **Regional Center:** Each child completes a developmental assessment upon enrollment and children under 3 years old who may qualify for additional services for developmental disabilities or delays are referred to Regional Center for further evaluation. Services offered by a Regional Center may include speech therapy, physical therapy, and/or behavioral therapy. These services can take place in the home, or at the family child care home. The formal document that includes the service plan and specific goals for the child is called an Individual and Family Services Plan, or IFSP.
- **Los Angeles Unified School District (LAUSD):** Similarly to Regional Center, LAUSD provides support services for children with developmental delays who are 3 years or older. Generally, services through LAUSD take place on site, at a school. The formal document that includes the service plan and specific goals for the child is called an Individualized Education Plan, or an IEP.
- **Other:** Depending on the family's interests, the FES may provide referrals to other community agencies such as adult education programs, legal aid, parenting classes, etc.

Transitions

The program serves families with children up to 4 years old. We offer the following to make sure you and your child have a smooth transition out of our program and into his/her next education program.

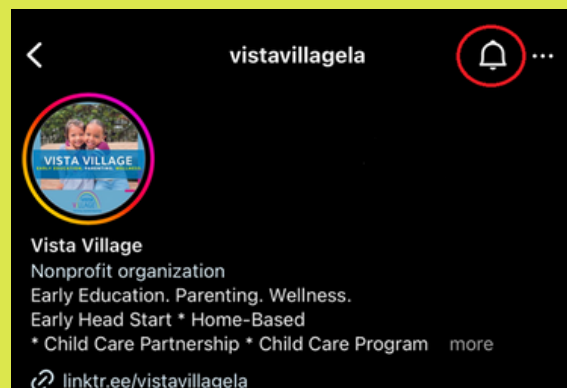
- 6 months before your child is expected to age out of the program, your FES will begin to talk to you about your transition options and share transition resource with you.
- Your FES will work with you to find your child a Head Start program or other education program that can meet your family's needs.

Communication and Social Media

Keeping consistent communication with your family is important to us as a program. In addition to family visits, we strive to facilitate regular communication with you through the following methods:

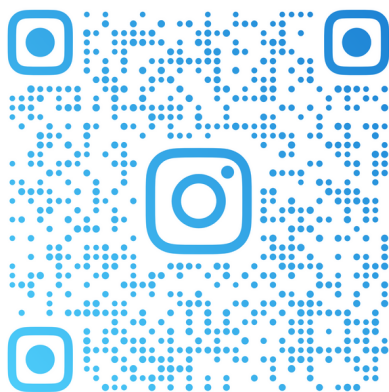
Quarterly E-Newsletter: Our newsletter includes information about program and community events/updates, as well as, developmental, physical and mental health awareness, and/or nutritional information and recipes. The newsletter is shared with families via e-mail and/or text.

Social Media: Our social media accounts are a great way to stay in touch with our Vista Village and learn about the most recent news, events, and resources. Add us and click the "bell" on our Instagram page to receive notifications of our updates/posts.



Note: In accordance with Vista Del Mar's confidentiality policy, staff are not permitted to follow any Vista Village clients on social media on their personal social media accounts and/or accept any follow requests from participants in our programs

Please scan the QR codes below to follow us on our social media platforms.



VISTAVILLAGELA

Instagram



Facebook

Addendum - Covid-19



*1 Attendance at Child Care:

Due to Covid-19 pick-up/drop-off procedures have changed. Please check in with your child care provider for specific policies.

*2 Illness

If you, your child, or any one in the home has a temperature of 100.4° F or higher or other symptoms of COVID-19 (chills, cough, shortness of breath, runny nose, etc.), your child must remain at home until they are cleared to return by their pediatrician. If your child develops symptoms related to COVID-19 while at child care, you or your emergency contact will be asked to pick up your child. If a positive COVID-19 test is confirmed, you must notify the program immediately and quarantine your child for 10 days before they are able to return to child care. Once the program has been notified, our Health Specialist will contact you to complete a COVID-19 consult. Please reach out to your child care provider if you have any questions.

*3 Food Program:

Due to COVID-19, child care homes are currently not practicing 'family style' eating.

*4 Participation Requirements for Family Visits:

Due to COVID-19, in-person family visits require extra safety measures that your FES will discuss with you prior to scheduling a visit. This is to ensure the safety of all families and staff at Vista Village. Virtual family visits are available via phone or Zoom (with program director's approval).

*5 Parent Engagement:

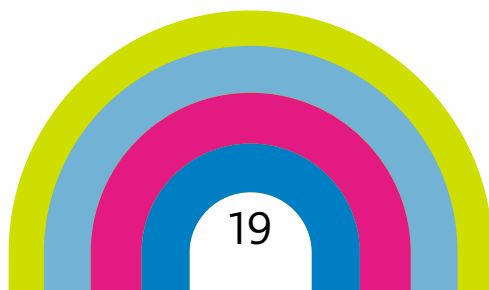
Due to COVID-19 parent engagement may be offered in the following ways: Workshops (Virtual); Parent Meetings (Virtual); Policy Council (Virtual); Parent Teacher Conferences (In person or Virtually); Provider Home Visits (Postponed); Parenting Classes (Virtual); Volunteer Opportunities (Postponed); Family Events (Virtually or In Person)

*6 Confidentiality and Mandatory Reporting

Confidentiality and mandated reporting obligations remain in place during virtual family visits.

*7 Resources and Referrals

Our health specialist also offers COVID-19 consultations.



Meet Our EHS-CCP Team



LIZETT DAY
Director of Early Care
and Education



SHARON LOVI
Quality Assurance
Director



HANNAH ROJAS
Program Manager
Mental Health Consultant



MONICA ROLLINS
Education Manager



HEISSEL FISCHMAN
ERSEA Manager



ROSIE BOSTON
Health Services Manager



GUADALUPE GALVEZ
Disabilities Specialist



YAMILET GUERRA
ERSEA Supervisor

Meet Our EHS-CCP Team



AMANDA NICHOLAS
Early Childhood
Wellness Specialist



LAURA HERNANDEZ
Early Childhood
Wellness Specialist



CLAUDIA ARROYO
Family Engagement
Specialist



JOCELYN ESPINOZA
Family Engagement
Specialist



ELAINE KIM
Family Engagement
Specialist



MARLENE BECERRA
Professional
Development Coach



SONNIA CORZO
Professional
Development Coach



STEPHANIE QUINTANILLA
Community Engagement Specialist
Child Care Program

Meet Our EHS-CCP Team



ALINA VEGA

VP, Child Development, Prevention &
Early Education Services



RON PORTILLO

Operations Manager



JOSE TONY RODRIGUEZ

Facilities Coordinator



IVAN RODRIGUEZ GARCIA

Administrative
Coordinator

Meet Our EHS-CCP Providers



BILHA ESCUN
Child Care Provider



CARLA LANUZA
Child Care Provider



DELIA ESTRADA
Child Care Provider



ESTRELLA MUNDY
Child Care Provider



ISABEL MUNDY
Child Care Provider



JESUSA OCAB
Child Care Provider



MAYRA MARIN
Child Care Provider



MYKYONG YI
Child Care Provider



SAN SOO SUH
Child Care Provider

Meet Our EHS-CCP Providers



SHALLY LWIN
Child Care Provider



SHERONICE "SHERRY"
Child Care Provider



SUN JA LEE
Child Care Provider



YESMINE ESCALANTE
Child Care Provider



ZOYLA COJINA
Child Care Provider

Welcome to *Early Head Start Partnership*



One Last Note

We hope that you and your child enjoy your time in our program and take advantage of the services we have to offer. Please contact your FES' with any questions on how to access these services. Remember, you are your child's first teacher and an integral part of their learning! We look forward to serving your family!



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Office: (323) 934-7979

vistavillagela.org

A division of Vista Del Mar