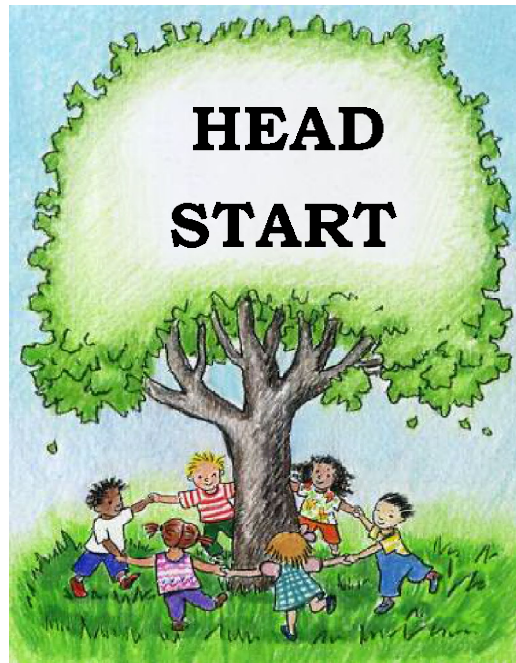


# Adams-Brown Head Start Family Handbook

**2022-23**



ADAMS-BROWN HEAD START OFFICE  
406 W. PLUM ST.  
GEORGETOWN, OHIO 45121  
1-800-553-7393  
(937) 378-6041

A division of ABCEOI.

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**ADAMS BROWN COUNTIES ECONOMIC OPPORTUNITIES,  
INC.  
MISSION STATEMENT**

*The mission of Adams-Brown Counties Economic Opportunities, Inc.,  
hereinafter known as ABCEOI) is:*

“... to work towards the elimination of poverty,  
... to help people and families achieve self-sufficiency,  
... and to meet the needs of the community.”

**ADAMS/ BROWN HEAD START  
MISSION STATEMENT**

Adams/ Brown Head Start’s Mission is:

- To support, nurture and encourage staff and families with respect and understanding toward self-sufficiency.
- To form a partnership with families to build self-esteem in parents and children by providing a safe environment, resources and good nutrition.
- To empower parents to enhance the overall development of their child and to be advocates for their child’s education.
- Our goal for children, with or without disabilities, is to have inclusive experiences. We will empower parents to enhance the overall development of their children and become advocates for their child’s education.

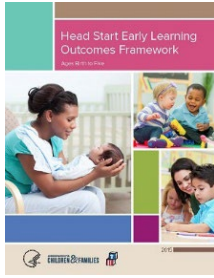
**PROGRAM GOALS**

ABCAP Head Start /Early Head Start will be a strong advocate in ending substance misuse in Adams and Brown Counties.

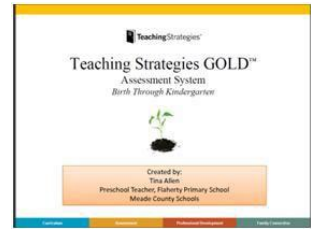
ABCAP Head Start/Early Head Start will partner with all families to create stronger relationships in support of the parent/guardians progress toward becoming life-long educators.

ABCAP Head Start/Early Head Start will help children to enter school empowered with the confidence and skills to flourish as successful life-long learners.





# ADAMS BROWN HEAD START/EARLY HEAD START SCHOOL READINESS GOAL AND OBJECTIVES 2022-23



## Program School Readiness Goal

Children will enter school empowered with the confidence and skills to flourish as successful life-long learners.

**Objective 1 (Social & Emotional Development):** Children will demonstrate growth in their ability to create and sustain meaningful relationships with adults and peers by the end of the program year as measured by Teaching Strategies Gold (TSG). Children will demonstrate growth in their ability to understand, express, and respond to their emotions by the end of the program year as measured by TSG.

**Objective 2 (Approaches to Learning):** Children will demonstrate growth in regulating their behavior and persisting in tasks by the end of the year as measured by TSG.

**Objective 3 (Language & Literacy):** Children will demonstrate growth in their ability to listen, understand using non-verbal, oral language, and/or written words to communicate with others by the end of the year as measured by TSG.

**Objective 4 (Cognition & General Knowledge):** Children will demonstrate growth in their ability to explore their environment to discover what objects and people do, how things work, and how to make things happen by the end of the year as measured by TSG. For preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

**Objective 5 (Motor, Physical Development, and Health):** Children will demonstrate growth in their ability to control small and large muscles for movement, using tools, and self-care by the end of the year as measured by TSG. Children will increase in their ability to identify and practice healthy and safe habits.

Dear Parent/Guardian,

HI! WELCOME TO HEAD START! This is a new experience for most of you and our goal is to partner with you to make this a rewarding experience for you and your child. The pre-school years are a special time in the life of a child and his/her family and we're glad we have the privilege to work with you during these important years. We are a comprehensive program which provides services that promote the physical, emotional, intellectual, and social development of the young child and at the same time we give you, the parent/guardian, the support you need to make these years as good as they should be.

You know your child better than anyone else, making you their first and lifelong teacher, and we need your cooperation and involvement in order to give your child the best possible learning environment. Please help us to make this our best year ever by giving your time and taking advantage of all we have to offer.

This handbook has the basic information you'll need to participate in our program. If you have any questions, please call Cindy at 1-800-553-7393 ext. 242. We're looking forward to a great year!

Sincerely,  
THE HEAD START STAFF



## **CENTER PHILOSOPHY**

The Adams-Brown Head Start program believes in providing an environment that will help children develop socially, intellectually, physically, and emotionally. We recognize that preschool education can have a positive effect on a child's performance at home and in school. Our program also recognizes that children develop at a rate that is appropriate to their age and level of development.

We feel that the learning environment should be arranged so that children may have opportunities to explore, experiment, and participate in activities on their own. This type of atmosphere encourages children to think for themselves and solve their own problems. Adults, who understand how children develop on an individual basis, are then able to guide the children to group or individualized activities that will enhance their skills and promote a good self-concept.

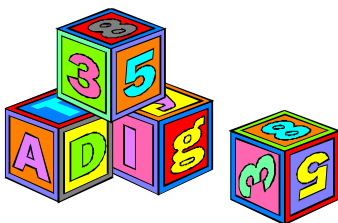
We also believe strongly in the theory that it is the process children go through in an activity that is more important than the finished product. Hands on activities help children develop skills and gain new concepts that will be the foundation for their future learning. We believe that children can and do learn through play. In play, children are still using their senses to communicate, explore, think and solve situations.

Our Head Start program also operates on the premises of using other alternatives besides physical punishment for discipline. We recognize that the way a child feels about him/herself is usually demonstrated in the way he/she behaves. It is important for staff and parents/guardians to promote a good self-concept by talking to children respectfully, being sensitive to their feeling, and validating their accomplishments and progress.

We recognize that parents/guardians are the child's foremost and lifelong teacher because they are their most powerful influence in their child's life. We feel that children benefit from comprehensive and well-organized experiences offered to them outside and inside their home.

Part of this philosophy is built on the premises that a dynamic process occurs when parents/guardians and teachers enter into a relationship which is mutually positive and beneficial to the children. Such a process implies cooperation and common ideals to achieve program goals.

In a sense that all participants are learners-parents/guardians, staff, children, and administrators shall enter into roles with each other where, depending upon the occasion, each listens, shares, teaches, and learns. In this mutually dynamic model, all participants draw from each other for needed support and guidance.



## **ARRIVAL & DEPARTURE POLICY**

Parents and staff must work together to ensure the safety of the Head Start child when arriving at the center, putting children on the bus, getting children off the bus, and picking up children at school.

Procedure:

- Parents/Guardians dropping their child off at the center must notify the teacher or teaching staff of their arrival and initial and document time on the “Chain of Custody” form to document that the custody of the child has been given to the center.
- Parents/Guardians picking up their child must initial and document time on the “Chain of Custody” form documenting that they have received custody of the child prior to leaving the center.
- Parents/Guardians putting their child on and getting their child off the bus must initial the “Chain of Custody” form to document current custody.
- The “Chain of Custody” must be signed and dated on or after the last day the child attended each month by the parent/guardian, a responsible party listed on the Consent to Release to Alternative Consenting Adults form, or as instructed in writing by the parent/guardian.
- Children are not released from the center to anyone other than the parent or legal guardian unless the parent or guardian has instructed, in writing, that the person may get the child. Staff will ask for I.D. This is for the protection of the children.
- The Bus Driver and/or Bus Monitor is required to walk back through the bus each time they arrive at the center and when they depart the bus at the end of the day to assure that no child is left on a bus.

All children are supervised at all times. No child is ever left alone.

## **ATTIRE: WHAT SHOULD MY CHILD WEAR TO SCHOOL?**

- Comfortable clothes that the child can play in and get “**messy**”.
- Shoes that the child can wear to run, jump, and climb.
- Appropriate clothes for the weather, the children do play outdoors most days.



## **ATTENDANCE POLICY**

### CENTER

Head Start must implement strategies to promote regular attendance to assure that families receive the full benefits of the Head Start Program.

It is the parent/guardian's responsibility to notify center staff each day **within one hour** of start time why the child will not be in attendance to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent/guardian has not contacted center staff, someone will attempt to contact the parent/guardian to ensure the child's well-being.

Center staff will attempt to conduct a home contact or make other direct contact with a child's parent/guardian if a child has two consecutive unexplained absences.

Within the first sixty days of enrollment, and on an ongoing basis thereafter, Head Start will use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year. If it has been determined a child has an irregular attendance pattern or is at risk of missing between ten and twenty percent of program days per year, the Family Service Worker will attempt to create and maintain an Attendance Success Plan with the family, unless otherwise waived due to illness, homelessness, death or catastrophe. A medical excuse may be required. Families experiencing challenges maintaining consistent attendance are encouraged to contact their Family Service Worker or the Head Start Social Services office to work together to find a solution that works best for the family.

When a child has unexplained or excessive absences and contact cannot be made or there is not a documented medical reason for the absenteeism as specified by a physician or on an IEP, a letter will be mailed by Head Start Social Services Staff to the parent/guardian with a deadline date to contact staff or their child will be placed back on a waitlist and the program must consider their slot vacant.

Children unable to attend due to regularly scheduled events may not be held accountable for attendance. Special circumstances will be reviewed on a case by case basis by administrative staff. If a child experiencing homelessness is unable to attend regularly due to transportation, the program must work with families to utilize community resources to provide transportation where possible.



Children who are regularly tardy or leaving the center early will be addressed. If tardiness and or leaving early continue, child may be placed back on the waitlist and the program must consider their slot vacant.

Head Start will manage systematic program attendance issues by monitoring daily attendance rates and analyzing the causes of absenteeism to identify any issues that contribute to the absentee rate. The program will use this data to make necessary changes in a timely manner.

Head Start does not operate on the same schedule as public school districts. Adams and Brown centers are within seven different school districts.

On days of inclement weather, please watch Channels 5 or 12 TV news for delays, closures, limited or no bus service. Families can also agree to receive One Call Now notifications. Centers will be open unless it is announced they are closed. Families are asked to drive their child in and pick them up from the center when there is limited or no bus service.



## **BACKGROUND CHECK POLICY**

### Policy:

To keep children safe, background checks will be completed for newly hired staff, consultants, contractors and individuals that provide direct services to Head Start/Early Head Start children. These checks will be completed every five years for existing staff. Volunteers will never be left alone with children other than their own.

## **BED BUG POLICY FOR HEAD START CENTERS & HOME VISITORS**



### **Policy:**

**Head Start and Early Head Start will adhere to the following procedures to prevent the spread of bed bugs from home to home and from center to home.**

### **Home Base Prevention Procedure:**

- Each family will receive information on how the home visits will be conducted, including the need for a table (could be the kitchen table) to be used for the visit.
- Employees will be given shoe covers to wear when entering a known bed bug infested home (see below).
- Employees do not sit on any upholstered furniture. A metal or plastic chair will be used. If none is available in the home, the employee brings a chair with them. Early Head Start home visitors will take a plastic cover, large enough to be used for the infant/toddler activities.
- Employees only take materials into the home that are needed. No cloth materials are taken into the home. Any items needed for the visits are taken in using plastic containers.
- Employees check all items after leaving the home. Alcohol may be sprayed on items if needed.

### **Known Bed Bug Infestation in the Home Procedure:**

- Employee offers to meet family in an alternative location such as a Head Start Center, nearest the family home. The library, apartment complex community room, or a nearby park may also be used.
- If the family cannot meet at any of the locations, the home visits will continue with precautions, at the discretion of the Head Start Director and Executive Director. Precautions may include: shoe covers; a large plastic storage bin with cover in the vehicle to be used to place items in after the home visit; a spray bottle of at least 70% alcohol used to spray items after the visit; drying clothing worn for home visit.
- Families receive a packet with information on how to treat the home for the infestation with contact information for local exterminators.
- If the home is being exterminated, home visit will be suspended during the process. Visits may be resumed with precautions, following successful treatments.

**\*Infestation is known because:**

- 1) The Adams or Brown County Board of Health confirms infestation at the location.
- 2) The family confirms that the home is infested.

**Center Prevention Procedure:**

- The daily health check is completed within the first half hour of the children's arrival at the center. While observing a child for the health check, inspect clothing for bed bugs.
- During the routine cleaning schedule, observe center for bed bugs.

**Head Start Prevention Procedure for Centers with a Confirmed Bed Bug Problem:**

- Children's coats and other clothing are stored in plastic self-contained, zip lock bags (to be provided at all centers that have shared cubbies).
- Plastic folders will be used to send home forms that are to be returned to the center.
- Personal pillows and blankets are not brought from home to the center.

**Staff Procedure if Bed Bugs are Discovered at the Head Start Center:**

- If an employee observes a bed bug on a child's clothing, coat or on the child, the employee is to isolate the bug and place it in a plastic bag (sealed).
- The health manager will be contacted.
- If the bug is identified as a bed bug, the parent/guardian of the child will be notified. The child's clothing will be changed, placed in a sealed plastic bag, sent home at the end of the day.
- Child will be monitored for additional bed bugs.
- An information packet will be provided to the family.
- If a bed bug is observed by an employee in the center that is not attached to a child or the child's clothing, the bug is placed in a plastic bag, sealed and identified.
- The health manager and director are notified.
- Treatment of the facility will be arranged when indicated.
- If the parent/guardian informs the center staff of bed bugs in the home, the child will be checked daily for bed bugs.



## **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 are 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.

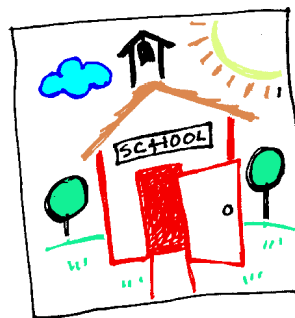
Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify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

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 or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. The program will not discriminate in the enrollment of children with a medical/physical care plan or a request for Administration of Medication form. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. Write or call: HHS Region V, Office of Civil Rights 233 N. Michigan Ave. Ste. 240, Chicago, IL 60601. (312) 886-2359 (voice), (312)353-5693 (TDD), (312) 886-1807 (fax). Write or call: ODJFS Bureau of Civil Rights 30 E. Broad St. 37<sup>th</sup> Floor, Columbus, OH. 43215-3414. (614) 644-2703 (voice), 1-866-277-6353 (toll free), (614)752-6281 (fax), 1-866-221-6700 (TTY), or (614) 995-9961. See Health Policy for administering of medication, including administering medication to children with disabilities and administering care procedures to children with disabilities.

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>.



## CENTERS ADDRESS AND PHONE NUMBERS

### ADAMS COUNTY:

**Peebles Head Start Center**

16 Virginia Street  
Peebles, Ohio 45660

(937) 587-3300

**Tiffin Head Start**

11827 St. Rt. 125  
West Union, Ohio 45693

(937) 544-5082 &  
(937) 544-5755

**Manchester Preschool**

130 Wayne Frye Drive  
Manchester, Ohio 45144

(937) 549-4777  
(Press 9, then Ext. 2118)

### BROWN COUNTY:

**Greenbush Head Start Center**

16003 US 68  
Mt. Orab, Ohio 45154

(937) 444-4933

**Georgetown Head Start Center**

406 W. Plum St.  
Georgetown, Ohio 45121

(937) 378-4555 and  
(937) 378-9142

**Hamersville Head Start Center**

1950 Ohio 125  
Hamersville, Ohio 45130

(937) 379-1144 Ext. 24110

**Mt. Orab Head Start Center**

474 W. Main St.  
Mt. Orab, Ohio 45154

(937) 444-1406

**Ripley Head Start Center**

500 S. Second St.  
Ripley, Ohio 45167

(937) 392-1141

## **COMMUNICATION POLICY**

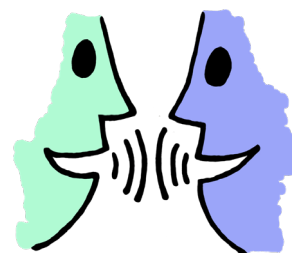
Adams Brown Head Start/Early Head Start program will keep all lines of communication open between staff, with all families, and community stakeholders.

Adams-Brown Head Start/Early Head Start will ensure that any family, whose primary language is other than English, will receive services and materials in their primary language.

ABHS/Early Head Start will ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency.

Parents will inform Head Start/Early Head Start staff of their primary language (including sign language) through the eligibility application. Staff will obtain necessary support in order to communicate with the family in their primary language.

The program will arrange for appropriate interpretation services at no cost to the family. The program will work to identify volunteers to be interpreters. Families will have the option to use an adult family member or friend as a volunteer to assist with interpreting or translating conversations and materials. This includes screening and assessment services.



If the majority (over 50%) of the children enrolled in a class or the home-base option speak a language other than English, at least one class staff member or home visitor must speak such language. In that case, the program will hire or train someone who speaks the primary language of these children

Adams-Brown Head Start/Early Head Start staff recognize that learning dual languages is a strength. Teaching practices will focus on both English language acquisition and continued development of the primary language.

### Procedure:

#### Communication with Families, in general:

Throughout the year, staff communicate with families informally by phone, face-to-face contact, home visits and parent/teacher conferences, newsletters, notes, texts, and e-mails. General information is posted on Facebook. Formal communication includes the enrollment packet, Family Partnership Agreements, minutes from meetings, Home Activities Logs, Parent/Teacher Conference Forms from TSG, etc.

### Communication with Families with a Primary Language other than English step by step:

- The teaching staff, Social Services staff, or Early Head Start administrative staff will determine families whose primary language is other than English through the eligibility application.
- Teaching staff will identify if the family has a relative or friend who can translate or interpret.
- The Social Service Manager or Early Head Start Coordinator will inform the Director and together they will identify a volunteer or staff member to assist with conversations, written materials, screenings and assessments.
- All staff will understand that learning dual languages is a strength.
- Teaching Staff will focus teaching practices on English acquisition and continued development of the primary language.
- Education staff will obtain written materials in the primary language.

### **COMMUNITY PARTNERS POLICY**

Adams Brown Head Start/Early Head Start will ensure that timely and accurate information is provided to community stakeholders, parents, staff and governing bodies by forming collaborative relationships with community agencies including attending community group meetings and sharing written agreements or contracts.



### **DELAYS AND CANCELLATIONS POLICY**

Centers will be open if at all possible on bad weather days unless we believe it is too dangerous for buses, parents/guardians and staff to be on roads or there is a Level 3 advisory. In either case we will make an announcement to inform all.

Closings or delays will be announced through our One Call system, on local television channels 5 and 12 and on the Head Start/Early Head Start Facebook page.

Parent/guardians may be asked to drive their child in and pick them up from the center when there must be limited or no bus service. This could be due to weather, staffing issues, or mechanical failures. If school is cancelled or delayed for any reason, parents/guardians and staff will receive an announcement through our One Call system and the information will be posted on the HS/EHS Facebook page.



## **EDUCATION POLICY**

Adams Brown Head Start/Early Head Start provides high quality early education and child development services, including children with disabilities, which promote children's cognitive, physical, social, and emotional growth, for later success in school. The program implements research-based curricula, *The Creative Curriculum*, *Parents as Teachers*, and *Partners for a Healthy Baby*, as well as screening and assessment procedures that support individualized growth and growth in areas of development as described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and the Ohio Department of Education Early Learning Standards. These areas of development include the five essential domains of language and literacy, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development as described in the Head Start Early Learning Outcomes Framework.



...a fun place to  
play and learn!

The program supports family engagement in children's learning and development. The center-based option provides a high-quality learning environment and effective teaching practices for children from three to five. The home-based option promotes secure parent-child relationships and helps parents provide high-quality early learning experiences for their children from birth to five. Embedded in this process is regular and ongoing supervision of staff including individualized professional development.

## **ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE**

The Adams Brown Head Start/Early Head Start program (with approval from the ABCAP Board of Trustees and Head Start/Early Head Start Policy Council) follows all federal regulations concerning recruitment, determining, verifying and documenting eligibility, and selecting pregnant women and children. Parents and staff will work together to complete the enrollment process.



If the child is involved in a custody dispute, due to legal issues and day-to-day routines, copies of court or custody documents must be given to Head Start/Early Head Start for the child's file. Staff will not release children to anyone without permission from the custodial parent/legal guardian.

Attendance is monitored and causes of absenteeism are analyzed and determined on a daily basis to ensure children gain the most from their Head Start/Early Head Start experience (See the Attendance Policy/Center or /Home Base).

## **FAMILY PARTNERSHIP AGREEMENT POLICY**

Adams Brown Head Start/Early Head Start implements a family partnership process to support family well-being, parent/child relationships, families as life-long educators, families as learners, family engagement in transitions, family connections to peers and the community and families as advocates and leaders. This process is intended to foster parental confidence and skills that will influence the early learning and development of their children.

Parents will be asked to participate in a Family Partnership Agreement which will help them identify needs, interests, strengths, goals, services and resources to reach those goals. Staff will partner with families and begin this process at enrollment. Program staff look forward to the opportunity to know and support each family.

## **FIELD TRIP SAFETY POLICY**

Center - Head Start center teachers will plan field trips to coincide with curriculum activities. The local field trips will be within Adams and Brown Counties or close by. Center parents/guardians are not required to attend but are welcome to go. Written permission from the parent/guardian for routine trips is required and shall include the child's name, destination, date, estimated departure time & return time, the signature of the parent or guardian and the date the permission was signed.

Home Base - Home Visitors will schedule one local field trip a month to act as a second socialization. The local field trips will be within Adams and Brown Counties or close by. Parents/Guardians must transport their own child.



## **GUIDANCE AND POSITIVE BEHAVIOR SUPPORT POLICY**

The purpose of this policy is to ensure a safe, positive learning environment, and decrease behavior challenges in the classroom by reinforcing positive behaviors and teaching children appropriate social and emotional development skills.

Head Start/Early Head Start promote positive behavior support and guidance. This policy will be implemented in each classroom and home based program. It will be discussed with each family at point of entry in to the program. Each volunteer will also be introduced to this policy. No person employed by Adams Brown Head Start/Early Head Start nor parent or volunteer will use any form of corporal punishment, emotional, physical abuse or humiliation of any kind as a form of discipline with any child while participating in the program. In addition, isolation, the use of food as a punishment or reward or the denial of any basic need will not be used to control or manage behavior.

**PHYSICAL PUNISHMENT WILL NOT BE TOLERATED. NO CHILD WILL EVER BE LEFT ALONE OR UNSUPERVISED.**

In compliance with ODJFS 5101:2-12-19. Adams Brown Head Start and Early Head Start staff will use the Creative Curriculum, Parents as Teachers curriculum, and the Conscious Discipline Program to establish and maintain positive behavior supports and guidance. Teaching







(see Inclusion Policy) conducted by trained staff. Parents will be notified of results, and when needed, assisted with follow-up and/or referrals to meet the needs of their child.

Enrollment forms require parents to list health conditions and medications that Adams Brown Head Start/Early Head Start staff will need to monitor their child to administer medications, or to avoid conditions, food, or activities while in our care. Parents need to inform staff at enrollment or as soon as the health condition is diagnosed if after enrollment. Licensing requires the needed forms be on file before the child can be in the classroom. Teachers will conduct daily health checks as children arrive to identify any new or recurring health concerns.

Parents will be asked about their child's toileting practices at enrollment. With parental consent, a center child's diaper is checked every two hours or more frequently at parent request. Head Start will provide diapers during the day at the center and if a child requires a special diaper due to allergies or a medical condition, the Health Manager will provide them if the parent brings in a physician statement noting the type of diaper and the reason for this requirement. If parents have a preference, they may choose to furnish their child's diapers.

Social-emotional well-being plays a large role in a child's ability to learn. Adams Brown Head Start/Early Head Start contracts with a child mental health consultant to provide staff support in effective class management and a positive classroom environment. This consultant will conduct classroom and cluster observations on a regular basis and with parental consent will partner with staff and families in order to address social-emotional needs or challenging behaviors that may interfere with a child's learning. Early Head Start partners with the MH consultant, when needed. HS/EHS parents *may request to talk with our Mental Health Consultant at any time.*



**Adams Brown Head Start/Early Head Start will make every effort with parental cooperation to continue your child's safe participation in our program. We are required to keep all children and staff safe and in an environment which allows for learning. With documentation and parental input, we may determine that our program is not the appropriate placement for your child. If so, we will work with the parent to facilitate the transition to a more appropriate placement.**

All staff, consultants and volunteers will follow ODJFS handwashing procedures.

### **Health Condition and Medication Procedure for Children & Children w/Disabilities**

Health Manager is responsible to:

1. Track all children with conditions and medications for correct paperwork and signatures.
2. Meet with Nutrition manager about food/liquid allergies noted on enrollment forms.
3. Fax/call/mail physicians and clinics to obtain additional information when needed.
4. Monitor centers for required paperwork and storage of medication.

5. Ensure Compliance with the Americans with Disabilities Act (ADA), including:

- Administering medication to children with disabilities
- Administering care procedures to children with disabilities

Head Start Lead Teacher is responsible to:

1. Verify the enrollment page regarding health conditions is completely filled out.
2. If a condition requires Head Start staff to monitor, provide treatment, care, or to give medications; a **Medical/Physical Care Plan** JFS 01236 (rev 3/2022) MUST be filled out before child is in the classroom. One form for each condition.
3. **Medical Food/milk allergies** require a **Medical/Physical Care Plan along with** a Special Diet/Milk Substitution form. Nutrition Mgr. and Health Mgr. are made aware of the food allergy.
4. All allergies are posted in the classroom so children's names are not seen.
5. All center staff sign off as being trained or informed on the care plan.
6. Have parent fill out a **Request for Administration of Medications** JFS 01217 (rev 10/2021) when staff are to give a child an over-the-counter medicine, including topical products while in our care. One form is used for each medication. A copy is kept with the medication, in the child's file and copy sent to the Health Mgr.
  - a. Ensure that the child has already received at least one dose of the prescribed medication before we administer it. Emergency medications (Epi-pen, inhaler, etc.) are exempt from this.
  - b. Medication is in original container with a label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use.
  - c. Do not administer any medication beyond the date indicated by the physician, on the prescription label, for twelve months from the date of the form, OR after the expiration date on the medication, whichever comes first.
  - d. If the center runs out of the medication on site, a refill must be brought in before the child may attend class or doctor's instructions that the medication is to be stopped.
  - e. Each medication dose is recorded on second page of the **Request for Administration of Medications** form and when full, a copy sent to the Health Mgr. Any adverse reactions observed, after medication given, are noted on the Observation Form and sent to parent.
  - f. Have medication delivered, in person, to the center only. Keep medication out of the reach of children but, easily accessible to staff at all times. **Emergency meds** (Epi-pen, inhaler, etc.) are carried by a staff member wherever a child may go.
7. Ensure the forms are kept current, readily available to staff in an emergency and kept at the center for at least one year. Parents may be required to have their child's physician fill out part of the forms or provide Adams Brown Head Start with additional instructions.
8. Conduct daily health checks for new or recurring health concerns.



\*Early Head Start and Head Start Home Visitors track allergies and health conditions.

## HOLIDAYS

Classes will be cancelled on the following dates due to the observance of Holidays:

**LABOR DAY** – Sept. 5, 2022

**COLUMBUS DAY** – Mon., Oct. 10, 2022



**VETERAN'S DAY** – Fri., Nov. 11, 2022

**THANKSGIVING** – November 23-25, 2022



**WINTER BREAK** –

Thursday, December 15, 2022 – CHILDREN'S LAST DAY

Tuesday, January 03, 2023 – CHILDREN'S FIRST DAY BACK



**MARTIN LUTHER KING JR. DAY** – Mon. Jan. 16, 2023

**PRESIDENT'S DAY** – Mon., Feb. 20, 2023

**GOOD FRIDAY** – April 7, 2023



## HOME VISITATION SAFETY POLICY

The program will insure the safety of all Adams-Brown Head Start and Early Head Start staff who provide services to the families in their homes. The program will promote ABHS/EHS staffs knowledge and competence in matters of home visitation safety.

## INCLUSION POLICY

Staff will assist parents with developmental screenings on all children at enrollment. Results will be shared with families. If a child needs to have further evaluation for a disability, parent/guardians will be contacted as soon as possible. With parent's permission, the child will be referred to the school district in which they live for further testing. If the child is eligible for services, staff will partner with families to ensure the child's needs are being met and that services follow the IEP. If the child is not eligible, the program will seek guidance from a professional to determine if there is a significant delay. If so, program staff will partner with families to help the family access services and supports to address the child's identified needs. IEP's will be reviewed annually with the school district, Head Start staff, and parents.

If parents refuse follow-up recommended from any screening, staff will continue to encourage families throughout the year to make any necessary appointments. If parents continue to refuse, the parent will be asked to sign a refusal form. Subsequent screenings are completed and results are shared with families. The Lead Teacher or Home Visitor continues to discuss any concerns and recommendations with the family.

All information will be kept confidential according to the program's Confidentiality Policy.

The use of screening and assessment items and data will not be used for the purposes of ranking, comparing, or otherwise evaluating individual children for purposes other than research, training or technical assistance and will not be used for the purposes of providing rewards or sanctions for individual children or staff.

Adams Brown Head Start recruits and accepts children with suspected or known disabilities and meets the needs of children so they can fully participate in the full range of activities and services.

### **MENTAL HEALTH POLICY**



Social-emotional well-being plays a large role in a child's ability to learn. Adams Brown Head Start/Early Head Start contracts with a child mental health consultant to provide staff support in effective class management and a positive classroom environment. This consultant will conduct classroom and cluster observations on a regular basis and with parental consent will partner with staff and families in order to address social-emotional needs or challenging behaviors that may interfere with a child's learning. Early Head Start partners with the MH consultant, when needed. Head Start/Early Head Start *parents may request to talk with our Mental Health Consultant at any time.*

**Adams Brown Head Start/Early Head Start will make every effort to continue your child's safe participation in our program. When a child has persistent and serious challenging behaviors, our program will collaborate with parents, our mental health consultant, and other community resources including local education agencies (LEAs) for an IEP evaluation, if needed.**

### **SUSPENSION & EXPULSION POLICY**

Adams Brown Head Start/Early Head Start will severely limit the use of suspension due to a child's behavior. Such suspensions would be temporary in nature. As a last resort, when there is a serious threat that cannot be reduced or eliminated, a temporary suspension may be necessary on approval of administrative staff. Support will be given to the parent and child to return the child to full participation in the program. With documentation and parental input, we may determine that our center program is not the appropriate placement for the child and will work with the parent to facilitate the transition to our Home Based Program. The program will not expel or un-enroll any child. At times, with parental consent, managing staff reserves the right to decrease hours if in the best interest of the child.

### **NO FEES OR OVERTIME CHARGES POLICY**



The Adams-Brown County Head Start/Early Head Start program charges no fee. Fees for field trips will not be charged to families. If there is a cost for special events, teachers and home visitors will use their petty cash or find some other way to pay the costs. There are neither rebates nor overtime charges. No evening or overnight care is provided. If a parent/guardian decides to withdraw a child from the program, and they do not tell staff the reason, a withdrawal form is mailed to the parent/ guardian to complete and return by mail to the central office in Georgetown or, in the case of Early Head Start program, to the central office in Decatur.

## **NON-FEDERAL SHARE POLICY**

Non-federal share includes activities parents do at home including Ready Rosie activities. By doing activities with your children that have been suggested to you by Head Start staff you are enhancing what your child is learning at school. By recording these activities on a time card you are helping us to meet the match needed each year which allows us to continue to serve you and your family.

## **NUTRITION POLICY**

Each child is given USDA guided appropriate nutrition. Special dietary needs are immediately addressed and a plan of action is established through communication with the child's parent/guardian and their primary care physician. Should a parent request a menu variation, a meeting between parent/guardian and the nutrition manager will take place to discuss how the variation will work into the Child and Adult Care Food Program (CACFP) guidelines.



Children enrolled in the center-based program receive breakfast, lunch, and a snack daily. Children who arrive late receive breakfast upon arrival. Each child will receive nutrition for up to two-thirds their daily nutritional needs. Menus are based on CACFP meal patterns and are approved by a registered, licensed dietician. Potable water is available to children at all times.

Head Start Children in the home-based option and who take part in a monthly group socialization at a center receive nutritional services equivalent to center-based children. Early Head Start serves a nutritious meal or snack at every bi-monthly group socialization. A healthy snack is taken to the home at the time of each Head Start or Early Head Start home visit.

Head Start promotes healthy eating. To encourage our children to eat healthy, our classrooms are kept free of unhealthy drinks and snacks (such as pop, energy drinks, candy bars, chips, etc.). Staff and volunteers are not to bring these items into the classrooms or areas where children are present. No more than one pre-fried is served per week to eliminate excess unhealthy fats. Fewer processed meats are served to limit sodium intake and a fruit and/or vegetable is served with all meal types.

All Head Start Staff are trained annually to manage food allergies in the classroom. They learn how to recognize symptoms of anaphylaxis and how to respond immediately.

Head Start engages in family-style meal service where children are encouraged to interact and serve themselves. Children will gain social emotional skills and independence. In addition, we serve no more than one pre-fried food per week to eliminate excess unhealthy fats. Whole grains, whole fruits and vegetables are served daily.

Children are encouraged, but never forced to eat or taste their food. Staff and volunteers seated with the children will speak positively about the meal and nutrition, not discussing their personal likes or dislikes. Food is never used as a punishment or reward.

Nutrition newsletters are sent home to families three times a year. At different times throughout the year, the Dramatic Play area in the classroom(s) will be used to introduce the children to nutritional experiences (i.e. grocery stores, restaurants, farms, etc.). Representatives from the Ohio Extension Office will provide monthly/bi-monthly nutrition education sessions with the children of each center.

Treats may be brought to the classroom or cluster gathering for special occasions. Items must be in original sealed packaging and come from a store that is covered under a food service license such as Walmart, Kroger, IGA, Save-a-Lot, etc.



All Head Start nutrition staff have obtained ServSafe Certification. Head Start adheres to the State of Ohio Uniform Food Safety Code and the Adams or Brown County Health Departments.

### **Non-Discrimination 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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 mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov) USDA  
This institution is an equal opportunity provider.

### **PARENT BUS RULES**

1. There is no food or drink on the bus unless medically necessary.
2. Toys are not permitted on the bus.\*
3. No profanity is to be used around any child.
4. The Bus Driver may determine if a child is ill at the time he/she boards the bus. A sick child will be returned to the parents/guardian.
5. Backpacks are prohibited on the bus due to not being able to secure them.\*
6. Parents must be courteous to all children.
7. No smoking within 25 feet of the bus.



\* Due to special circumstances, rules may be adapted to a child's individual need.

## **PARENT INVOLVEMENT POLICY**



Our philosophy is that parents are their child's first and primary teacher. Adams Brown Head Start/Early Head Start believes that parent involvement in the program is beneficial to families and to the program. Therefore, parents are strongly encouraged to be involved in their child's Head Start/Early Head Start experience. Parents may call or visit the center at any time, volunteer in the classroom or on a field trip, attend their parent group meeting, become a Policy Council member, participate in home visits and parent/teacher conferences and attend trainings and advisory meetings offered throughout the year. Parents may volunteer at home by working with their child on activities provided by the program. Parents will be given time cards to complete and earn points to receive a prize two times a year. This also helps the Head Start/Early Head Start program.



Staff are not allowed to give money to or purchase items for Head Start/Early Head Start families. Staff will assist you in finding resources to supply you or your family's needs, if possible.

If parents/guardians have a problem with the program or if they need assistance they should talk directly to their Lead Teacher or Home Visitor. If the situation is not resolved, the parent/guardian should call the Parent Involvement Specialist at 1-800-553-7393 (ext. 243) or, if in Early Head Start, the Early Head Start Coordinator at 937-373-0106 and they will direct them to the responsible person in the administrative office.

### Procedure for Volunteers:

1. When volunteering, parents should dress comfortably and appropriately. Please do not wear clothing with obscene, offensive, or suggestive wording or clothing that shows lots of skin such as tube tops, short shorts, or plunging necklines.
2. On the first day, volunteers must read the Family Handbook and sign that they received it. Volunteers must also sign a separate Volunteer Code of Ethics and Record Keeping and Confidentiality Policy provided to staff by the Parent Involvement Specialist.
3. While volunteering, parents must work under the supervision of the Lead Teacher.
4. Volunteers must sign in and out on the Classroom Volunteer Sign-in Sheet.
5. Parents may also volunteer at home by working with their child on activities provided by the program. Parents will be given time cards to complete and earn points. This also helps the Head Start/Early Head Start program.

### Procedure for Parent Groups (Responsibility of the Head Start Parent Involvement Specialist and the Early Head Start Program Manager):

1. Parents/guardians are members of this group and will be invited to attend monthly (Oct.-April) meetings at their center or a site close by or, if in Early Head Start, bi-monthly meetings.
2. Members will help plan activities for their child's classroom with guidance from the teacher and Parent Involvement Specialist. Activities will not be planned if offensive to any parent in the group. Early Head Start does not plan any holiday celebrations.



3. Members will elect Policy Council representatives at the first parent meeting and Policy Council reports will be shared and discussed at every meeting. One responsibility of Policy Council members will be to participate in the recruitment and screening of Head Start employees. Parents, at parent meetings, will be informed of job openings.
4. Members will advise staff if policies, activities, and services meet the needs of children and families.
5. The Conscious Discipline parenting curriculum will be shared at each meeting.
6. One time per year parents will have an opportunity to make an age-appropriate game or activity to take home based on the program's school readiness goals.
7. In April, Head Start parents will discuss transitioning.
8. Visitors from other programs may occasionally share information at a parent meeting.
9. Head Start/Early Head Start parent groups will not sponsor fundraisers.
10. The Parent Involvement Specialist will facilitate Head Start parent group meetings and the Early Head Start Program Manager will facilitate Early
11. Head Start Lead Teachers must attend parent meetings.

### **PARENT REIMBURSEMENT POLICY**

The Adams Brown Head Start and Early Head Start programs will pay Head Start families 50 cents a mile for the following activities:

- A) Trainings sponsored by the local program.
- B) Policy Council meetings, Policy Council sub-committee meetings and Advisory meetings.
- C) Head Start socializations (if Home Visitor determines that the family needs to drive to shorten route).
- D) Early Head Start socializations.
- E) Transporting children to and from physician and dental visits where there are special circumstances on a case by case basis. Contact the Health Manager at 1-800-553-7393 ext. 248. These cases must be approved by the director.

The Adams-Brown Head Start/Early Head Start program will pay \$6 per child for day care for less than 4 hours and \$12 per child for 4 hours and above for the following activities (parents will not be paid to watch their children):

- A) Trainings sponsored by the local program.
- B) Policy Council meetings, Policy Council sub-committee meetings and Advisory meetings.
- C) Home Base families who leave siblings with caregivers other than parents to attend child's socialization.



## **PHYSICAL ACTIVITY POLICY**

ABHS/EHS recognizes physical activity as important to learning. Gross and fine motor skills support all areas of children's learning and development and helps with school readiness. The program integrates intentional movement and physical activity into curricular activities and daily routines in ways that support health and learning. Our daily schedule provides for periods of physical activity; indoor and outdoor. We encourage families in promoting the health of their children. ABHS/EHS does not use physical activity as reward or punishment.



## **RECORD KEEPING AND CONFIDENTIALITY POLICY**

Children/family records are kept in individual folders in cabinets that lock. Upon request, parents/guardians can review their child/children's files in the presence of authorized staff that will help interpret the file within 45 days. Parents may ask the program to amend their child's file and may also request a hearing to challenge information in the child's file.

Records on all children/families that are kept in the administrative office include enrollment forms on each individual child – including Transportation Emergency Medical Authorization Form and emergency contact numbers, custody papers (as needed), copies of birth certificate or verification of birth, copies of shot records, verification of income, referrals and reports from other agencies and from Head Start/Early Head Start to another agency, copies of medical and dental forms, screenings incurred as part of Head Start services to families, records of children with disabilities, and other pertinent data relating to the family/child.

Records kept in the center/home base files include enrollment forms on each individual child (which includes Emergency Medical Authorization Forms), contact forms used by center staff/Home Visitors, physical forms, dental forms, mental health reports (as needed), disabilities records (as needed), Plans of Action (as needed), orders for dispensing medications (as needed) and educational records.

Records kept in the bus driver's locked box contain enrollment forms on each individual child (which includes Emergency Medical Authorization and Transportation Forms) a photo I.D. of each child, a copy of an IEP (if applicable), a copy of the physical form and any emergency medical records and phone numbers needed for emergency medical personnel.



Parent/Guardian's names and telephone numbers are made available for other parents at each center or home base group, **ONLY** if parent/guardian gives written permission to be listed on the parent roster. Parents must ask the lead teacher or home visitor if they want a roster of their child's classroom or their home visitor's caseload.

All information parents share with Head Start/Early Head Start staff about their child and family is kept confidential. Information will only be shared with other Head Start/Early Head Start staff providing services to the family.

Release of Information Forms must be signed and dated by the parent or guardian in order for information to be forwarded to a third party. Release forms must include records being disclosed, why and to whom. Signed release forms are kept in the child's file. Parents may revoke consent at any time. The program will only disclose the information deemed necessary for the purpose of the disclosure.

The only exception to the above paragraph would be if Head Start/Early Head Start must make a report to CPS, law enforcement or if a subpoena has been served. As stated above, the program will only disclose the information deemed necessary for the purpose of the disclosure. If staff are subpoenaed, Head Start staff must contact the Social Service Manager and Early Head Start staff must contact Early Head Start program manager immediately.

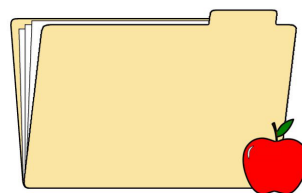
Notices of Personally Identifiable Information and Parental Rights will be sent to all families with enrollment packets. Health records follow HIPAA Notice of Privacy Practices given to parents during enrollment. Once a child qualifies for an IEP or IFSP, the program will follow IDEA Part B or Part C confidentiality practices for education records.

The Social Service Manager/Early Head Start Coordinator keeps records in storage until destroyed. All records are kept for the current operating year and for (3) years prior to operating year.

Child Files Procedure:

Persons that may access files are:

- a. Child's Parent/Guardian
- b. Head Start Director
- c. Agency Director
- d. Program Managers
- e. Family Service Workers in child's classroom
- f. Child's Supervising Teacher or Home Visitor
- g. Bus Driver/Teacher's Aide in child's classroom
- h. Bus Monitor/Teacher's Aide in child's classroom
- i. Institution, Agency or Professional, who has the written consent of the Parent/Guardian, requesting specific and relevant information, for the purpose of aiding the child's physical and social well-being through authorized services.
- j. Nutrition Staff in child's center



Lead Teacher/Center Supervisors and Teacher's Aide at each site are accountable for child records. The Home Visitor is responsible for child records of the children on her caseload.

Records on all children/families are kept in:

- Administrative Office (See Social Service Manager, Health Manager, Inclusion Manager or Early Head Start Coordinator).
- For center enrolled children, records are maintained on the premises where the child attends Head Start – and kept in cabinets that lock.
- Lead Teachers and Home Visitors will ensure a Files Needed Checklist is in the front of each child's file.

- The Home Visitor maintains Home Base enrolled children's records. These records are kept in a locked box and the Home Visitor takes only the family records of the family she is visiting into their home. Other families' records will be kept in the locked box in the Home Visitor's locked vehicle.

Computer data is limited to office staff, each teacher/home visitor can access their own class in Child Plus. Teaching Strategies Gold information is accessible by office staff and each teacher/home visitor is able to access their own roster of children.

The above records are monitored for accuracy periodically by the Health Manager, Inclusion Manager, Early Head Start Coordinator, Education Coordinator and the Social Service administrative staff. Administrative office files (especially family income) are monitored by the Director or the Assistant Director/Systems Coordinator periodically.

Lead Teachers will ensure lists with children or parent/guardian's first and last names are not posted in public view.

The Social Service Manager and Early Head Start Coordinator keeps records in storage until destroyed. All records are kept for the current operating year and for (3) years prior to operating year.

The Data Specialist II ensures all staff sign a confidentiality statement at time of employment and annually thereafter.

Managers will ensure parental consent forms state what child records are being disclosed, why they will be disclosed and to whom they are being disclosed. Forms must also be signed and dated.

### **REST TIME POLICY**

The classroom daily schedule includes regular time for children to rest. A quiet space and a cot will be available for each child. The space will have enough light to allow for visual supervision of all children at all times. Evacuation routes will not be blocked and adults will have a clear path to each child. Children are encouraged, but not forced to rest or nap. Alternative quiet learning activities will be provided for children who do not need or want to rest or nap.



### **SAFETY AND HYGIENE POLICY**

All Head Start/Early Head Start facilities and materials are set-up and maintained to keep children safe at all times. All Head Start classrooms meet Ohio Childcare Licensing rules.

All center/socialization sites:

- Are clean and free from pests;
- Are free from pollutants, hazards and toxins that are accessible to children;
- Designed to prevent child injury and free from choking, strangulation, electrical and drowning hazards;



- Are well lit, including emergency lighting;
- Are equipped with safety supplies that are readily accessible to staff, including fully equipped first aid kits and appropriate fire safety supplies
- Are free from firearms or other weapons;
- Are kept safe through an on-going system of maintenance.

All materials:

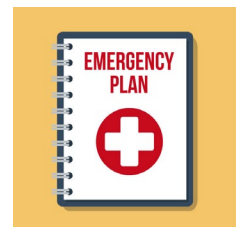
- Meet standards set by the Consumer Product Safety Commission;
- Are clean and safe for children’s use and are appropriately disinfected;
- Are accessible only to children for whom they are age appropriate;
- Are designed to ensure appropriate supervision of children at all times; and,
- Are kept safe through an on-going system of preventative maintenance.

All staff have three verified references, a sex offender registry check, a child abuse registry check, a FBI criminal history check, and a state criminal history check before hire. All employees repeat a FBI and state criminal records check every four years.

All staff and consultants follow appropriate practices to keep children safe during all activities. Staff anticipate possible safety hazards and take action to prevent injuries. Staff members are mandated reporters of suspected child abuse, use positive guidance and actively supervise children when in their care.

Staff will only release children to an authorized adult. Parents must complete a form at enrollment listing all people that are allowed to pick-up their child at school or from the bus. Children will not be released to anyone not on the list and staff will ask for an identification if staff do not know the person picking up the child. In an emergency situation, parents may call and confirm that someone that is not on the list will be picking up or getting their child off the bus. If this happens, the parent must add the person to their list and date or send in a written notice saying they allowed the person to pick-up the child one time only.

Written emergency plans, which include a diagram of evacuation routes, have been developed and made available to all staff. They are posted in all rooms and spaces used by children, practiced on a regular schedule and written documentation is kept on-site. The plans include procedures to prepare for and respond to weather emergencies, natural disasters, indoor and outdoor lockdowns or evacuations due to threats of violence or hazardous materials and spills, loss of power, heat or water and infectious disease emergencies. The plans are updated yearly and revised as circumstances require. Our first priority will be the safety and care of the children and we ask for your patience in reconnecting with your child. Parents will be contacted as soon as possible by teaching staff. If a parent cannot be reached, staff will call emergency contacts. A sign will be posted on the door of the center indicating the evacuation and the location where you can pick up your child.



Continuation of services following a disaster includes assessing our damages and needs, obtaining and following community, state, and federal guidelines for the disaster. Head Start/Early Head Start will reach out to our children and families, as possible, at their homes or in shelters with educational packets or temporary

classrooms and food, if available. Resources will be provided for family needs as they arise. This may include resources for housing, utilities, transportation, medical or mental health needs. The Director reserves the right to discontinue normal operations and use an alternative mode (such as remote learning/providing services) to serve Head Start/Early Head Start children and families for health and safety purposes during a crisis. The program will not recognize this as a program option and will return to normal services as soon as possible.

Parents will receive an Observation Form if a minor incident, injury or illness occurs. If an accident, injury or illness requires first aid, if there is a blow to the head, if the child has to be transported by Emergency Medical Services or an unexpected event jeopardizes the safety of children, parents will be asked to sign an Incident/Injury Report. If any injury is life threatening, the Emergency Medical Services (EMS) will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records for the child.

Parents must not bring a sick child to the center. He or she will be sent home! Parents must plan ahead and have a back-up care plan in place if he/she is not able to take time off from work or school to pick up their child when ill. The child may return when center staff determine the child is symptom free or if there is a doctor's note stating the child may return to class. A doctor's note may be required if symptoms continue or the child has a confirmed communicable disease. The spread of communicable diseases is a fact of classroom life and staff will notify parents, no later than by the next business day that their child may have been exposed to a communicable disease.

#### **A child is considered to be ill when:**

- Temperature of at least one hundred and one degrees Fahrenheit (**one hundred degrees Fahrenheit if taken under the arm**) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.



Adams Brown Head Start/Early Head Start support families who may need privacy to breastfeed on-site at centers or socialization sites. The Lead Teacher or Home Visitor will provide an area that may be accessed by a mother to breastfeed or pump breast milk in a discreet setting at each center.

## **SOCIAL MEDIA POLICY**

Parents are encouraged to participate with their child in any Head Start/Early Head Start activities. If taking pictures of your child during such an activity the parent should only take pictures of their own child and only post pictures of their own child. Some of our children do not have permission for their picture to be taken for many reasons. Parents should not share posts from their classroom's private Facebook page. Parents and staff should not send sensitive information (birth certificates, proof of income, social security numbers, etc.) through private messaging on the Adams Brown Head Start/ Early Head Start Facebook page. E-mail is more secure.

Head Start/Early Head Start employees will follow staff Social Media procedures provided in their Staff Policies and Procedures notebook.

## **TRANSITION POLICY**

Adams Brown Head Start/ Early Head Start will assist children and families to transition when entering Head Start, moving from Early Head Start to Head Start and when changing sites or programs. During the year, staff teach school readiness skills and share with parents their child's progress. When the child is exiting the program, staff will provide activities that familiarize children and foster confidence in their transition to their next placement.

## **TRANSPORTATION POLICY**

Adams/Brown Head Start will provide transportation for center based children as long as buses can pick up and drop off in a safe location and your child is on the bus route. Appropriate child restraints are provided for every child. Bus Drivers will keep an up to date roster, route sheet and transportation agreement with lists of adults who are authorized to get the child off the bus. Parents may add or delete people who are authorized to drop off or pick up their child.



Center based children will be picked up and dropped off curbside at a designated place of safety. The bus will wait up to 2 minutes unless warning lights need to be activated. When the warning lights have been activated the driver may only wait less than a minute.

The parent/guardian must bring the child to the bus door and sign the chain of custody. Bus Monitors will secure the child in their seats. If possible, bus routes will be kept to an hour.

The parent/guardian gives written permission, during enrollment, for their child to be transported from the center and on routine trips. Head Start will ensure transportation is made available to children with disabilities that are on the bus route.

Cell phones will provide two-way communication but must be used by the Bus Monitor only.

Bus Drivers must have a CDL, annual physical and attend a 4 hour training. Bus Drivers are recertified every 6 years.

Bus Monitors will attend a 4 hour training and are on the bus at all times with the children.

All buses will be maintained in safe operating condition. New buses will be inspected upon delivery. All buses are inspected by the State Highway Patrol twice a year.

Bus evacuations are conducted monthly.

#### Parent Transportation Procedure:

1. Before the children actually begin riding the bus, the parents and children are invited to come to an Open House. At this Open House the bus driver will take the parent and child/children on a tour of the bus. (In some cases, the Parent/Guardians cannot attend Open House, so the bus driver visits them at their residence). The driver will show them where the Emergency Equipment, First aid kit, clean up kit, and Seat belt cutters are located.
2. Child restraints will be on the bus for the child to see and try out if they want to.
3. Parents will be informed that toys, book bags, etc. cannot be allowed on the bus because of the lack of storage space as well as explaining to them that all items must be tied or anchored down.
4. Entering and exiting the bus safely by using the hand rails will be discussed.
5. The driver will show the child and parent the Danger Zone that surrounds the bus for 10 feet and how important it is to quickly get out of that area of the bus.
6. The Transportation Manager will send to all parents' information on bus safety, pedestrian safety, and bike safety.
7. Before a bus evacuation drill is completed, the bus driver speaks and demonstrates to the children what they need to do in the event of an emergency.





## **VOLUNTEER CODE OF ETHICS**

When volunteering in the Head Start center:

- I will respect each child's and family's gender, race, ethnic background, culture, religion or disability understanding that these things make each child special.
- I will follow the program's confidentiality policies and will not discuss things I learn at school about children, staff or families.
- I will use the discipline techniques modeled by staff and I will not abuse, physically punish, or humiliate children.
- I will not isolate children, use food as a reward or punishment, or deny any child's basic needs.
- I will be open to learn new ways to guide children in the classroom by watching staff member's role model the Head Start philosophy about how children learn, communicate, and are disciplined while at Head Start.
- I will openly communicate with staff members while at the center and when I am not sure of what to do, I will ask.
- While volunteering in the classroom, I will respect that the teacher is the authority. If a parent asks questions about their child's progress and behavior, I will refer them to the teacher.
- I will not be left alone with any child other than my own.
- I will be sure that my personal belongings are secure while at the center.
- I will inform the teacher if I have any communicable illness and will not volunteer in the classroom while contagious.





## **ADAMS-BROWN HEAD START POINTS HOW TO EARN THEM IN CENTER**



- 200** HEAD START POINTS (PER MONTH) – For child’s perfect attendance.
- 100** HEAD START POINTS – For attending parent meetings.
- 1000** BONUS HEAD START POINTS – For attending all parent meetings.
- 200** HEAD START POINTS – For attending each Policy Council mtg.
- 1000** BONUS HEAD START POINTS – For perfect attendance at Policy Council meetings.
- \*12** HEAD START POINTS PER HOUR – For volunteering in the classroom.
- \*500** BONUS HEAD START POINTS – For volunteering two days a month in the center. This can be two different adult members from the same family.
- \*12** HEAD START POINTS PER HOUR– For doing activities at home with your child that is given to you by your teacher or in the first newsletter sent to you by your teacher. Only two (2) hours a day per family (not per child) is allowed.
- 500** HEAD START POINTS – For serving as an officer on Policy Council. (If you attend 4 meetings)
- 500** HEAD START POINTS – For attending each Health Advisory mtg.
- 100** HEAD START POINTS – For taking your child for a physical or dental exam.
- 200** HEAD START POINTS – Each trip for taking your child for any needed dental treatment after initial exam.
- \*12** HEAD START POINTS PER HOUR – For any Head Start related activities that are not mentioned previously in this section.
- 50** HEAD START POINTS – For hearing follow-ups.
- \* Those items listed above with a star must be recorded by you on a Home Activities Log or sign-in. Those without a star are recorded by staff.**
- \*\* Watch for bonus dollars. If a bonus is added, a note will be sent to all parents.**

HEAD START POINTS will begin on Sept. 13<sup>th</sup>. **Cut Off Dates** to earn points are Nov. 30<sup>th</sup> & April 28<sup>th</sup>. **All September through December Home Activities Logs must be turned in by December 2<sup>nd</sup> to be counted.** All January through April Logs must be turned into staff by April 28<sup>th</sup> to be counted.

### MILLION DOLLAR QUESTION

What do we do with the points we earned? Each Head Start family will be given a gift. The more you earn - the better the gift! There will be a child's gift before winter break and a parent gift at the end of the year.

If you have any questions call Cindy today! The number is 1-800-553-7393 ext. 242.



## **RECEIPT OF POLICIES AND PROCEDURES**

By signing below, I state that I have received a copy of the Policies and Procedures by which the Adams-Brown Head Start operates.

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Child's Name

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Signature

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Date

**After signed by parent/guardian/employee, this should be filed in the child's center file.**