



EDWARD C. MAZIQUE PARENT CHILD CENTER, INC. OF THE DISTRICT OF COLUMBIA

1719 13TH STREET, NORTHWEST WASHINGTON, DC 20009 TEL. (202) 462-3375 FAX. (202) 552-2607

Wendell Campbell, DBA
Chairman of the Board

Almeta R. Keys, M. Ed., M. Div.
Chief Executive Officer

The Enrollment Process

The process for enrollment in the program begins once we have received the required documents, you receive a phone call informing you that we have an available space for your child and you accept that space and complete the subsidized child care application. Providing the required documents ensures those child(ren)/families eligible to receive subsidized benefits for enrollment are able to receive them legally and within the mandates of the law.

Partnership Program

Highlights to being part of the Mazique agency is in the diversity of our families who have partnered with us. Our Partnership Program gives parents opportunities to participate at different levels within the agency based on their knowledge, skills, and abilities, coupled with their schedules and interests, from volunteering in the classroom to serving as a member on the parent policy council or policy committee.

In accordance with the Early Head Start requirements, we have established a parent policy council and a policy committee to ensure the direction of the program is guided by those the program is designed to help. The purpose for the council and committee is to guarantee we are moving toward school readiness goals for the children we serve and to discuss issues and policies that enhance the services provided to our families.

Parent Newsletter

Mazique's Parent Newsletter showcases articles on the prior month's newsworthy events: achievements of personal goals for parents and families, classroom and agency-wide activities/events hosted by Mazique and/or their partners. Information on the next month's events or special activities is posted. The newsletter captures where Mazique has been and where it is going. Parents are welcomed and encouraged to volunteer in their child's classroom by signing the Volunteer Log Sheet located in his/her classroom. Information on other ways to volunteer for other events can be obtained by visiting the Family Services Department.

"The Next Best Place to Home...Where We Are Doing What Is Best For Children!"

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Hours of Operation

The hours of operation for the Family Service Department are from 9:00 a.m. until 5:30 p.m. Monday - Thursday, by appointment only. There will be no appointments scheduled on Fridays as this is the Family Services staff day to perform administrative duties.

Appointments are scheduled for the following reasons:

- Intake/Enrollment appointments
- Appointments to recertify
- Dropping off documents to the office
- Discuss other issues regarding program services which require the family service worker to provide counseling services, engagement activities to check on the progress with previously stated goals or issues.
- We do understand there may be occasions when parents have an immediate need/crisis or personal situation, and for those occasions, no appointment is required. In respect to those situations, it is desired to have as much privacy as possible in handling crisis and; therefore, we desire to limit the amount of traffic in the Family Services Department.

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United Way