

Kids Corps Inc (KCI)-Specific Guidance for Service Delivery

While childcare settings are not the preferred primary location for services, when providers do deliver services at KCI centers, childcare visits should be approached in the same manner as any other service visit, with appropriate planning, coordination, and respect for the setting.

General Info:

- Providers should plan childcare visits with the same level of intention as home or community-based services. This includes:
 - Scheduling in advance whenever possible
 - Communicating clearly with relevant parties
 - Being aware of the flow of the day at childcare—most childcares start nap in the late morning and so parents may need to wait to re-enter childcare if they have a later appointment with PIC. Or, if the family arrives later to an appointment that will disrupt nap time, we may need to decide to shorten the visit.
 - Providing additional coordination if needed depending on the purpose of the visit (e.g., meeting with family, observing the child, consulting with staff)

Scheduling and Use of Space

- If a provider is meeting with a family onsite, they may need to:
 - Reserve a space/room in advance
 - Provide at least one (1) day's notice to allow the center to plan accordingly

Coordination with Child Care Staff

- Providers should be mindful that classroom staff are responsible for maintaining ratios and supervising all children.
- If a provider needs to:
 - **Engage a teacher in conversation, or**
 - **Pull staff attention away from the classroom (impacting ratio)**
- Then the provider should **coordinate in advance** with:
 - The **Center Director, or classroom lead listed below**
 - The **center/scheduling contact**

Family Scheduling Considerations

- If a child will be attending a PIC visit and potentially miss part of the childcare day (e.g., leaving for or arriving late from an appointment):
 - The family (or provider) must notify the Disabilities Coordinator **in advance** for the family to receive full credit and not be penalized for their absence
- To best support classroom routines, it is strongly preferred that:
 - PIC visits that occur at the beginning or end of the day, rather than mid-day as this helps avoid disruption to classroom flow and transitions
- **Primary contacts:**
Sheena Lizama, Disabilities Coordinator
 - slizama@kcialaska.org

Mountain View Center 907-222-1222

Class 1 and 2: Sara

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Class 3 and 4: Lila

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All classes: Jessica

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