



Parent HANDBOOK

Head Start
&
Early Head Start
Programs of CCCCC, Inc.

**Head Start Programs
of
Clay County Child Care Center**

**Early Head Start &
Administrative Office**

1021 4th Street
Clay Center, KS 67432
785-632-5399

Clay County

314 Court Street
Clay Center, KS 67432
785-632-2195
1-800-632-2196

Cloud County

803 Valley
Concordia, KS 66901
785-243-1645

Site Director– Tina Hardaway
tina.hardaway@cckids.org

Ottawa County

612 N. Rothsay
Minneapolis, KS 67467
785-392-2794

Site Director– Erin Nisbeth
erin.nisbeth@cckids.org

Republic County

1813 Frontage Road
P.O. Box 55
Belleville, KS 66935
785-527-2300

Site Director – Glenda Willis
glenda.willis@cckids.org

Washington County

117 W. College Street
P.O. Box 275
Washington, KS 66968
785-325-2261 ext. 248

Site Director – Teresa With
teresa.with@cckids.org

TABLE OF CONTENTS

Welcome Letter.....	4
Parent, Family, and Community Engagement	5
Parent Involvement in Head Start	5
Policy Council.....	5
In-Kind.....	6
How can parents help with In-kind?	6
Volunteering	6
Siblings	6
Family Newsletter	6
Parent Concerns	7
Education & Curriculum	8
Head Start Classroom	9
Clothing.....	10
Holidays and Celebrations	10
Dangerous Weapon.....	10
Head Start Classroom Communication Folders.....	10
No Toys from Home	10
What Your Child Can Expect At Head Start	11
Mental Health.....	11
Behavior Strategies (Conscious Discipline)	12
Positive Discipline & Disruptive Behavior.....	12
Children with Disabilities	12
Transition	13
Preparing Your Child for Kindergarten	13
Literacy Services.....	13
GED/ Adult Literacy.....	13
Enrollment, Recruitment, Selection, Eligibility, and Attendance	15
Attendance	15
Chronic Tardiness and Early Exits	15

Health	16
Health/Dental Care.....	16
Vision/Hearing Screenings	16
Medication Procedure	16
Sick Child.....	16
Illness Procedures	17
Accidents.....	17
Head Lice Procedure.....	18
Fire/Tornado Drills/Violent Person	18
Bathroom Needs/Usage	18
Child Abuse or Neglect.....	19
Domestic Violence.....	19
Nutrition	20
Meal Time Information.....	20
Meal Times & Volunteers.....	20
Child and Adult Care Food Program (CACFP).....	21
Building for the Future.....	21
CACFP Meal/Snacks Requirements	21
Nondiscrimination Statement.....	21
STAR Student Days	22
Food Donations	22
Transportation	23
Hand to Hand	23
Bus Schedule.....	23
Absence Notices.....	23
Head Start Program Participation Agreement.....	24

HEAD START

Clay, Cloud, Ottawa, Republic, & Washington Counties

Our mission: Enriching the lives we touch. The Head Start and Early Head Start programs of Clay County Child Care Center, Inc. strive to provide the very best environments for children, families, and staff to reach their full potential. As we practice excellence and integrity, we envision expansion of services, resources, and community partnerships.

Dear Parents and Guardians,

Whether you are new to our Head Start family or are joining us once again, I am grateful you trust us with your child's care and educational experience. We have an exciting year ahead of us and we cannot wait to partner with you and your child. In this Parent Handbook, you will find important information on how Head Start works, the things you will need to know about your child's classroom, attendance, transportation, health, and nutrition.

You may wonder what makes a Head Start program so special and unique. The Head Start model is more than an academic experience. It is a "whole child" experience, taking into account the child and family's health, social-emotional well-being, and family and community experience. While your child will learn the academic skills that are important for kindergarten such as letter recognition, early writing, and age-appropriate math and science, they will also learn to socialize, care for others, think critically, recognize healthy choices and manage those strong emotions that arise from frustrating and stressful situations.

In addition to providing high quality early learning experiences, we are very interested in partnering with you! We welcome you into our classrooms through a variety of volunteer opportunities and invite you to participate in whatever way you can. Please reach out if you have any questions or exciting ideas that will benefit the program. Here's to a great year!

Respectfully,

Audrey Waid, JD
Executive Director

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT

Parent, Family, and Community Engagement (PFCE) is an interactive process through which program staff and families, family members, and their children build positive and goal-oriented relationships. The staff have access to, and are knowledgeable about, community resources and are required to meet with each family during the school year, preferably in the family's home. When working with your Family Service Worker will develop a "**Family Partnership Agreement**" together. The Family Partnership Agreement will identify your family's goals, strengths, concerns, and/or needs. Together you will plan how to achieve your goals, and establish links to needed resources in the community. Family Service Workers are trained to help you, but they rely on you to identify the barriers you face. As you work on your goals, the Family Service Workers and other Head Start staff will assist in any way they can. In all cases, any information you share with Head Start is treated as confidential and is not available to any other agency without your consent.

Parent Involvement in Head Start

Parents are encouraged to participate in all aspects of Head Start. Parental input is sought in four areas especially:

1. In decision-making about the design and operation of the Head Start program.
2. In the classroom as volunteers and/or observers.
3. Participate in our Family Fun Nights; Family activities with meal provided.
4. In working with children at home in cooperation with staff and agency curriculum.

Policy Council

Policy Council is the PARENT'S decision-making body of the Head Start & Early Head Start Programs. Are you interested in helping determine how this program operates? Would you like to help make decisions that will affect your child? Then Policy Council is for you! Volunteer to represent your child's classroom in this important capacity.

- Meets monthly
- Attend in-person or virtually
- A meal provided for people who attend the meeting in person
- All your expenses for your in person attendance at the monthly meeting are paid for by the agency (e.g. transportation provided from Clay Center, mileage reimbursement for other counties and a stipend for child care).

For more information, contact:
Audrey Waid, Executive Director
785-632-5399

Kathy Crimmins, Parent, Family & Community Engagement & CCP Coordinator
785-632-5399

PFCE, continued

In-Kind

What is In-Kind?

Volunteerism is an important part of our program. We are required to document \$20 of in-kind services for every \$100.00 we receive in grant funding. In-kind services includes the time families, volunteers, or community members spend contributing to our program as well as donated services and goods. Our agency must document more \$500,000 in in-kind service!

How can parents help with In-kind?

1. Sign up for volunteer training. This free training qualifies you to serve as an agency volunteer in several different capacities.
2. Serve on Policy Council, on Health Advisory Board or School Readiness Committee, and/or other opportunities we will announce as the year progresses.
3. Participate in your child's School Readiness activities.
4. Participate in your child's home activities!
5. Encourage your friends or local businesses to get involved in helping children through Head Start.

Volunteering

A major portion of the in-kind requirement for Head Start programs is met through volunteers. That is why volunteer participation is so important for our program. Volunteers can be professionals, nonprofessionals, parents, members of the community, board members, and those who serve on policy and advisory groups.

PFCE, continued

All volunteers will receive training, and information which will give them a better understanding of the Head Start program philosophy, curriculum, goals, and confidentiality requirements. Volunteers will need to meet licensing requirements.

Siblings

We at Head Start enjoy meeting our students' brothers and sisters. However, we must request that you not bring them into the classroom while you are volunteering at Head Start. This regulation must be enforced due to state licensing requirements which limit the number and ages of children allowed in a classroom at one time. There are exceptions: (1) when a parent is picking up a child at Head Start, and a sibling is with the parent, and **NEITHER WILL BE STAYING LONGER THAN 5 MINUTES**, the sibling may come into the classroom. (2) a sibling may, under certain circumstances attend a Head Start child's special day. Ask the teacher for more details.

Family Newsletter

A newsletter is sent home monthly to keep families informed of upcoming activities, events, our monthly menu, and nutritional information. Articles and ideas about parenting and family life are also included in the newsletter.

PFCE, continued

Parent Concerns

Parents who have a complaint regarding the Head Start program are invited to register that complaint with their Site Director or a Coordinator at the main office in Clay Center.

All complaints may also be addressed to the Director, if the Site Director or a Coordinator is not able to resolve the issue. Issues which the Director cannot resolve will go to the Grievance Committee.

Information regarding a complaint will be kept confidential and shared only with those involved in responding to the complaint. We value your input, so please do not hesitate to contact us if you see any way in which we can improve our program. If a complaint is not resolved appropriately after going through the steps listed, contact your Policy Council Representative.

EDUCATION & CURRICULUM

The most important goal of our early childhood curriculum is to help children become enthusiastic learners; to encourage children to be active and creative explorers, to try out ideas and to think their own thoughts. We want children to become independent, self-confident, inquisitive learners. We are teaching them how to learn. The way we organize the environment, select toys and materials, plan the daily schedule, and talk with children are all designed to accomplish the goals of our curriculum.

Each day in the classroom a routine is followed to accomplish the following goals:

1. **To provide opportunities for children to function as planners, decision makers, and problem solvers by forming and following a plan during each day's free-play time.**

A variety of learning experiences are provided to help children as they try out their ideas.

2. **To provide opportunities for many different types of social interactions for your children, through activities which are both child-initiated as well as teacher-initiated.**

We do this during Small Group and Large Group, as well as during other classroom activities.

3. **To provide learning experiences in a variety of environments.**

These environments include the classroom, the outdoor learning environment, and places we visit during field trips.

4. **To provide opportunities that foster respect for self and others.**

These opportunities include learning to express feelings in an acceptable way, to think flexibly, to care for others, and to exercise self-control and autonomy.

5. **To provide a strong literacy emphasis which will serve as the foundation for reading skills.**

Teachers provide many phonological awareness activities throughout the day. Some examples are: songs, rhymes, finger plays, stories, poems and use of the "Letter Wall" and "Classroom Helper Chart".

6. **Activities are sent home weekly or daily to extend the learning at home and gives parents the opportunity to help with the program's in-kind requirements.**

Our program uses the Frog Street Curriculum and the DRDP assessment tool. This Curriculum is cognitively based and marked by a research based sequence of learning skills as well as providing a skills approach to development and learning.

Education, continued

Head Start Classroom

The children in Head Start have the opportunity to attend classes in a classroom setting 4 days a week. There are some counties with slight variations in these scheduled times. Parents will be informed of these changes as needed.

Clay County:	Morning session	8:00-12:00
	Afternoon session	12:00-3:00
	Full Day session	8:00-3:30

Cloud County:	Morning session	8:00-11:30
	Afternoon session	11:30-3:00

Ottawa County:	Full Day session	7:45-3:15
-----------------------	------------------	-----------

Republic County:	Full Day session	7:45-3:15
-------------------------	------------------	-----------

Washington County:	Full Day session	7:45-3:15
---------------------------	------------------	-----------

Each classroom is staffed by a Teacher and a Teacher Aide, with additional help from a Center Aide, when needed.

You will receive:

[2 Home Visits](#) -get to know your child's teachers in your home environment, and so you are involved in planning goals for your child.

[Classroom newsletter/calendar](#) - sent home once per month, keeping you informed of classroom activities and of ways to extend those activities at home.

[2 Parent/Teacher Conferences](#) - we share your child's progress and evaluate his/her progress at your child's classroom. (If your child joins us later in the year than you may not receive all of these visits.)

Please feel free to schedule a day, come into the classroom or on a field trip and volunteer. Volunteering gives you an idea of the kinds of activities your child is experiencing, and your child will be thrilled to have you in his/her classroom.

Pick-Up and Drop-Off

We appreciate families who can provide all or part of their own transportation for their child to attend Head Start! In order to work with your schedules, **our classrooms can accept children up to 10 minutes ahead of the scheduled class "start" time.** We **CANNOT** accept children any earlier than that. **Please make note that our teachers need the full 3.5 hours (or 7.5 hours) teaching your children. Dropping off late and/or Picking them up early takes away from that very important learning time.** For additional information, please see the Enrollment, Recruitment, Selection, Eligibility, & Attendance Section.

Education, continued

Clothing

Please dress your child comfortably in “play” clothes for Head Start. **Kansas licensing regulations require the children go outside on a daily basis unless extreme weather conditions exist**, so please send jacket, coat, hat, mittens, etc., as needed. It is best if children wear **shoes that fit well and stay on their feet with no open toes**. At the discretion of the teaching staff a child may be prohibited from participating in certain outdoor activities (riding trikes, for example) if he/she does not wear safe footwear to class. We want to keep your children safe from any possibility of injury, to the greatest extent possible.

Holidays and Celebrations

Head Start respects all holiday and celebrations relevant to the children and families enrolled in the program. We do not celebrate holidays in the traditional sense however; we do encourage conversations on ALL holidays. The Education staff will support all child initiated conversations and activities related to holidays. Your child’s classroom will recognize your child with a Star Day in the month they were born. Head Start will provide a special treat for your child and their classmates to celebrate the day. Remember it is a regulation that we do not accept gifts from families and children.

Dangerous Weapon

Children may not bring items which might be weapons, or which look like weapons, into the agency vehicles or into the classroom. This prohibition includes knives, guns, grenades, bombs, etc. This policy is in keeping with our desire to teach children to relate to others in non-violent ways. Even “play” weapons in the classroom often result in children becoming too physical and/or aggressive with their friends.

Head Start Classroom Communication Folders

In your child’s book bag you will find a folder marked “Head Start”. It will contain papers that your child will want to share with you showing his/her accomplishments. On the **RIGHT HAND SIDE** there will be papers that you will need to pay special attention to and return to teachers. It is important that you get in a routine of looking in these folders each evening so you are aware of what is being sent home in them. This will be a way for you to receive and sign permission slips for field trips, etc. **Those forms will need to be sent back to the staff very promptly!**

No Toys from Home

We request that you not allow your child to bring toys/objects from home. For class days that will include a ‘Show & Tell’, your child’s teacher will send a note home several days in advance that it is going to happen. Before your child leaves home, please check pockets and bags to make sure nothing extra is being brought to school.

What Your Child Can Expect At Head Start

1. The following is a list that the teachers at Head Start feel is important for you and your child to talk about BEFORE your child's first day.
2. **Your child will be taught school rules** for both outside and inside play and learning activities., this will include learning where their coats/bags/etc. go in the classroom (cubbies). Rules at home might be different than rules at school. It is helpful to have this discussion with your child.
3. Head Start will supply all necessary materials to your child for daily activities; **parents will need to supply only the child's backpack, if possible.** If you need assistance with a backpack, please let a staff member know.
4. **Head Start staff are required to do documented daily Well-Being checks on ALL children;** checking for cuts, scrapes, bruises, lice, etc.
5. **Your child will have the opportunity to make lots of new friends** at Head Start.
6. There are a lot of toys in every classroom, **your child needs to leave personal toys at home.** If there is a show and tell day, your child's teacher will inform you in writing.
7. **Your child will be served breakfast, lunch, and/or snack,** depending on which class your child is assigned to. Meal times will be served family style where children will get the opportunity to serve themselves and pass the food to their classmates.*
8. **All children are required to brush their teeth*** with the other children after meals.
9. **Children are encouraged to enjoy music and story time, as well as small age appropriate cooking projects, including setting the table.**
10. **Children in the full day classroom(s) will be required to have a rest period every afternoon.**
11. **Children will be able to attend field trips** with their classmates.
12. **Children are encouraged to use the bathroom frequently and are expected to wash their hands when finished.**
13. **Your child will also be given a folder,** this folder will be **used to send homework home** which will be completed and sent back to school in the folder, **messages to families/back to staff, and special art or writing projects that your child did at school** and may be left at home for parents to enjoy.

***Brushing teeth and family style eating may be suspended in times of a health pandemic per guidance provided from the CDC and/or KDHE licensing.**

Mental Health

Head Start recognizes that positive mental health is the foundation of a child's development. We support mental health by promoting healthy emotional development. At the start of each child's Head Start year parents agree to fill out an Ages & Stages Social/Emotional Questionnaire (ASQ/SE). This questionnaire provides the Head Start staff with information that helps them understand your child and provide for their mental health needs. The results of this screen also provide information to staff observing in the classroom, which helps them solve issues and concerns that the teachers may encounter. Counseling services are

Education, continued

available to children and their families. Your child's classroom teacher or your Family Service worker will be able to direct you to the staff member at Head Start that can help you obtain services or get information regarding the mental health of your child or family.

Behavior Strategies (Conscious Discipline)

In our Head Start classrooms, we use Conscious Discipline that is imbedded within our Frog Street Curriculum. Conscious Discipline teaches children strategies to help them manage their emotions. It develops a concept of a School Family and helps children learn skills to effectively manage live tasks such as; naming their emotions, effectively communicating their feelings, being sensitive to others feeling and getting along with others. The daily routines within our classrooms help our children succeed in these areas however, in the event that we need to take further steps to handle behavior we have a Positive Discipline and Disruptive Behavior Procedure within our agency, which will be followed.

Positive Discipline & Disruptive Behavior

Under no circumstance will Head Start staff or volunteers physically discipline any child. Physical discipline includes hitting, grabbing, pinching, yanking, pulling or pushing. Verbal abuse, special treats or unkind remarks about a child or the child's family are not allowed. The staff at Head Start are trained in the use of positive discipline. Each family will receive a copy of our Positive Discipline and Disruptive Behavior Procedure prior to their child attending class in our program. If you have questions please ask.

Children with Disabilities

Head Start believes in inclusion, a school family learning together. At the start of the child's Head Start year, parents agree to fill out the Ages & Stages Developmental Questionnaire (ASQ). From the parent input, classroom observation(s), teacher assessment, and input from the Behavior Specialist and Education Coordinator, it may be decided your child needs a Special Education evaluation.

Parents will be given information from Head Start regarding the process that they will need to follow to get their child screened by the appropriate Special Education Learning Cooperative. Staff will help guide parents in setting up an appointment and attending the evaluation.

If it is determined that your child will need an Individual Education Plan (IEP), the Special Education Cooperative will contact the parent and set up a time for an IEP meeting. Head Start teaching staff will be included in the IEP meeting as well. This will allow the teaching staff to help the parents navigate the process as well as learn the details of the IEP in order to incorporate the IEP goals into the child's lessons at Head Start.

Transition

At Head Start, we want to support our parents in their child's next school experience. Preparing our students and parents for the transition to Kindergarten is part of our School Readiness. From the first time your child enters our classroom until their last day of Head Start we are planning lessons and activities designed to prepare them to be successful students long after their time at Head Start is complete. These activities are designed to help them achieve both academic and Social/Emotional success. We are in contact with the USD's that your children will be attending to make sure we are meeting their expectations and to work to with them to improve your child's education. As their time in our program nears completion, we provide the USD's with a wide range of information about your child's academic abilities as well as information to help ensure their success. If you are moving out of our area, we will be happy to provide you with information to pass on to your child's new school.

Preparing Your Child for Kindergarten

- Attend Kindergarten Round Up. This is a time for you to visit your child's next school and ask questions. Each school district handles it differently however this is a great way for you and your child to begin to understand what Kindergarten looks like. ASK QUESTIONS! (i.e. building procedures, bussing, etc.)
- Establish Routines before school begins. Homework, play, bath time, and bedtime. This will make your transition to Kindergarten easier.
- Talk about Kindergarten. Let your child know that they will be attending a new school. Let your Head Start teacher know if you have any questions or concerns. They are familiar with the Kindergartens and can direct you to a person who can help you if they are unable to.
- Kindergarten is a big step but Head Start is here to help you and your child prepare and succeed.

Literacy Services

Head Start family literacy services are defined as services that integrate all of the following activities:

- Literacy activities for parents and their children that foster the love of reading and learning within the family.
- Training for parents on how to be the primary teacher for their children and full partners in the education of their children.
- Age-appropriate educational experiences to prepare children for success in school.
- Parent literacy training that leads to economic self-sufficiency and/or encourages parents to be adult learners.

GED/ Adult Literacy

We support parent efforts to improve basic math and reading skills, to obtain a high school diploma through the GED program or other high school equivalency program, or to pursue education beyond the secondary level. Free reading and math classes and preparation classes for the GED program are provided in Concordia; similar programs are available within driving distances for the other counties. Also, GED

Education, continued

on-line study options are available for those who qualify. Information about these and other educational programs can be obtained through your Family Service Worker. Head Start will pay the GED testing fee for any parent with a child currently enrolled in the program (ask for details!) We also provide research and assistance with finding resources in areas of interest to young families. Be watching for literacy opportunities throughout the program year for both children and/or parents.

ENROLLMENT, RECRUITMENT, SELECTION, ELIGIBILITY, AND ATTENDANCE

Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA) governs how programs determine eligibility, enroll children, and track attendance. ERSEA staff meet with parents during the application process and work with other staff to make sure your child is placed in the best classroom for your child.

Attendance

Head Start wants your child here at school, but we understand life happens. Please let us know how we can help support you if regular attendance becomes a problem. When your child is going to be absent from class, please call or Brightwheel message the office in advance to notify the teaching staff and the bus drivers. Please note that attendance is carefully monitored, to identify children who attend the classroom inconsistently. Federal regulation requires your child be in attendance 90% of the time. Low attendance puts our funding and your child's eligibility for Head Start at risk. In addition, consistent attendance is essential for your child's academic progress. Staff will support and help families to find a way to resolve the attendance issue. If attendance doesn't improve, your child may be placed back on our waitlist. **Parents are expected to notify the center regarding a child's illness to receive an excused absence.**

Chronic Tardiness and Early Exits

Chronic tardiness to the Head Start classroom and leaving early means that the child is not benefiting from the full schedule of learning activities prepared by the teachers.

Agency procedure for handling chronic tardiness and chronic early exits will be as follows:

- Tardy will be defined as being more than 10 minutes late to class. Early exit will be defined as leaving more than 10 minutes prior to the actual end of class. If this situation becomes chronic, the ERSEA staff will contact the family to stress the importance of the child's participation in planned learning experiences and to remind them of this policy.
- If the problem continues to be a concern, the situation will be discussed to see if the child should be returned to the wait list.

HEALTH

Health/Dental Care

When you enroll your child in Head Start you will need to obtain a physical and dental exam for your child and also obtain any immunizations that may be needed per our licensing requirements. If you have neither insurance nor a medical card, Head Start may pay for these exams and immunizations **IF** you can prove that you applied for a medical card and were denied. Head Start staff have the necessary forms and can help you with the medical card application.

If you do not have a medical or dental provider, staff will assist you in finding one. The Health Services Coordinator or Family Service Worker can also help you with transportation to medical services and in obtaining any follow-up care that may be needed.

Vision/Hearing Screenings

Vision and hearing screenings are performed at Head Start as needed; if you have concerns you may request that your child be screened. Tympanometry and Otosopic inspections are also available. Anytime your child is tested, the Health Services Specialist will notify you of the results and any recommendations.

Medication Procedure

If your child is to be given a prescription or over-the-counter medication while at Head Start, the medication must be sent to class in the original container. We will also need a consent form signed by you giving us authorization to administer the medication. Administering staff have been trained in the 5 rights of medication administration.

It is best to work out a medication schedule that allows your child to receive the medication while at home. If that is not possible, give the medication to the bus driver or bring it to the center to give to your child's teacher, Health Services Specialist or Site Director. **NEVER SEND MEDICATION IN A CHILD'S BACKPACK!** Backpacks do not work for transporting medicine because your child might help oneself to a dose on the bus or the teacher might not discover the medicine early enough to give it to your child on schedule!

Sick Child

When Head Start Children are called in as being sick (but no symptoms emerge), parents are still required to monitor the children for 12 hours before sending them to class, in order to protect other children and staff from possible illnesses.

Illness Procedures

In order to protect all the children from undue health risks, Head Start asks that you follow these rules regarding illness. If your child exhibits even one of the following characteristics, he/she must be kept home, both for his/her safety and for the protection of the other children. Remember to contact your center on the same day as soon as possible and tell the staff your child is ill. If you take your child to the doctor for an illness, **PLEASE remember to get a doctor's note stating when the child can return safely to school.**

1. Temperature over 100 F
2. Upset stomach/vomiting
3. Sore throat, low grade fever, runny nose
4. Sore or discharging eyes or ears
5. Diarrhea (uncontrolled) 2 or more episodes that cannot be contained
6. Untreated symptoms of measles, chicken pox, scabies, head lice etc.

State Licensing regulations require that children must be free of temperature for 24 hours*(without taking a fever reducer) before returning to class. Example: if your child is sent home with a fever on Monday, and stops taking Tylenol (or other fever reducer) Wednesday morning, and the fever does not return, then the child can return to Head Start 24 hours later, which would be Thursday morning. (Remember that a child's fever is often "reduced" in the morning hours, but rises in the afternoon hours, so check your child's temperature during the afternoon before starting your 24-hour countdown.)

*Fever free times may differ during times of a health pandemic per guidance from the CDC and/or KDHE licensing.

When should your child see a doctor for medication/return to school note?

If you suspect: Scabies, Impetigo, Pinkeye, Chicken Pox, Strep Throat, Ringworm, Pinworms, Hand, Foot and Mouth, Fifth Disease, Giardiasis, Shigellosis, Cyclosporiasis.

When is treating your child at home enough?

If you suspect: Head lice, until temperature free for 24/hrs. un-medicated, upset stomach/diarrhea, bed bugs w/home treatment note, fleas w/home treatment note

This is to serve as a reference and should not replace recommendations from your health care professional or physician.

Accidents

All Head Start staff are trained in First Aid & CPR, so if your child should become injured at Head Start, a staff person will determine what first aid is needed and administer it. A second staff person will notify you, the doctor, and others, as needed. In the unlikely event that your child needs to be taken to the emergency room, before you can be present, a staff person known to your child will stay with your child until you arrive. For all minor injuries, an accident report will be sent home with the child informing you of the nature of the injury and the first aid given. The accident report is to be signed by the parent/guardian and returned to school to be kept in the child's health file.

Health, continued

Head Lice Procedure

Head lice is an on-going concern with children. Nearly all schools experience outbreaks each fall and each spring.

We will no longer be performing weekly head checks. Instead, if a student/family voices concerns or louse are noted during interactions with a student, the following steps will be followed:

1. The parent will be called and notified of the finding and the need for treatment.
2. Parents/Guardians will be offered treatment from the program for the child and family, if desired.
3. Staff will inform the parents of the expectation that the child will need to be treated before returning to school the following day.
4. Education will be provided to the family about lice and how to treat it appropriately.
5. Reminders will be given to the family for secondary treatment in 7-10 days.

If you discover your child has head lice, keep him/her home until he/she has been properly treated. Notify your child's classroom teacher of the reason for your child's absence.

Fire/Tornado Drills/Violent Person

Fire, Tornado & Violent Person drills are practiced at each center on a monthly basis to ensure that children and staff will know where to go and what to do if an emergency situation should arise.

Bathroom Needs/Usage

Most Head Start children have bladder and bowel control and will be able to take care of their own bathroom needs. However, it is not unusual for preschool children to have occasional accidents, especially in the excitement of the first few days of Head Start. When this occurs, wet wipes, plastic bags, gloves and a change of clothes are available. The soiled clothing and a note and/or notification on Brightwheel, completed by the teacher or aide, will be sent home with the child. Staff will verbally encourage children to change his own clothing. If any child is not fully potty-trained our staff will continue to work with the child and support their efforts towards their success. During class day/time, pull-ups will be provided by the program to assist the child in their efforts.

Experience has taught us that both staff and children appreciate clothing which the child can manipulate by herself. Please try to refrain from sending your child in a body suit, overalls, or other clothes that frustrate a child's ability to take care of his/her own toileting needs.

Health, continued

Child Abuse or Neglect

Head Start is a parent-support agency. We believe in parents and will help parents find alternate ways to handle difficult situations with their children. At the same time, all Head Start agencies and staff, as required by local, federal and state law, are mandatory reporters of suspected child abuse and neglect. We MUST report suspected abuse or neglect to Department of Children and Families and or police department.

“Abuse”— means any act or failure to act that results in death, physical harm, mental or emotional harm, or sexual abuse to a child under the age of 18.

“Neglect”— Failure, by those responsible to provide for the care, custody and control of the child, to provide the proper or necessary supports, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.

For more information on abuse or to talk to someone who understands call:

- THE PARENTS HELPLINE 1-800-332-6378
- Department of Children and Families to report abuse call: 1-800-922-5330

Head Start is very involved in the prevention of child abuse in three ways.

- Identification: We report all known or suspected child abuse cases immediately...it is the law!
- Prevention: We screen all prospective employees and volunteers for child abuse or child neglect.
- Education: We provide training and information:
 - Staff receive a training on child abuse and neglect upon employment.
 - Parents are provided resources upon request
 - Children are exposed to the “Happy Bear” program in the classroom and talks to them about good touches and bad touches.

Domestic Violence

Because we are a family program, we also know there can be a problem with domestic violence. For additional help in this area call:

- THE CRISIS CENTER, INC. (MANHATTAN) 1-800-727-2785 or
- DOMESTIC VIOLENCE ASSOCIATION (DVACK) IN SALINA 1-800-874-1499

NUTRITION

Head Start Nutrition services are designed to promote your child's health! Children receive 1/3 of their daily nutritional requirements through Head Start meals and snacks. Meals are appealing, balanced, and nourishing.

Our Family Style meal times also promote social skills. Family style meals are fun and relax time for conversation and sharing. We even serve cultural and ethnic foods to build positive self-concepts.

Meal Time Information

- Children are served meals and snacks:
 - AM Class- Breakfast & Lunch
 - PM Class- Lunch & Snack
 - Full Day- Breakfast, Lunch & Snack
- Children help set tables at meal time
- Children are encouraged to try new and different foods, but are never forced to eat anything on their plate.
- Children will be encouraged to clean up their own spills
- Children will help with after-meal cleanup
- All adults and children eat/drink the same foods, (form available) unless a medical exemption (CACFP form) is received from a physician.
- Water is accessible at all times.

Meal Times & Volunteers

Volunteers in the classroom during meal times are always welcome to eat with the children; and will be expected to sit at the table and eat/drink the same foods as the children. You will serve as important role models for appropriate table manners and attitudes concerning food.

We invite you to share food favorites and recipes with our staff so that we can incorporate them into our meals or snacks.

Head Start welcomes an extra pair of hands preparing meals and snacks for hungry children, so come volunteer!

Nutrition, continued

Child and Adult Care Food Program (CACFP)

Building for the Future

Head Start receives federal cash assistance to serve healthy meals to your children. Meals served at Head Start MUST meet nutrition requirements established by USDA's Child and Adult Care Food Program. Questions? Concerns? Call USDA at 1-800-424-9121.

CACFP Meal/Snacks Requirements

Special Dietary Needs

CACFP (Child & Adult Care Food Program) requires a **Meal Modification Form to be completed by a physician when a food component does not meet CACFP guidelines or there is a diagnosed food allergy.** *For more information about food substitutions and allergies, please contact the Nutrition Coordinator.* Completed Meal Modification forms will be kept in the child's file. Classroom and Nutrition staff will be notified of any special dietary needs and substitutions that will be made.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **Fax:** (833) 256-1665 or (202) 690-7442; or
3. **Email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

Nutrition, continued

STAR Student Days

STAR Students are recognized in the classroom on a designated day in the month of their birthday. If your child's birthday is during the summer, their STAR Student day will take place before school dismisses for the summer. Parents will be invited to join in on the fun. Please make arrangements with the classroom staff to participate!

Nutrition, continued

Food Donations

Head Start CANNOT accept home-processed, home-canned foods, or home baked products. Head Start centers CAN accept bulk donations of fresh fruits and vegetables, commercially canned or frozen 100% fruit juice, and prepackaged foods from community sources.

TRANSPORTATION

Bussing is provided to and from Head Start for children that live outside city limits and to and from licensed daycares. Other transportation requests will be evaluated on an individual basis by the transportation committee. We require our buses to receive a mechanical inspection yearly as well as a yearly inspection by the Highway Patrol. Each child on the bus will be seated in a 5-point harness for safety. A monitor is required on every route.

Hand to Hand

“Hand to Hand” (holding child’s hand) is the procedure we use to “always have a child attended” as the caregiver/Head Start monitor holds the child’s hand to and from the bus. **SOMEONE MUST ACCOMPANY YOUR CHILD TO AND FROM THE BUS, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE AND ESTABLISHED.** *This person will sign child on/off the bus using our Brightwheel system*

Bus Schedule

Children’s ride time are not to exceed 60 minutes, which leads to a tight schedule. Bus schedules may vary due to extenuating circumstances. Parent cooperation and promptness are expected to keep routes on schedule so children get to school on time.

Misuse of transportation services (missed pick up or drop off: not adhering to the same pick up and drop off location, excessive changes, improper absence notification, etc.) may result in disciplinary action with your family.

Absence Notices

Head Start MUST be notified of all child absences. Our center needs adequate notice when a child does NOT need to be picked up/dropped off. **The Parent/legal guardian MUST call the center to resume busing after an illness or absence.**

School cancellations will be by Brightwheel message, text blast, Facebook post, and WIBW television. It is critical that we have up to date **phone numbers to reach you.** If your local school district is closed; Head Start will be closed as well.

A child’s misbehavior on the bus will be addressed with parents through our agency’s discipline procedures. A bus safety plan between the parent and bus staff will be implemented.

Authorized Designee: An individual (over 14) designated in writing by parent or legal guardian.

HEAD START PROGRAM PARTICIPATION AGREEMENT

In partnership with the Head Start program, I agree to support my family in accomplishing our family and individual goals in each of the following areas: early childhood development, parenting skills, employment, education, health, and nutrition. I agree to work toward being self-sufficient and gaining the education and skills necessary to support my family. I understand that a Family Service Worker and my child's teacher will visit my home throughout the year to support my family in this process. I will check my child's book bag each day for messages from Head Start staff. I understand that this agreement outlines what I can expect from Head Start staff and what they expect from me and my family for the duration of this of my family's participation in the Head Start program. Any reference to child applies to all children in the family.

Head Start will:	Parent/Guardian:
Monitor my child's attendance and contact me if there is a concern about my child's attendance.	Will follow the Head Start attendance policy and notify Head Start when my child will be absent.
Monitor Head Start classrooms using surveillance cameras.	Acknowledges that the surveillance cameras in the classrooms are there to protect the children, teachers, and other staff.
Compile and present to me information about my child's growth and development.	Will participate in Parent/Teacher meetings and other opportunities to learn about my child's growth and development.
Respect my role as parent and promote me as the most important teacher in my child's life.	Will participate in home and other activities designed to enhance my role as the primary influence in my child's life.
Support my family and this partnership by setting goals for my child and family.	Will work with Head Start staff to set realistic goals for my child and family and work toward achieving those goals.
Make best efforts to keep all scheduled appointments with my family and notify me if they need to reschedule due to an emergency.	<ul style="list-style-type: none"> • Agrees to make their best effort to keep all appointments with Head Start staff and reschedule only for emergencies. • Agrees to eliminate distractions (TV, cell phones, etc.) during visits. • Agrees to only have people present who will actively participate in the visit.
Provide parent/child activities and promote my family's participation in parent committees, workshops, and Family Fun Nights.	Agrees to attend and participate in opportunities that expand my knowledge of child development and parent/child interactions.

Head Start will:	Parent/Guardian:
Provide information about community resources that may be helpful to my family and support my family in connecting to these resources.	Agrees to consult with Head Start staff about accessing community resources that will assist men in becoming more self-sufficient.
Only post my child's pictures on our social media pages or promotional materials if I have signed a written release.	Agrees, for the safety of all children, not to post group pictures of other children in the Head Start program on my social media pages.
Provide routine developmental screenings, ongoing assessments, and observations for my child throughout the year as required by our regulations.	<ul style="list-style-type: none"> • Agrees to review the results of all developmental screenings and assessments. • Understands that the Mental Health and Disabilities Specialists may assess my child in the classroom to determine if there are developmental or social-emotional concerns.
Transport my child safely to and from class, if applicable, and provide appropriate child restraints during transport.	<ul style="list-style-type: none"> • Agrees to have my child ready on time and will assist my child on and off the bus using the Hand-to-Hand technique. • Understands that if the bus driver is unable to deliver my child to an authorized person, my child will return to the center.
<ul style="list-style-type: none"> • Maintain and protect my family's privacy and will not share my family's personal information unless I have given written permission to do so. • Maintain files about the services my family receives in a secure confidential manner. • Limit access to my family's files to necessary Head Start staff, Health and Human Services representatives, and auditors. 	Understands that my family's information will be maintained in a secure confidential manner and will only be share with necessary Head Start staff, Health and Human Services representatives, and auditors.
Follow all laws, rules, and regulations for mandated reporters of child abuse and neglect.	<ul style="list-style-type: none"> • Understands that Head Start staff are mandated reporters of child abuse and neglect and suspected abuse or neglect will be reported to the appropriate authorities. • Understands that if my child is not picked up within one hour of the end of class, my child will be reported to DCF and/or taken to the local police department.
Offer me a copy of the Parent Handbook and provide a copy on Brightwheel.	Understands that the Parent Handbook is available on Brightwheel and I can request a printed copy from staff.

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

Staff Initials: ___ Date: _____