



# Head Start



# Parent Handbook

“Every child needs a *Champion*, an adult who will never give up on them, who understands the power of connection and insists they become the best they can possibly be.” ~ Rita Pierson

August 2020

## **Classroom Locations**

### **Findlay 1-6**

Winfield Child Development Center, 545 Winfield Ave., Findlay, OH 45840 PH: 419- 423-3147 Fax: 419- 423-8828  
Morning Class 8:30 -12:00 - M-TH  
Afternoon Class 12:00 -3:30 - M-TH  
Full Day Class 8:30 -3:30 - M-TH

### **Forest**

Forest United Methodist Church, 111 East Dixon St., Forest, OH 45843 PH: 419-273-2317 Fax: 419- 273-2509  
Full Day Class 8:00-3:00 - M-TH

### **Kenton 1-5**

Kenton Head Start, 10702 SR 68, Kenton, OH 43326 PH: 419-674-4433 Fax: 419-674-1282  
Kenton 1 & 3 8:00-11:30 M-TH  
Kenton 2 & 4 11:30-3:00 M-TH  
Kenton 5 Full Day 8:00-3:00 M-TH

### **Leipsic**

Leipsic Public School, 232 Oak St., Leipsic, OH 45856 PH: 419- 943-4037 Fax 419- 523-3570  
Full Day Class 8:15-3:15 M-TH

### **Ottawa**

Putnam County CAC, 1205 E. Third St., Ottawa, OH 45875 PH: 419-523-3228 Fax 419 523-3570  
Full Day Class 8:00-3:00 M-TH

### **Upper Sandusky 1 & 2**

Wyandot County CAC, 559 S. Warpole St., Upper Sandusky, OH 43351 PH: 419-209-0301 or 419-209-0715  
Fax: 419-209-0306  
Upper 1 8:00-11:30 M-TH  
Upper 2 12:15-3:45 M-TH

### **Head Start at Angeline**

Angeline School of Opportunity, 11028 CH 44, Upper Sandusky, OH 43351 PH: 419-294-4488  
Full Day Class 8:00-3:00 M-TH

*All class times are subject to change*

## **OFFICE LOCATIONS**

### **Kenton Head Start**

10702 SR 68 Kenton, OH 43326 PH: 419-674-4433 Fax: 419-674-1282

- Anne Jones, Site Supervisor, Email: [ajones@hhwpcac.com](mailto:ajones@hhwpcac.com)
- Sherry Pash, Family Support Specialist, Cell/Text: 419-348-6810 Email: [spash@hhwpcac.com](mailto:spash@hhwpcac.com)
- Andrea Niese, Family Support Specialist Kenton & Forest PH: 419-273-2317 Email: [aniese@hhwpcac.com](mailto:aniese@hhwpcac.com)

### **Putnam County CAC Office Head Start**

1205 E. Third St., Ottawa, OH 45875 PH: 419-523-3228 Fax: 419-523-3570

- Bev Sutter, Site Supervisor PH: 419-523-3228 ext. 3001 Email: [bsutter@hhwpcac.com](mailto:bsutter@hhwpcac.com)
- Jeanne Wenzinger, Family Support Specialist PH: 419 523-3228 ext. 3003 Email: [jwenzinger@hhwpcac.com](mailto:jwenzinger@hhwpcac.com)

**Winfield Child Development Center**

545 Winfield Ave., Findlay, OH 45840 PH: 419- 423-3147 Fax: 419-423-8828

- Heather Sanchez, Site Supervisor, Ext. 1001 [hsanchez@hhwpcac.com](mailto:hsanchez@hhwpcac.com)
- Jennifer Lewis, Quality Teaching and Education Manager, Ext. 1009 [jlewis@hhwpcac.com](mailto:jlewis@hhwpcac.com)
- Diane Mason, Family Support Specialist, Ext. 1002 [dmason@hhwpcac.com](mailto:dmason@hhwpcac.com)
- Ashley Woodard, Mental Health/Disabilities Coordinator, Ext 1008 [awoodard@hhwpcac.com](mailto:awoodard@hhwpcac.com)
- Bus Office Ext. 1012

**Wyandot County CAC Head Start Office**

559 South Warpole St., Upper Sandusky, OH 43351 PH: 419-209-0715 Fax: 419- 209-0306

- Andrea Stanley, Site Supervisor [astanley@hhwpcac.com](mailto:astanley@hhwpcac.com)
- Aimee Nye, Family Support Specialist [anye@hhwpcac.com](mailto:anye@hhwpcac.com)

**HHWP CAC OFFICE HEAD START**

1637 Tiffin Avenue Findlay, OH 45840, Mon-Fri Hours: 8-4:30

PH: 419-423-3755 Fax: 419-422-3996 Toll Free: 1-800-423-4304

**Head Start Central Office Staff**

- Bailey Gearing, Director of Child Development [bgearing@hhwpcac.com](mailto:bgearing@hhwpcac.com)
- Tammy Phillians, Administrative/Transportation Manager [tphillians@hhwpcac.com](mailto:tphillians@hhwpcac.com)
- Sonja Dodd-Post, Health and Nutrition Manager [sdoddspost@hhwpcac.com](mailto:sdoddspost@hhwpcac.com)
- Alyssa Roach, Family and Community Service Manager [aroach@hhwpcac.com](mailto:aroach@hhwpcac.com)
- Angie Penwell, Administrative and Systems Data Coordinator [apenwell@hhwpcac.com](mailto:apenwell@hhwpcac.com)

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## **Welcome to HHWP CAC Head Start**

The staff of HHWP CAC Head Start would like to thank you for the opportunity to work together with you and your family. We look forward to a successful year and will work hard to provide you with a comprehensive high quality child and family development program.

This handbook will give you an overview of the services, opportunities, rules and regulations of Head Start. It is important for you to become familiar with this Parent Handbook; so that you and your family can take full advantage of what the program has to offer. If you find that you have questions as you read, do not hesitate to contact your child's teacher, or any other staff member. We will be glad to help you.

## **Your Rights and Responsibilities**

You have a right to be treated with respect and dignity. You have the responsibility to treat others with respect and dignity.

You have a right to have your child treated with respect and dignity. You have a responsibility to treat children the same.

You have a right to ask questions and to have your questions answered in a timely and understandable way. You have a responsibility to work cooperatively to find reasonable solutions to problems that arise.

You have a right to have your family's private information held in the strictest confidence. You have a responsibility to respect the confidentiality of others.

You have a right to full access of your child's Head Start records. You have a responsibility to inform Head Start staff of information that is required for program participation.

You have the right to have your child screened for vision, hearing, and other health problems, as well as developmental delays. You have a responsibility to follow up on any potential problems identified in these screenings.

You have a right to offer constructive criticism of the program.

You have a right to take advantage of offered trainings and activities that are designed to enhance your skills and knowledge in effective parenting and child development. You have the responsibility to offer ideas for trainings and to evaluate trainings that you choose to attend.

## **Opportunities for Parents**

When you think of Head Start, you probably think about children, classrooms, games, songs, and stories, and you would be right. But Head Start can also be a valuable opportunity for parents.

We want you to know, right up front, that your involvement is critical to both your child's and the program's success. If parents take an active role, the program becomes stronger, as do the children and families the program serves.

Taking an active role can be accomplished in many different ways. The most obvious way is to simply be involved with your child's preschool experience. Visit the classroom often. Talk with the teaching staff and bus drivers; participate in conferences, Parent Group, and Policy Council. Your interest and input will support your child's success and will assist the staff in improving the program's services.

Other opportunities for involvement will be covered in the following pages. The important thing to remember is that Head Start is only as good as the people who participate in it. We know you have talents, ideas, and skills that would be

beneficial for our shared success, so we encourage you to jump right in and make the best of our time together. And who knows, we might all learn some interesting stuff along the way!

### **Program Services**

The Head Start Program strives to meet the needs of the children we serve by providing a variety of services to both the child and the whole family. Head Start is so much more than just a “preschool”!

### **Services We Do Not Provide**

Our Head Start Program does not provide the following services: swimming activities, infant/toddler care, and evening/overnight care.

### **Early Childhood Development and Health Services**

The Federal Head Start Performance Standards state that each child enrolled in Head Start must have a physical within 30 days of entering Head Start. The physical should include a lead and hemoglobin screening. The lead and hemoglobin screening must be completed within 90 days of the child entering Head Start. Our Performance Standards also state that each child must have a dental exam with 90 days of entering Head Start. The Office of Head Start expects that 100% of the Health Requirements will be completed! **Meeting the Health Requirements deadlines is a must. Thank you for your help with this!**

The program will provide a nutrition and developmental screening. All children are screened in order to determine their present abilities, and to identify any developmental delays. Any decisions about additional services for children are made in consultation with parents. Supportive staff members are available to help families get any needed services.

Personal hygiene is encouraged, children are taught how to properly wash their hands and brush their teeth. They are also taught how to cough into their elbow to minimize the spreading of germs.

Activities are specially geared to each child’s age and abilities, giving them many successful experiences, independence, and self-confidence. Activities about disabilities are presented to the children to promote awareness and acceptance of differences in people.

Social skills are developed through interaction with other children and adults. Field trips also provide an opportunity for interaction in the community. Opportunities are made available to assist the child and parents in their transition to elementary school.

### **Family Partnerships**

Your Family Support Specialist will work with your family to identify your family’s strengths. They will also work with you to identify any challenges your family may face. The Family Support Specialist can develop goals and a way to reach those goals through education, support and linkage to community resources. These partnerships with your family help to promote positive mental and physical health for all family members.

### **Adult Education/Family Literacy**

Head Start recognizes that children learn by example. Education is a lifelong learning process. We encourage adults to take the opportunity to continue in the education process. Information will be available during the year about various learning programs. There is assistance available to work with you in improving your reading and math skills, computer skills, completing the High School Equivalency Exam, preparing you for the workforce, increasing your employment and career options, budgeting and financial skills, or learning English as a second language.

We can also help with ideas for how to work with your child at home to promote their school and reading readiness, and encourage them to make learning and reading important and fun parts of their lives.

**Ask staff for ideas and resources.** As you grow and develop, your child will too, and parents are the best role models for their children.

### **Parent Group**

All parents are encouraged to attend our monthly parent group sessions. These groups are held to help provide parents with helpful information, family activities and education. Parents help decide when meetings should take place and what topics should be discussed. Snacks and childcare are provided during parent group sessions.

### **Policy Council**

Policy council is the guiding body of Head Start and has involvement in the decision making for the entire program. Policy council must approve budget planning, program changes and grant approval. Parent participation is extremely important to policy council and it cannot run without our involvement. Meals are provided and parents will receive reimbursement for mileage and childcare costs.

### **Scheduled School Closings**

September 7, 2020 - Labor Day  
October 12, 2020-Teacher In-Service  
November 11, 2020 – Veteran’s Day  
November 26 & 27, 2020 - Thanksgiving  
December 23, 2020 – January 1, 2021 - Winter Break

January 18, 2021 – Martin Luther King Jr. Day  
February 15, 2021-President’s Day  
February 26, 2021 – Teacher In-Service  
April 2, 2021 – Good Friday

### Classroom Daily Schedule Summary

Below is the daily schedule of the amount of time children will participate in specific activities. Each classroom will have an individualized, posted schedule outlining the specifics for that classroom. Your child's teacher will be able to elaborate further on the schedule and why certain activities have been selected.

**Half day classrooms:** 3 ½ hours per day      **Full day classrooms:** 7 hours per day



Time	Schedule AM Class	Time	Schedule PM Class
8:00	Arrival/handwashing/restroom/table activities	12:00	Arrival/handwashing/restroom/table activities
8:15	Morning meeting/circle (math activities)	12:15	Afternoon meeting/circle (math activities)
8:30	Breakfast/tooth brushing	12:30	lunch/tooth brushing
8:50	Music and Movement	12:50	Small groups
9:00	Small groups	1:10	Free play
9:15	Free play	2:10	Circle time (literacy activities)
10:15	Circle time (literacy activities)	2:25	Music and movement
10:30	Outdoor play	2:35	Outdoor play
11:00	Handwashing/restroom	3:05	Handwashing/restroom
11:10	Lunch	3:10	Snack
11:30	Dismissal	3:30	Dismissal

Time	Schedule Full Day Class
8:00	Arrival/handwashing/restroom/table activities
8:20	Morning meeting/circle (math activities)
8:50	Breakfast/tooth brushing
9:20	Small groups
9:50	Free play
10:50	Circle time (literacy activities)
11:45	Handwashing/restroom/music and movement
12:00	Lunch
12:30	Nap
2:00	Small groups/writing activities
2:20	Circle time/read aloud activities
2:40	Music and movement/table activities
3:00	Dismissal



### Curriculum

Creative Curriculum is the researched based curriculum that we use in our classrooms. It is balanced with a structured teaching environment created by professionally trained and credentialed teachers. Creative Curriculum is aligned with the State Standards and the Head Start Early Learning Outcomes Framework.

Creative Curriculum teaches children how to learn, offering them skills to foster learning and school readiness based on children's individual experiences and interests. It also provides intentional teaching to help children build on those past experiences. Teachers use their observations of the children to plan instruction based on the children's strengths, as well as individualize lessons for those who may need additional help. The curriculum comes with several different study topic booklets that the teachers are able to use. The booklets allow the teachers to follow the prescribed lessons at their



discretion and allow them to modify the topics based on the interests and needs of the children. The curriculum is explorative learning that builds on what the child already knows. The teachers contact “experts” to further the children’s understanding of the study topics. They invite them into the classroom and go into the community to continue their study of these topics. The activities provided will incorporate language and literacy, writing, math, science discovery, social studies, creative arts, nutrition, health, safety and cultural awareness.

### **Child Screening and Assessment**

*Screening-* Head Start guidelines require us to use a screening tool, in collaboration with parents, to identify concerns regarding a child’s development, behavioral, motor, language, social, cognitive, and emotional skills, within 45 days of beginning our program. We use the ASQ3 and DECA as our screening tools. The screening is completed by parents and returned to the classroom teacher. The results of the screenings are then reviewed with families during conferences and the next action steps are put into place, if necessary.

*Assessment-* Teaching Strategies Gold is the on-going assessment tool that we use to monitor the children’s development. The teachers collect information in several forms, including work samples, developmental checklists, anecdotal notes, photographs and videos. The information is gathered and entered into the database. It assists teachers in planning activities to increase development, planning for the program, and reporting to parents and program shareholders. Your child’s progress will be reviewed quarterly during conferences. Teaching Strategies Gold is linked to our Program’s School Readiness Goals.

### **Center Licensing**

The Ohio Department of Job and Family Services - (JFS), licenses our Head Start centers. The license is posted in plain sight in each center, and copies are available for review upon request. The Head Start centers are licensed for preschoolers from 3 years of age to kindergarten age eligibility, and the capacity for each center is stated on the center’s license. The JFS class staff/child ratio is 1:12 or better, however Head Start Performance Standards indicate child/staff ratio is 1:10. Class size is 20 children per class, or less. Time on the bus also counts as licensed classroom time. Fire, health, building inspection, and compliance reports are posted in plain sight and copies are available for review upon request. A copy of the laws and rules governing childcare centers is available to review at each center. You may call toll free 1-877-302-2347 ext. 4 to report any suspected violation of the licensing law or administrative rules.

No family or child is discriminated against on the basis of race, color, religion, sex, national origin, handicap, or age.

### **Sibling**

A sibling/unenrolled child who accompany the parent during drop off/pick up, or any time through the day must remain in the care and the responsibility of the parent. In an effort to keep all classrooms safe, teachers cannot provide supervision to any child who is not enrolled in the classroom.

### **Involuntary Withdrawal of Children**

There may be rare occasions when we may need temporarily put a hold on Head Start services, withdraw a child, or deny access to the Head Start Center to a parent. These occasions would be limited to extreme cases where either the child/parent causes’ serious danger to themselves or others, or the parent continuously and willfully disregards program or licensing rules. This will only be done with the Management Team’s review and approval, and after several attempts have been made to find another resolution.

### **Enrollment Process**

HHWP Head Start program follows the Federal Head Start application and enrollment guidelines. Applicants are accepted year-round automatically eligible if they are foster children, receiving TANF or SSI, homeless, or have income below the Federal Income Guideline. Head Start has limited enrollment spots for families over this income limit. Upon enrollment family income will be verified for the past 12 months or previous year.

After acceptance into the program, a family must complete health requirements and necessary documents before enrolling/starting on the first day.

There are no tuition/fees for enrolling and attending the Head Start program.

### **Attendance Policy**

**Policy:** Regular on-time attendance is necessary for your child's success in the program. If your child is not attending school on a given day, you must call your center before the start of class. Your family's Education and Family Support Teams will work closely with you to ensure your child is able to attend consistently.

#### **Procedure:**

When your child is absent, we will make every effort to work with you to ensure your child returns to school as quickly as possible. Continuous absence may result in a Family Partnership Agreement to work towards consistent attendance.

1. Please contact the center as soon as possible. If the center has not heard from you by a 3rd day of absence, your child's teacher or Family Support Specialist will call you and/or come to your home.
2. If the staff continues to be unable to contact you, a letter will be sent home by the Family Service Manager discussing next steps.
3. If there is no response from you, following the letter, we will assume your child is no longer going to attend and the enrollment spot will go to another child.

### **Family Contacts: Conferences and Home Visits**

Parents and teachers meet at least four (4) times a year, for two (2) home visits and two (2) conferences. A child's progress and issues or concerns of the teachers or parents are reviewed and discussed at these times. Goals for a child's skill development must be established by the parent and teacher. In addition, parents are always encouraged to call the teachers or stop by the classroom to discuss their child's progress.

Family Support Specialists will schedule a minimum of two (2) meetings during the school year, as a part of the Family Partnership process.

If you are not available during our regular hours, please let staff know when you are available. We will try to arrange to schedule at times when you are able to meet with us.

### **Class Roster**

A list of parents and phone numbers is made available to parents of children in the classroom or site, upon request. Only those parents who have given written permission for this information to be shared will be on this list.

### **Special Needs & Mental Health Services**

The Head Start Program is committed to providing comprehensive services to children with special needs or developmental disabilities. If your child has a diagnosed disability or medical condition, please be sure to inform the teachers or Family Support Specialists right away.

Within 45 days of your child beginning the program, we will screen his/her language, social and motor skills and behavioral functioning. If any of these screenings identify a possible delay or other concerns, a program staff member will contact you to discuss options for further evaluations and/or individualized services. If there is a need to further evaluate your child, we will contact you for your permission. If needed, individualized services will be made available to help your child work toward age appropriate skills. These services are provided through an Individual Education Program (IEP). The IEP is developed through your local school district with input from Head Start and you, the parent. Head Start can assist parents in the IEP process.

Mental Health Services are available if a staff or parent sees a potential need in the classroom or in the home. We will discuss this with you and get your permission before any further screening or services are provided. We individualize services and referrals for each and every child. We take a team approach in meeting the needs of individual children. We also, have mental health services available to assist you, your family, and/or your child, should you have a need. Family Support Specialists are available to talk with you and will help you arrange professional counseling or other mental health services, if needed. If you have any questions regarding your child's development or special needs services please contact the Mental

Health/Disabilities Coordinator at (419) 423-3147 ext. 1008, or contact your classroom teacher.

If your child needs medication for his/her condition(s), we will need to have you and/or your doctor's permission to give any medicines. If your child has a medical condition that could require emergency medical treatment, the program will need a Care Plan on file before your child attends the program. A Care Plan provides instructions to the staff regarding any emergency care to be given to your child, if necessary. If you have questions or need to set up a Care Plan, please contact the Family Support Specialist.

### **Child Abuse and Neglect**

All Head Start employees are required by law to report any suspected child abuse or neglect cases. They must report immediately to their local Child Protective Services (CPS).

If you suspect a Head Start Staff member (or anyone else) of abuse or neglect, you should contact the local Child Protective Service Agency.

Hancock - Department of Job & Family Services – (419) 424-7022

Wyandot - Department of Job & Family Services – (419) 294-4977

Putnam - Department of Job & Family Services – (419) 523-4580

Hardin - Department of Job & Family Services – (419) 675-1130

**Note: Head Start staff members are required to make a report to Children Services when they observe a young child left unattended in a car. When picking-up and/or dropping-off your Head Start child, you must bring all children in your car with you into the building.**

### **Custody Agreements**

Many Parent/guardians have custody orders. Before we can respond to requested changes please note:

1. A custodial agreement is legally binding. Head Start staff must adhere to its guidance.
2. If a custody order is in effect, only the parent entitled to the custody or visitation of the child at the time of the request may have access to or remove the child from the program.
3. Early Head Start/Head Start Staff may not take actions different from those specified in court orders even at the request of a parent. Parents seeking changes are referred to seek assistance from the Court.

### **Extended Family Policy**

We welcome extended family members (grandparents, aunts, uncles, cousins, etc.) to participate in program activities including volunteering their time in the classroom of the child they are related to, unless we are given either a legal document (court order, protection order, etc.) or a request in writing, from the parent that a family member is not to be interacting with their child.

## Who Pays for the Program and Why is Volunteering so Important

HHWP CAC receives funding from the U. S. Department of Health and Human Services, Administration for Children and Families to operate the program. As our funding source, they also require that we document the support we receive from the local communities by their donations of time, space, talents, and materials. With your help, we are able to meet the non-federal match requirement. We document this support on our homework forms which are available in your Head Start Classroom. Families are welcome at our centers at any time to offer their support through various volunteer opportunities. If you are unable to make it into one of centers to volunteer, there are a variety of other ways to support the program. Listed below are some possibilities:

- Provide child care for Head Start parents while they volunteer for Head Start, attend meetings, etc.
- Prepare educational materials, such as puzzles, folder games, cut outs, etc.
- Completing activities that focus on educational goals for your child: reading, nature walks, working on colors/numbers/letters, counting, etc.
- Attend Policy Council
- Join us for a field trip
- Help interview new staff
- Write or submit stories, poems, ideas, recipes, or other information for your classroom newsletter.

Please contact your Teacher or Family Support Specialist to offer additional ideas on how to support the program.

## Learning through Play

At Head Start, we believe that play is the best way for growth and development to occur for preschool children. Play provides a way for a child to explore, create and express him/herself while learning.

## Items from Home

Please do not send in items or toys from home, unless this has been approved by the teaching staff. Your child's classroom is well supplied with materials and equipment to encourage learning and social interaction. We don't want personal toys to get lost or broken.

## Clothing

- Play clothes are recommended. We will be painting, playing with sand, going outside, etc.
- Non-slip shoes (like tennis shoes) are best. **No flip flops are permitted.**
- Dress your child for the weather. Weather permitting, we go outside daily.
- Please send a complete change of clothes into the classroom for your child.
- Label your child's clothing.
- Return borrowed clothes from the center after laundering.

## Transition Guideline

### **Into the Center**

When a child enrolls into our Head Start program, an Initial Family Contact (home visit) must take place. The teachers will meet the parents/guardians and child, and go over all paperwork and procedures needed for the child to begin attending school.

### **Transition to Another Classroom**

It is our goal to let your child develop relationships with his/her current classroom or group of children, but we understand that sometimes due to extenuating circumstances a child may need to transition to another classroom within Head Start. A conference must take place before a child can be transferred. This conference will allow parents/guardians the opportunity to meet the new staff members and review any unique classroom expectations.

### **Transition to Kindergarten**

It is our goal to help prepare you and your child for a successful transition to kindergarten. We will share any available information we receive about kindergarten screenings. We will coordinate with parents/guardians and schools to ensure

that individual child records and information are transferred to the next placement. Written permission for the transfer of records will be required.

### Arrival and Departure

To ensure the safety of the children at Head Start:

- Children must be supervised at all times. **Do not** leave your child in a classroom without a teacher. You are responsible for your child prior to the start of class.
- Children must not arrive before your scheduled class time is to begin and must be picked up by the end of class.
- Parent/guardian will need to sign children in and out of the classroom on a form that will be provided by the teacher.
- Your child will only be released to those listed on the Parent Permission Form. If you know someone other than yourself will be picking up your child, please inform staff at drop off. The person picking up **MUST** be on the permission form and have proper ID. Staff will ask to see an ID.

If your child rides the bus:

- When the bus arrives at your child's designated "**Place of Safety**," either a parent or a **designated responsible person, who** is listed on your child's **Parent Permission Form**, must be waiting for the bus. That person must follow the safety instructions given by the bus driver to approach the bus and to sign your child on/off the bus. This is to ensure your child's safety, to teach proper "loading/ unloading" at a bus stop and to ensure staff know the person receiving your child is authorized. At start-up and until we get to know you or the person getting your child off the bus, please bring your photo ID.
- Your child will only be released to those authorized on the Parent Permission Form. If an unfamiliar person is taking your child off the bus, he/she must have ID. The bus monitor will ask for an ID before releasing your child.
- Your child will need to be signed on and off the bus each day. You must come to the bus to do this.
- If no one is present to receive your child from the bus, he/she will be brought back to the center and it will be your responsibility to come pick him/her up.
- The Bus Monitor will call the center to have them begin to contact others listed on the Parent Permission Form. If staff is unable to contact someone to pick up your child, the local law enforcement and/or children's service agency will be called.
- If your child is continually brought back to the center because no one is available at the designated bus stop, this may result in a loss of bus services.

If your child attends another preschool or day care center:

- We will ask for a permission form to be signed, allowing us to communicate with the other center on days your child is absent or has been sent home ill
- We will not take an ill child to or from another center.

### Weather Policy

- We go outside daily unless the weather is too bad (generally, less than 25° F, more than 90° F, rain, thunder/lightning, high winds, ice, etc.)
- If the weather is too bad to go outdoors, children will have activities and equipment indoors that promotes use of their larger muscles.
- Each classroom will assess the weather situation, based on their own situation, and will make decisions about closings/delays accordingly.
- Sometimes we will stay open for "Walk-Ins." This means that the bus will not be running that day, but that the teachers will have class for any children whose parents are able to safely bring their child in to class.
- Your teachers will tell you, at your Family Orientation, which local radio/TV stations you are to listen to/watch to hear your classroom's closing/delay/walk-in information.

### No Smoking Policy

No person shall be permitted to smoke in any indoor or outdoor space that is part of a licensed center, including parking lots. Additional smoking guidelines may be enforced specific to each site or training/meeting location.

\*Smoking is not permitted in any HHWP CAC owned vehicle.

\*Smoking is not permitted in any Head Start classroom, or office.

### HHWP CAC – Head Start Child Guidance & Positive Behavior Policy

Our program provides positive guidance to children through Nurturing & Responsive Caregiving Relationships, High Quality Supportive Environments and Targeted Social Emotional Supports.

Our program will provide positive learning and guidance by focusing on the following:

- **Building Positive Relationships**
- **Designing Supportive Environments**
- **Social Emotional Teaching Strategies**
- **Individualized Intensive Interventions**
- **Positive Behavior Supports**
  - **Positive Reinforcement (Noticing all successes)** - giving attention and encouragement to child when behavior desired is seen.
  - **Redirection (Positive Choices)** - Staff will assist the children in finding a more appropriate behavior or activity. Offer choices that are acceptable.
  - **Modeling (M.A.P. Routines)** –children watch and copy behaviors, adult coaching child with cues and prompts
  - **Problem solving (Describe, Name, Acknowledge)** - Staff will assist the children in looking at what happened, look at the problem, generate ideas to solve problem, evaluate ideas and plan a way the problem can be solved. Teacher might demonstrate or give child direct instruction on how to do something.
  - **Planned ignoring (Name, Verb, Paint – skill of assertiveness)** - Do not respond to negative behavior and state positively what is expected.
  - **Protective Hug** – holding a child for a short period of time, so the child may regain self-control
  - **Safe Place (Active Calming/D.N.A Process)** – a place to calm down, talk about feelings and find a solution

#### **Targeted Social Emotional Supports**

Preschool children do use challenging behaviors such as hitting, kicking, biting, etc. This behavior is typically expresses a need or the lack of appropriate social skill.

We support children when they are showing aggressive behavior by helping them to calm.

Here are calming strategies we use:

- Taking a deep breathe (Smile, Take a deep breath, and Relax)
- Safe Place – quiet place to calm, notice and regulate feelings
- Redirection
- Connecting Rituals

#### **Safety Interventions:**

When behavior is physically dangerous to child, peers or staff the program will work with families to develop individualized behavior support plans to address the individual needs of the child and work to maintain safety.

**Serious Safety Risk:**

If the behavior of the child poses a serious safety risk to the child, peers, or staff the program may temporarily reduce the child schedule in the classroom. Head Start will support families in this process to connect to resources including other childcare options, school district services, evaluation, mental health services, etc.

**Intensive Intervention**

Temporary suspension from the Head Start setting may only be used as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

- The Head Start Director is the only one who may approve a temporary suspension.
- When a temporary suspension is deemed necessary we will:
- Help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
- Continue to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
- Develop a written plan to document the action and supports needed;
- Provide services that include home visits; and,
- Determine whether a referral to a local agency responsible for implementing IDEA is appropriate.

Our goal is to work with the family to get their child back into the center as soon as possible.

If HHWP determines that a child's continued enrollment presents a serious safety threat to the child or other enrolled children, HHWP will work with the appropriate involved entities to facilitate the transition of the child to a more appropriate placement.

The following techniques or practice shall not be used by any staff member:

- Abuse, endanger or neglect of children.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraints on a child.
- Restrain a child by any mean other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
  - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
  - Prone restraint includes physical or mechanical restraint.
- Place children in a locked room or confine children in any enclosed area.
- Confine children in equipment such as cribs or high chairs.
- Humiliate, threaten or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities race religion or beliefs.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from any or all activities for an extended period of time.

## HHWP CAC Client/Community Complaint Procedure

Our intent is to provide services that are of high quality and meet the needs of our clients. Occasionally, issues will come up that clients/community members have concerns about. In the unfortunate event of a conflict between a parent and a staff member, the following steps are to be taken to ensure the manner is handled and resolved in a way that respects the dignity and value of both parties. Generally, most issues can be resolved by talking to the person most directly involved. If this does not solve the issue, or if you are more comfortable doing so, you can speak with your Site Supervisor or Family Support Specialists. The various Head Start Managers and Program Director are also available to talk to you. Most problems can be solved by discussing them with us.

If the situation cannot be resolved by discussing it with us, you may file a formal written complaint. This process is open to anyone who has applied for or received services from us, and is not satisfied with the quality or quantity of the service.

The line of authority to resolve the written complaint is as follows:

1. Program Director
2. Executive Director
3. Policy Council
4. HHWP CAC Board of Directors

Attempts will be made to satisfy the complaint at each level. The detailed procedure can be found in the Policy Council Rules of Operation available at each site.

\*Note: Staff members have a grievance procedure available in the HHWP CAC Personnel Policies Manual to use to resolve personnel issues.

## Field Trips

The HHWP CAC Head Start program provides opportunities for children to go on educational field trips throughout the year. To ensure your child's health and safety, the following guidelines apply:

- All necessary permission slips must be signed *prior* to the field trip date. If your permission form is not returned the day before a field trip, your child will not be permitted to attend the field trip.
- The no smoking policy is always followed, even when away from the center.
- Siblings are not permitted to attend field trips.
- Volunteers may ride on the bus with the children (if seating is available) or meet the classroom at the field trip destination.
- Children must remain under the supervision of a teacher during field trips.
- If you want to take your child home after the field trip, you must inform the teacher and sign the appropriate form.
- Remember to arrive on time to school on the day of the field trip. Your child might not be able to attend the trip, if you arrive late.

### Walking

- One teacher leads and the other stays at the end of the line.
- We line up by two's using the buddy system holding hands or holding onto a rope.
- We stop at all alleys and streets to look for cars and traffic lights.
- We stay on sidewalks unless there are none, in which case, we stay at the side of the street in the grass.
- We stay with the group – no straying or running off.
- We watch for glass or other dangers.



## On The Bus

- Everyone on the bus must wear an appropriate safety restraint.
- Everyone must stay seated as long as the bus is in motion.
- A bus monitor is “on-board” whenever the bus is in motion.
- Everyone will get off the bus one-at-a-time with staff assistance.
- Boundaries are explained and marked.
- Safety rules are explained to the children.

## Confidentiality

The HHWP CAC Head Start Program will safely maintain your information by keeping it confidential. This means that we cannot share any information regarding any Head Start child or family without their written permission to do so. Also, information will only be shared with other staff within the Program on a need to know basis. We do this so that you can feel comfortable sharing things with us that allow us to be able to provide the best assistance possible to your family. If you have someone you would like us to share information with (grandparent, babysitter, significant other, etc.) let us know and we will get you a form to sign to give us your permission to share whatever parts of your information you chose.

*The following are the only circumstances that prevent keeping information confidential are: we are required by law to report any information about suspected child or elder abuse; if you share that you are going to harm yourself or someone else; or if we are given a court ordered subpoena telling us we must release information.*

## Safety Policy

- Staff members are responsible for the children’s safety.
- Siblings are the responsibility of the parents. Only children enrolled in the program will be allowed to participate in the regular classroom activities. There may be times when families, including siblings, may be invited to participate in an event planned for the Head Start children. Please restrict your other children’s involvement to these times.
- At least one staff person who is trained in First Aid and Communicable Diseases shall always be available. It can be a combination of several different staff members.
- **No child is ever left alone or unsupervised.** No exits are blocked.
- Teachers clean all indoor and outdoor areas daily and continuously check for hazardous materials and conditions.
- Written authorization for emergency transportation, special health care, and releasing the child is on the bus and in the classroom.
- Spray aerosols shall not be used when children are present.
- Emergency and sick child plans are posted and followed.
- A first aid kit is in the center, on the bus, and taken on all field trips.
- Identification tags are used when children are off school premises.
- The center has a plan of safety to use on all field trips.
- Teachers have immediate access at all times to a working telephone, in the building or on the bus used for childcare.
- An emergency evacuation plan is posted in each classroom showing evacuation routes, in case of emergency.
- In case of emergency, first aid will be administered, parent will be notified, and emergency transportation will be arranged, if necessary. If the parent refuses emergency transportation, we will still serve the child, the parent will be



### General Guidance

- The teacher will guide you on how to help in the classroom.
- The staff will take the lead in the classroom with challenging behaviors.
- Give guidance in positive statements to the children.
  - Ex: “Walk in the classroom.” Instead of “Don’t run.”
- If you are scheduled to volunteer and cannot come, notify the teacher as far in advance as possible.
- Stoop to the child’s eye level and get the child’s attention first before telling him something.
- Avoid “making” something for a child, such as in the art area. Give him a start or a suggestion, but let the “creation” be his, not yours.
- Parents cannot be left alone with children.
- All injuries and accidents must be reported to the teacher immediately.
- If you have a creative idea for an activity, please discuss it with your teachers ahead of time.
- Refrain from discussing the children negatively in front of them or other parents. Please discuss any concerning behaviors with the teacher in private.
- Please do not discuss a child with anyone other than the teachers, Site Supervisor, or Family Support Specialist.

### Gifts

While we appreciate the thoughtfulness, Head Start/CAC staff are not permitted (by law) to accept gifts of any kind from the individuals and families we serve. Donations may only be accepted by the agency, for agency/program use.

# Health Screenings Information

Our Ohio Department of Job & Family Services, Day Care Licensing Rules state that children enrolled in Head Start **are required to** have a physical completed within **30 days** of the child's first day of Head Start.

**(30) Physical Exam** – The goal of the physical exam is to determine the status of your child's overall health. Having your child in good health is part of helping him or her be ready to learn, which will help him or her be better prepared for Kindergarten.

Our Federal Head Start Performance Standards state that upon a child's entry into Head Start they **are required to** have the following Health Screenings completed and immunizations up-to-date within **45 days** of the child's first day of Head Start:

**(45) Vision Screening** – The goal of vision screening is the prevention of serious vision problems through early detection and referral for diagnosis and treatment. Only need one screening, while they attend Head Start. (Our Site Supervisors and/or Family Support Specialists will complete the vision screening.)

**Vision Follow-up** – If the screening indicates there is a potential vision issue, we will let you know that your child should see an eye care professional.

**(45) Hearing Screening** – The goal of hearing screening is the prevention of serious hearing problems through early detection and referral for diagnosis and treatment. Only need one screening, while they attend Head Start. (Our Site Supervisors and/or Family Support Specialists will complete the hearing screening.)

**Hearing Follow-up** – If the screening indicates there is a potential hearing issue, we will let you know that your child should see a doctor.

**(45) Immunizations** – The goal of having your child receive all of the recommended immunizations is to prevent your child from getting diseases that could be potentially life threatening.

**Immunization Follow-up** - If your child is missing some of his or her immunizations, the Family Support Specialist will work with you to make a plan to get them up-to-date.

Our Federal Head Start Performance Standards state that upon a child's entry into Head Start they **are required to** have a dental exam, lead, and hemoglobin screening completed within **90 days** of the child's first day of Head Start.

**(90) Dental Exam** – The goal of the dental exam is to determine the health of your child's teeth and to determine if your child needs any follow-up dental treatment.

**Dental Follow-up** – Your child's dentist will work with you to schedule an appointment(s) to complete your child's follow-up treatment.

**(90) Lead Screening** – This is a blood test ordered by your child’s doctor. The goal of lead screening is to determine how much lead is in your child’s blood. If your child has too much lead in their blood it can lead to disabilities and behavioral problems. Only need one screening, no matter how long they attend Head Start. **WIC does not do lead screening.**

**Lead Follow-up** – If your child’s lead screening indicates they have a high lead level, your child’s doctor, the health department, and your Family Support Specialist will work with you to make a plan to lower the amount of lead in your child’s blood.

**(90) Hemoglobin/Hematocrit Screening** - This is a blood test that can be done at **WIC**, at the health department, in some counties, ordered by your child’s doctor or completed by Head Start. The goal of the hemoglobin/hematocrit screening is to determine how much iron is in your child’s blood. If your child has too little iron in their blood it can cause fatigue, weakness, irritability, dizziness or a feeling of being light headed. Only need one screening, no matter how long they attend Head Start.

**Hemoglobin/Hematocrit Follow-up** – If your child has a low hemoglobin/hematocrit level, your child’s doctor and Family Support Specialist will work with you to make a plan for raising the amount of iron that are in your child’s blood.

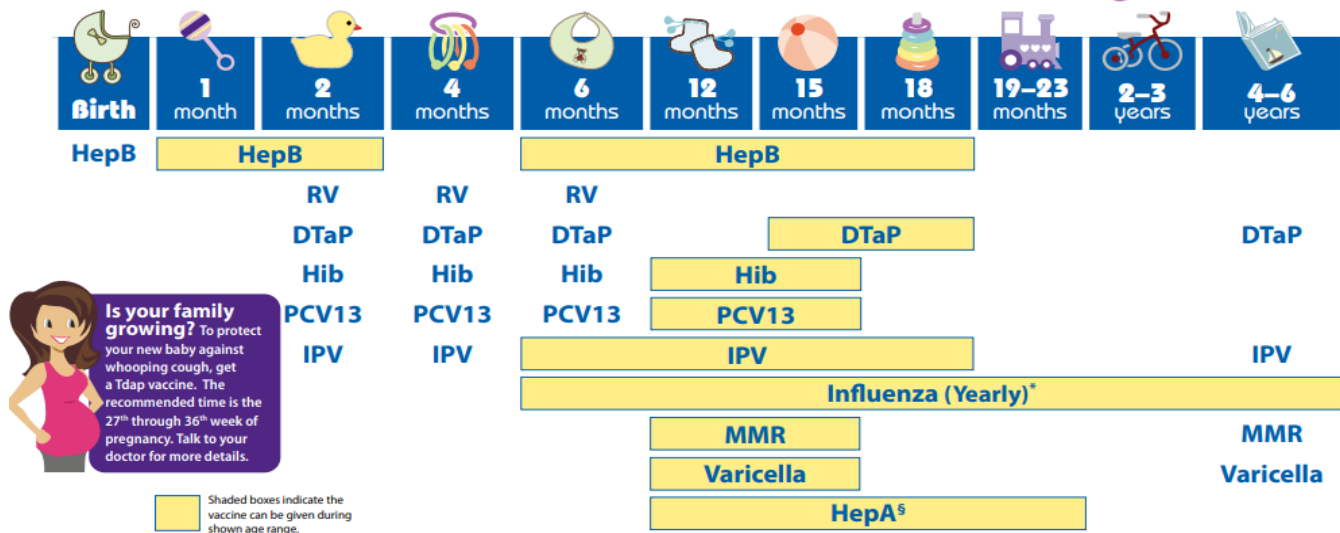
### **Mildly Ill Child Policy**

A child may remain in the center when he:

- a) is experiencing what appears to be a minor cold and not showing signs of discomfort.
- b) has been given an immunization and may be running a temperature, but appears to have no other symptoms of discomfort.
- c) may have vomited once and appears to have had an upset stomach from something they ate.
- d) is able to fully participate in all classroom activities.

Staff will continue to observe the child and document any changes in their behavior or to see if any new symptoms develop, and if so, the parent will be notified and the child may be sent home.

## 2020 Recommended Immunizations for Children from Birth Through 6 Years Old



If a child is missing or does not have immunizations, parents will sign a waiver indicating that they understand that their Child is at risk for catching vaccine preventable diseases. We may ask parents to keep their child at home if there is an outbreak of a vaccine preventable disease.

### Incident/Injury Report

When a child is injured or some type of incident has happened to a child at the site an Incident/Injury Report will be completed by a staff member. A staff member will give the report to the person that receives the child at the end of the day. The person that picks up the child will sign and date the form. If they are not the parent, they will be responsible for giving the parent the copy of the report they received. If a parent has a question regarding the report, they may contact their child's teacher to get further information.

### Blood borne Pathogens Policy

- Based on current medical evidence, casual person-to-person contact, as would occur among Head Start children and staff, does not pose a risk in the transmission of a blood borne pathogen (HIV, Hepatitis B).
- The HHWP CAC Head Start Policy Council has determined that a child with a blood borne pathogen will not be discriminated against in the admission process. Such a child shall be allowed to participate in the regular Head Start setting provided that the child's physician deems it appropriate.
- In the event that a child with a blood borne pathogen is accepted for enrollment into the HHWP CAC Head Start Program, staff that are to be made aware of the child's condition shall be the minimum number necessary to assure the proper care of the child. The number of informed staff shall be sufficient to appropriately observe the child for behavioral and/or medical problems that could heighten the potential for the transmission of the blood borne pathogen. The strictest confidentiality shall be maintained. Violations of such confidentiality shall be the basis for disciplinary action in accordance with the HHWP CAC Personnel Policies Manual.

- The HHWP CAC Head Start Program shall practice prevention of blood borne pathogens by doing the following:
  - Hand washing frequently
  - Using Universal Precautions in the event a body fluid is present
  - Encouraging parents to immunize their children against Hepatitis B

### Nutrition

We provide 1/3 of the government recommended daily nutritional needs for children 3-5 years of age who participate in the part-day program and 2/3 of the government recommended daily nutritional needs for children 3 -5 who participate in our full day program. We provide meals to the children each day. Children in morning classrooms will receive breakfast and lunch. Children in afternoon classrooms will receive lunch and snack. Children in full day classrooms will receive breakfast and lunch. A registered dietician approves our menus.

Food is prepared by our Head Start Cooks or by cooks who work for our contracted vendors. All of our meals are prepared in kitchens with Food Service License.

The children and staff eat meals together. Children are encouraged, but not forced, to try new foods. Mealtime is used as an opportunity to teach nutrition and/or food concepts. Children help with set-up and clean up. Food is never used as a punishment or reward.

If a child has a food allergy, or a special/modified diet, documentation from a doctor is necessary in order for us to provide a special/modified diet. If any food group is to be left out of the diet altogether, a Parent/Guardian must complete a Request for Administration of Medication Form (ODJFS form # 1217).

We encourage parents to volunteer in the classroom and eat lunch with their child, whenever possible. Parent volunteers must actively participate for at least two hours on a regular day to qualify for lunch. Let your teacher know in advance, so a meal can be ordered for you.

During special events such as field trips, celebrations, and end of the year events, Head Start can only provide meals for staff and Head Start children, unless it is part of a parent activity that has been voted on at your local Parent Group meetings.

Food and drinks served in the presence of Head Start children, during classroom time, will meet Child and Adult Care Food Program guidelines (CACFP). All adults will eat the same menu as the children, unless their doctor has requested a special diet due to allergy or other health issues.

If food is taken home from Head Start it becomes your responsibility to make sure the food is properly cared for to prevent foodborne illness and remains safe to eat.

You cannot send in food from home. Teachers cannot accept money from a parent to buy food. Food must be purchased with program funds.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **School Family Guide**

Your child will soon be joining a new family-their School Family. The teachers, staff, and children will create a School Family through the use of routines, rituals, and classroom structures that provide safety and connection needed for optimal development and learning. The School Family does not and cannot replace the home family, but it can, in partnership with you, help to create the best possible learning experience for your child. Through the use of a comprehensive classroom management and social emotional program Conscious Discipline, we will create learning environments where children know, I am safe and I am loved. From the foundation of safety and caring, children will begin learning how to solve problems, manage emotions, and take responsibility for their actions.

**What can you expect to hear and see in the classroom?**

**School Expectations:**



#### **Positive Relationships & Environments**

Nurturing and Responsive Relationships and High Quality Supporting Environments  
Teachers promote positive relationships with children through:

- Positive interactions (play, meals, small group activities)
- Conversations
- Schedule and Routines
- Clear Expectations
- Positive responses
- Offering choices

#### **Teaching Social Skills**

Targeted Social Emotional Supports

Teachers provide opportunities for practice and receiving positive encouragement for appropriate social skills. Some examples are:

- Be Safe-Use Walking Feet
- Be Kind-Use Gentle Hands
- Be careful with our Things-Clean Up
- Be a S.T.A.R. Technique
- Recognizing and responding to feelings



**Safe Place:**  
A quiet area available for children to go throughout the day to help them calm down



### Communicable Disease Policy

- All staff will receive American Heart or ODH (Ohio Dept. of Health) training in First Aid, Communicable Diseases (covers: signs and symptoms of illness, hand washing and disinfection procedures), and Child Abuse and Neglect. First Aid/CPR is updated every two (2) years and Communicable Disease and Child Abuse and Neglect are updated every three (3) years. Staff will have proof of training on site.
- When a staff member is ill and out of the center, they will be replaced with a substitute who will meet the State of Ohio Childcare qualifications.
- The following are symptoms for which a child shall be sent home from the center:
  - a) Temperature of 100 degrees Fahrenheit taken axillary (under the arm) with a digital thermometer, when in combination with any other sign of illness.
  - b) Diarrhea (3 or more abnormally loose stool within 24 hours).
  - c) Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
  - d) Difficult or rapid breathing
  - e) Yellowish skin or eyes
  - f) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
  - g) Untreated infected skin patches, unusual spots or rashes
  - h) Unusually dark urine and/or grey white stools
  - i) Stiff neck with elevated temperature
  - j) Evidence of lice, scabies, or any other parasite infection. A “nit free” return policy is enforced.
  - k) Sore throat or difficulty swallowing
  - l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.
  - m) Anything on the Communicable Disease Chart from ODH, posted in the classroom that says a child should be removed from the center and minimum control measures followed.
- **Your child must be symptom free for 24 hours before returning to the classroom. (For example, if the child has a fever until noon one day, he cannot return to class until noon the following day)**
- Each center shall have an isolation plan with a cot for a sick child where he can be watched by staff until sent home from the center.
- If a child is to be sent home, the parent will be notified and a form will be sent home, explaining what symptoms have been observed.
- The time frame for returning to the center will be determined by taking into consideration the ODH Communicable Disease Chart, posted in the classroom, and information provided by the child’s doctor. Depending on each situation, the Health & Nutrition Manager reserves the right to vary from this to make sure the health needs of the children and staff is being met.
- Any staff person exhibiting any signs/symptoms of a communicable disease listed on the Communicable Disease chart from the ODH will follow the minimum control measures outlined on the Communicable Disease chart.

- Upon discovery of a child with a communicable disease, all parents will be notified in writing of the presence of the communicable disease in the center.
- Medication of any kind (prescriptive or non-prescriptive) will only be given when the parent completes the Right to Administer Medication form. If the prescription contains a narcotic, the physician must also sign the consent form.
- All Head Start Staff must wear vinyl gloves when dealing with any body fluids. This includes urine, vomit, stool, blood, etc.

**NOTE:** The Health & Nutrition Manager reserves the option to request a physician see your child, and a note obtained, prior to returning to the classroom. If you choose not to comply, or are unable to comply, your child can return to the classroom only when all signs and symptoms of disease are absent.

### Head Start Parent Code of Conduct

*It is the expectation of HHWP Community Action Commission that Head Start families will abide by our Code of Conduct.*

1. Adults will not leave children unattended in the building or vehicles.
2. Visitors will not play loud music in the parking lot or create loud disturbances.
3. All visitors will respect the building, parking lot, grounds, supplies and equipment and will clean up after themselves and their children while on site.
4. All adults will treat ALL others with whom they come in contact with respect and dignity. They will refrain from loud talking or shouting, cursing, name-calling, quarrelling, verbal or physical fighting, making displays of anger or making rude remarks to staff, children, or other visitors/parents.
5. Parents are expected to behave in a civilized nature online and in social media platforms and will not engage in any of the following behavior online:
  - Posting defamatory 'statuses' about fellow parents, students, and the school or its employees
  - Complaining about the school's values and methods on social media
6. The school has a Complaints Policy in place, to avoid parents broadcasting grievances online.
7. All visitors are to dress appropriately while at school whether visiting, volunteering in the classroom, or dropping off their children. Please avoid clothing with obscenities or references to drugs/alcohol, clothing that is revealing.
8. Visitors will not smoke or bring alcohol or other drugs onto the property including in the parking lot.
9. Visitors will refrain from inappropriate or excessive displays of physical affection with others.
10. All parents and authorized adults will make themselves aware of important HHWP Community Action Commission Head Start guidelines and regulations.
11. All adults conduct themselves as a positive role model and set a good example for the children in our care.

All parents or community members with complaints are to follow the appropriate complaint procedure as explained in the in the Parent Complaint Policy in this Parent Handbook

1. All adults will exhibit patience and self-control in managing any complaints or grievances.
2. All adults will refrain from broadcasting grievances online.
3. All adults will follow the directions of *HHWP Community Action Commission* Head Start Staff, including administrators, teachers, custodial and kitchen staff and bus drivers and aides.
4. All parents and staff will drive at a maximum safe speed of 5 mph while in the Head Start parking lot.
5. For the safety and well-being of all our children and families, all parents and staff will refrain from using the Bus Lane for parking, using available parking in the lot.
6. All parents, whenever possible, will establish a "hold hand" policy with their children when walking between the parking lot and the building, maximizing safety by not walking between the buses in the Bus Lane.
7. All parents are expected to sign this agreement each school year.

8. Parents will be supportive of the goals of the classroom and the school in assisting their child.
9. Do not discuss a child with anyone other than the teachers, Site Supervisor, or Family Support Specialist. Issues of custody, releases, who we can talk to about concerns can be very complicated, and it is very easy to break confidentiality without realizing it.
10. Adults will refrain from yelling at or hitting their children while on site.

The Code of Conduct has been established by the HHWP Community Action Commission Policy Council in an effort to promote a safe and healthy environment for all the children, families and staff of the HHWP CAC. Policy Council Approved 2/2020.

### School Readiness Goals

**Language and Literacy-** Children will show an appreciation for books, an awareness that words consist of smaller pieces of sound and understanding of print concepts.

**Cognition and General Knowledge-** Children will use cognitive skill to explore their environment.

**Approaches toward Learning-** Children will demonstrate increased abilities to engage in social interactions and learning experiences while participating in activities that allow for creative and imaginative expression.

**Physical Well-Being and Motor Development-** Children will demonstrate the ability to show control of large muscles for movement, coordination and balance.

**Social and Emotional Development-** Children will show progress towards managing their behavior and emotions.

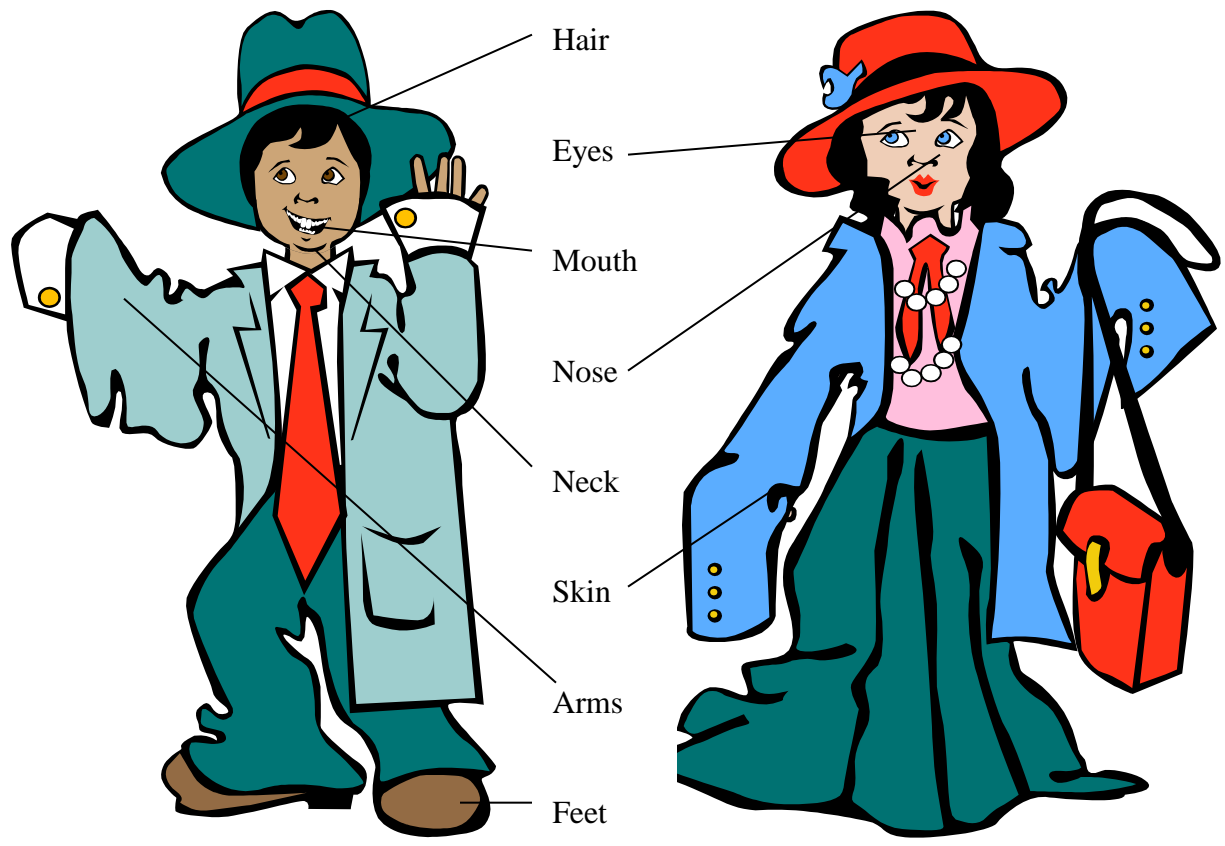
**English Language Development-** Children who are dual language learners will demonstrate increased competency in their home language while developing proficiency in English.

# Quick Health Check

When your child arrives at Head Start the teacher will do a Quick Health Check. The Quick Health Check is a head to toe observation of your child while he/she is playing. The teachers are looking at activity level, behavior changes, and any physical changes.

The teachers will check your child's head for head lice every week. We do this because head lice are easily spread from one child to another. We attempt to prevent the spread of head lice by detecting it early.

The teachers look at the following things:



If the teacher notices that your child is feeling ill or showing symptoms, she will send the child home with you or contact you to pick up your child. The child must remain at home until the symptoms are gone. If you have any questions you can talk with the teacher or a Health and Family Services Coordinator.

**Nap Time**

The children who participate in our full day Head Start classrooms will have a rest/napping time after lunch. We do not require children to sleep during nap time, but we do ask them to lay/sit quietly on their cot and read or does some other type of quiet activity. Head Start will provide cots and blankets for the children.

**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center’s license and may be used to report a suspected violation of the licensing law or administrative rules.

The licensing rules governing child care area available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disabilities, or national origin or in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

### **Busing**

All Head Start classrooms without buses will have limited access to community experiences/field trips depending upon availability of buses and bus drivers during the program year.

Bussing is offered to families in the Hancock County 4 part-day classrooms in Findlay and Hardin County 4 part-day classrooms in Kenton, as long as parents are willing to apply for financial assistance through their local Department of Job and Family Services' PRC Program. (See below)

### **Hancock & Hardin County PRC Funded Busing**

The Hancock and Hardin County Department of Job and Family Services have contracted with us to help ease the cost of transporting children by using the PRC Funds for eligible children. This will require all Hancock and Hardin county families, living in the bussing areas to apply for PRC. Applications will be distributed and collected at the site level.

- In order to begin the process and to be considered for bussing, you must first complete a PRC application and submit it to Head Start Staff for processing. If your PRC applications are incomplete, (*such as: required information not filled in or requested documents not attached to the application*), will be returned to you and it will delay bussing.
- If your child does not qualify for PRC, you may still receive bussing as long as you have completed the application process. We will use our established priority system and management discretion, when needed to fill the seats on the buses. **Part-day** children who are eligible for PRC will receive first priority.

### **For Those On The Bus**

Head Start is very serious about providing safe transportation for your child. We use drivers with a Commercial Driver License and a safe driving record. They are trained and certified in bus safety rules and procedures in Ohio. A second trained adult is used to monitor the children on the bus.

- **Please review the “Transportation Rules for Head Start” before your child is added to the bus route!** If you have someone else getting your child on/off the bus, (*babysitter, friend or family member*), *please make sure they are aware of these rules too.*
- **Have your child ready to go....** At least 10 minutes before the bus is scheduled to arrive and be ready to receive your child off the bus at drop-off. If no one is at the drop-off location when the bus arrives, your child will be taken back to the center to be picked up.
- **Your child must be escorted to the bus!** In order to ensure the safety of your child, you or another responsible person must bring your child to the bus. The bus driver will instruct you and your child on “**Pedestrian & Bus Safety Rules**” regarding loading and unloading to the bus stop. Other examples of bus safety rules: **Designated Place of Safety and Danger Zones around the Bus.** The bus driver will have you initial the Bus Route

Schedule and keep an eye on traffic for safety. The bus monitor will secure your child into or out of their safety restraint on the bus.

- **To keep bus routes safe and on-time**, each stop must be completed as safe and smooth as possible to prevent problems with traffic and to keep the route on-time.
- **Your child's pick up and/or drop off times may vary:** Bus routes may change due to new children being added to the route, child leaving the program and/or weather related/road conditions.
- **We must follow all State and Federal Regulations regarding bussing.** All Head Start children will be required to use a child safety restraint system developed for busses that are appropriate to a child's age, weight and height. No eating or drinking on the bus. It is a choking hazard.
- **We cannot guarantee that the bus will run each day!** Often circumstances beyond our control occur that cause the buses to be unavailable such as: weather, lack of a driver, lack of a monitor, or if the bus breaks down.
- **Parents' who are volunteering in the classroom may ride on the bus, if seating is available**, however only Head Start children are permitted on the bus per Ohio Department of Education.

**In order to meet Head Start Performance Standards – Book bags will not be allowed on our buses.** We provide a plastic folder to send paperwork to and from Head Start. We are sorry for any inconvenience this may cause you!! The only exception to this rule is for dually enrolled children attending another preschool that requires one. We will find a way to secure them on the bus.



## Mission and Values

### **Our Mission**

The mission of HHWP Community Action Commission is to reduce the conditions of poverty by providing comprehensive services to improve lives.

To accomplish our mission, HHWP CAC collects and analyzes data on the nature of poverty and the existing resources in the area. HHWP CAC involves public and private agencies, as well as the population to be served, in developing action plans to address needed services. These activities often include helping other agencies to improve and expand their services and assisting with the development of new organizations. HHWP CAC will seek out governmental and private resources to initiate and administer innovative programs in such areas as employment, education, housing development, transportation, health, emergency needs, food/nutrition, advocacy, etc.

### **Our Values**

**Advocacy** - We will passionately use our collective voice to support resource allocation and programming that reduces poverty and directly impacts the communities we serve in positive ways. We operate with a genuine concern for others. We are wholeheartedly committed to helping others overcome immediate hardships and achieve long-term success.

**Professionalism** – We seek to do our jobs effectively and efficiently - with skill, good judgment, polite behavior and intentional focus on continuous improvement. We treat people with respect at all times.

**Partnership** – We will work toward strengthening partnerships. We will place a high value on both internal and interagency collaboration as a means to achieve our mission and vision.



## Pandemic Addendum

### Center Licensing

The Ohio Department of Job and Family Services - (JFS), licenses our Head Start centers. The license is posted in plain sight in each center, and copies are available for review upon request. The Head Start centers are licensed for preschoolers from 3 years of age to kindergarten age eligibility, and the capacity for each center is stated on the center's license. During the pandemic, the JFS class staff/child ratio has been reduced to 1:9 to minimize the potential exposure for staff and children. Fire, health, building inspection, and compliance reports are posted in plain sight and copies are available for review upon request. A copy of the laws and rules governing childcare centers is available to review at each center. You may call toll free 1-877-302-2347 ext. 4 to report any suspected violation of the licensing law or administrative rules.

No family or child is discriminated against on the basis of race, color, religion, sex, national origin, handicap, or age.

### Safety Policy

- Staff members are responsible for the children's safety.
- Siblings are the responsibility of the parents. Only children enrolled in the program will be allowed to participate in the regular classroom activities. There may be times when families, including siblings, may be invited to participate in an event planned for the Head Start children. Please restrict your other children's involvement to these times.
- At least one staff person who is trained in First Aid and Communicable Diseases shall always be available. It can be a combination of several different staff members.
- **No child is ever left alone or unsupervised.** No exits are blocked.
- Teachers will sanitize the communal areas between classes. High touch surfaces, such as tables, door knobs, light switches, handles, etc., will be cleaned continuously throughout the day. Playground equipment will also be sanitized daily between groups. Indoor and outdoor areas will also be checked daily for hazard materials and conditions.
- Written authorization for emergency transportation, special health care, and releasing the child is on the bus and in the classroom.
- Spray aerosols shall not be used when children are present.
- Emergency and sick child plans are posted and followed.
- A first aid kit is in the center, on the bus, and taken on all field trips.
- Identification tags are used when children are off school premises.
- Teachers have immediate access at all times to a working telephone, in the building or on the bus used for childcare.
- An emergency evacuation plan is posted in each classroom showing evacuation routes, in case of emergency.
- In case of emergency, first aid will be administered, parent will be notified, and emergency transportation will be arranged, if necessary. If the parent refuses emergency transportation, we will still serve the child, the parent will be notified, first aid will be provided until the parent arrives to pick up their child. A report is completed, and a copy is given to the parent and a report will be made in OCLQS.
- Monthly bus, fire, and disaster drills are held and a record of the drills is kept at the center and is available for review.
- Emergency transportation for the center will be provided by the local ambulance service. On field trips, the bus or local ambulance service will transport children to the nearest hospital.
- Each Head Start site, including schools where we have lunch, have detailed disaster and lock down plans that will be given to you at the beginning of each school year.



## Nutrition

Due to COVID-19 we will suspend teaching staff eating with the children.

## Communicable Disease Policy

We will follow strict handwashing and cleaning protocols.

Staff and children will wash hands on arrival and before departure.

Your child's temperature will be taken each day before they enter the building.

Your child will not be allowed to enter the building if:

- They have a temperature of 100° or higher
- They have a dry cough
- They have shortness of breath or trouble breathing

This is a list of other COVID-19 symptoms to watch for:

- Fever
- Headache
- Chills
- Loss of taste or smell
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Muscle or body aches
- Diarrhea

If your child becomes ill with a regular childhood illness, before they child can return to Head Start, they must have been fever free and not taken fever reducing medication for 24 hours.

If your child is sick, keep them at home.

If your child has been in contact with someone who has tested positive for COVID-19, they cannot attend Head Start for 14 days and should quarantine at home. Inform your child's teacher that your child will be out for the next two weeks.

If your child is diagnosed with COVID-19 notify Head Start immediately. Your child will need to remain at home until:

- Your child has not had fever without the use of medication for 24 hours.
- All of your child's other symptoms have improved for 24 hours
- At least 10 days have passed since the last new symptom started

In order to assist in the prevention of a potentially deadly disease spreading, Head Start will be required to share information about any child who has tested positive, with the local health department.

## Arrival and Departure

**Policy:** HHWP CAC Head Start enrolled children will be dropped off/picked up at an outside door and taken to/from the classroom by a Head Start staff member to increase safety measures during the pandemic.

### Procedure:

#### Arrival

1. Children arriving to the center by self-transport will be met outside by an HHWP CAC Head Start staff member.
  - The staff member will take each child's temperature and do a general health assessment on each child to be sure that each child is fever free and does not show any symptoms for Covid-19 or other illness.
  - Once health checks have been done on children and they are cleared, children will be led to their classrooms by a Head Start staff member.
  - Parents/guardians will not enter the Center to drop off or pick up their child.
2. Children arriving to the center by Head Start school bus will be led to the classroom by a Head Start staff member.
  - Prior to entering the Head Start school bus, the bus monitor will take each child's temperature and do a general health assessment on each child to be sure that each child is fever free and does not show any symptoms for Covid-19 or other illness.
3. All children will immediately wash their hands when entering their classroom and prior to completing any classroom activities.
4. Parents/Guardians arriving late to the center to drop off a child, should ring the doorbell or call the site/classroom in order for a staff member to come to the door to complete a health check on the child and lead the child to his/her classroom.

#### Departure

1. All children will wash their hands prior to leaving the classroom for the day.
2. Children leaving the center by Head Start bus will be led to the bus by a Head Start staff member and be taken home for the day.
3. Children leaving the center by self-transport will be led outside to be picked up for the day.
  - Parents/Guardians will not enter the center to pick up their child.
  - Head Start staff members will be sure the person arriving to pick up the child is on the parent permission form and has signed the child out prior to releasing each child.
4. If a parent/guardian arrives early to pick up a child for the day, they will need to ring the doorbell or call the site/classroom so that a Head Start staff member can bring the child out to them.

## Transportation

The following transportation safety precautions will be in effect to protect children and staff during the pandemic.

- Bus driver and monitors will be stepping up the cleaning and disinfecting of high-touch surfaces in the bus between routes.
- When developing bus routes, we will keep the same group of children together on the bus, as in the classrooms to minimize potential exposure between children.
- Children will be seated on the bus in alternated seat bench to "social distance" the best we can on a school bus.
- Bus driver and bus monitors will wash their hands and wrists before departing on route and after returning from bus route, and after putting on, touching, or removing cloth face coverings.

- At each bus stop, the bus monitor will check each child's temperature with a non-contact thermometer before boarding the bus. If the child has a fever of 100 °F, without using fever reducing medication, they cannot board the bus.
- If bus drivers or bus monitors are sick or have a fever, they will not come to work, so there maybe times that bussing will not be running.

### **Family Contacts Conferences and Home Visits**

While operating under the pandemic, teachers will not be completing visits in the home. Parents and teachers will still meet four times per year to complete/update paperwork and discuss child progress.

### **Field Trips**

While operating during the pandemic, HHWP CAC Head Start Program will not be conducting any type of field trips.

### **Volunteers**

While operating during the pandemic, HHWP CAC Head Start Program will not be allowing volunteers to come into the classroom. Please talk to your child's teacher about how to volunteer while at home.

### **Family Information**

While operating during the pandemic:

- Parents are permitted in the building by appointment/call ahead only.
- Extended family will not be permitted to participate in school based activities.

### **Parent Group**

While operating during the pandemic parent group has the ability to meet virtually. Snacks and childcare will not be provided during virtual meetings. Childcare will not be provided if groups are held in person.

### **Policy Council**

While operating during the pandemic policy council has the ability to meet virtually. Meals and childcare will be not available during virtual meetings. When meetings are held in person no childcare will be provided but reimbursement will be available.