

# OHIO HEARTLAND CAC HEAD START

# FAMILY HANDBOOK

(REVISED AUGUST 16, 2011)



[www.kidsheadstart.com](http://www.kidsheadstart.com)



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## HEAD START SITE & EVACUATION LIST

# Crawford County

<b>Bucyrus Head Start Centers 1, 2 &amp; 3</b> 1650 E. Southern Ave. Bucyrus, Ohio 44820  Classroom 1 (419) 563-9293 Ext. 1 Classroom 2 (419) 563-9293 Ext. 2 Classroom 3 (419) 563-9293 Ext. 3	<b>Emergency Evacuation Site</b> Bucyrus YMCA 1655 E. Southern Ave., Bucyrus, Ohio 44820 (419) 562-6218
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<b>Galion Head Start Centers 1 &amp; 2</b> 525 Dawsett Avenue Galion, Ohio 44833  Classroom 1 (419) 468-8415 Ext. 610 Classroom 2 (419) 468-8415 Ext. 609	<b>Emergency Evacuation Site</b> Child Care Choices 601 South Street Galion, Ohio 44833 (419) 468-7581
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# Marion County

<b>Marion Head Start Centers 1, 2, 3, 4, 5 &amp; 6</b> 2387 Harding Highway East Marion, Ohio 43302  Classroom 1 (740) 387-5209 Classroom 2 (740) 387-0145 Classroom 3 (740) 387-5925 Classroom 4 (740) 382-6858 Classroom 5 (740) 382-0093 Classroom 6 (740) 375-6727	<b>Emergency Evacuation Site</b> Marion Board of DD 2387 Harding Highway East Marion, OH 43302 (740) 387-1035
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<b>Marian Clark Center 1, 2 &amp; 3</b> 1183 Bellefontaine Ave. Marion, Ohio 43302 Classroom 1 (740) 375-0102 Classroom 2 (740) 375-0302 Classroom 3 (740) 375-0402	<b>Emergency Evacuation Site</b> Bellefontaine Avenue Firehouse Station 2 1069 Bellefontaine Ave. Marion, OH 43302 (740) 383-5209 or (740) 382-0040
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## HEAD START SITE & EVACUATION LIST

# Morrow County

Cardington Head Start Center  
First United Methodist Church  
300 South Main Street  
Cardington, Ohio 43315  
Phone: (419) 864-0013

**Emergency Evacuation Site**  
Cardington Fire Department  
215 Park Street  
Cardington, OH 43315  
(419) 864-3111

Mt. Gilead Head Start Center 1 & 2  
Whetstone School & Industry  
406 Bank Street  
Mt. Gilead, Ohio 43338  
Classroom 1 (419) 947-7045 Ext. 321  
Classroom 2 (419) 947-7045 Ext. 322

**Emergency Evacuation Site Mt. Gilead 1**  
Union Street Station  
215 East Union Street  
Mt. Gilead, Ohio 43338  
(419) 946 - 2888

**Emergency Evacuation Site Mt. Gilead 2**  
Town Pump  
199 East Union Street  
Mt. Gilead, Ohio 43338  
(419) 947-1987

# Richland County

Grace Street Head Start 1, 2, 3, 4, 5, 6, 7, 8 & 9  
1035 Grace St.  
Mansfield, Ohio 44905  
Phone: (419) 589-3337

**Emergency Evacuation Site**  
The Living Word Church  
1034 Grace Street  
Mansfield, OH 44905  
(419) 589-6467

Shelby Head Start  
111 East Whitney Avenue  
Shelby, Ohio 44875  
Phone: (419) 347-2809

**Emergency Evacuation Site**  
First Lutheran Church  
33 Broadway  
Shelby, Ohio 44875  
(419) 347-9246

Clear Fork Head Start Center  
55 Hines Avenue  
Bellville, Ohio 44813  
Phone: (419) 886-8374

**Emergency Evacuation Site**  
Clearfork Middle School  
195 School Street  
Bellville, Ohio 44819  
(419) 886-3244

## WELCOME

Dear Family,

We welcome you to the Ohio Heartland Community Action Commission Head Start Program. We strive to form positive partnerships between staff and family. We have an Open Door Policy and

encourage parents to volunteer in the classroom and actively participate in their child's education. This handbook is designed to explain Ohio Heartland CAC Head Start's policies and procedures and it will be reviewed with you by our staff. It is very important that you read this handbook and keep it handy as long as your child is enrolled in our program. It will answer many of the questions that you have about our Head Start centers.

Our program supports the following definition of family (taken from the Boston Children's Museum Exhibit on Family Diversity):

### **FAMILIES**

**We may be related by birth or adoption  
or invitation. We may belong to the  
same ethnic group or we may be of  
different ethnic groups.**

**We may look like each other or  
different from each other.**

**The important thing is we  
belong to each other.**

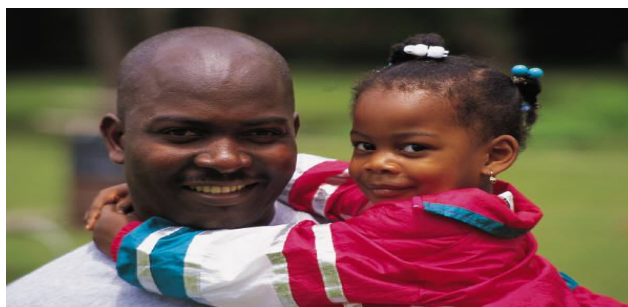
**We care for each other.**

**We agree, disagree, love, fight,  
and work together.**

**We belong to each other.**

Please share your family with us so that we can include, validate and celebrate the child's family relationships as part of our day-to-day interactions with your child and all of our children. When we use the word "Parent(s)", we wish to include all adults caring for a Head Start child. We welcome all of you and look forward to developing a rich and supportive relationship with you and your child. Our program does not discriminate on the basis of ethnic group, color, religion, sex, national origin, handicap, ancestry or age.

### ***OHIO HEARTLAND CAC HEAD START STAFF***



**OHIO HEARTLAND CAC HEAD START PROGRAM**

Head Start is a free, developmentally appropriate preschool education and socialization program for eligible 3, 4 and 5 year old children and their families. Parents are encouraged to join Policy Council, Family Connections, and volunteer in the classroom and offices. Ohio Heartland Head Start strives to provide an environment where children are safe and enriched. Opportunities will be provided for children to achieve appropriate educational and social development. Children are encouraged to learn and explore at their own speed in areas that interest

them. We are pleased that you have chosen us to be involved in the growth and development of your children.

### **AVAILABLE OPTION**

The Half-Day Center Option is available for 3, 4 and 5 year old children. The children attend a preschool classroom either in the morning or afternoon for 3 ½ hours Monday through Thursday from September through May. If children attend preschool in the morning from 8:30 AM until 12:00 PM, the children are provided a breakfast at 8:45 AM and a lunch at 11:15 AM. If the children attend preschool in the afternoon from 12:00 PM until 3:30 PM, the children are provided a lunch at 12:15 PM and a snack at 3:00 PM. Transportation is a possibility. The Clearfork Center operates a morning session from 8:00 AM – 11:30 AM and children are provided breakfast at 8:15 AM and lunch at 11:00 AM. The Clearfork Center's afternoon session is from 11:30 AM – 3:00 PM and children are provided a lunch at 11:45 AM and a snack at 2:30 PM. Family involvement is supported by the Family Advocates and all other staff.

### **ADMISSION AND REGISTRATION**

Ohio Heartland CAC Head Start provides a comprehensive Head Start program for children ages 3 through 5 years old. Families must complete a registration application and meet the enrollment requirements. The application must be signed by a parent or a legal guardian of the child.

Children will be accepted into the program depending on available space. If there is no space in the center, you will be offered the opportunity to be placed on a waiting list. Children are accepted into the program on a point system which uses the criteria of income, parental status, age, foster care situations, special needs and other situations.

**Ohio Heartland CAC Head Start does not discriminate on the basis of ethnic group, color, religion, sex, national origin, handicap, ancestry, or age.**

### **OHCAC HEAD START SERVICES PROVIDED**

1. Family Advocates recruit and register the children and provide agency and community resources and referrals for families. The Family Advocates help families obtain the required physical and dental exams. Communication between the Lead Teachers and the parent/guardian is enhanced through Family Advocate home visits. Family Advocates will make a minimum of 4 home visits each year.
2. The Transition Services that are provided include linking community programs and Head Start, linking families and children in the process of moving from community programs to Head Start and linking families and children to public school kindergarten.
3. Education Services include the provision of a developmentally appropriate preschool center experience which includes kindergarten readiness skills. The center education staff provide two parent conferences and two home visits each year.
4. Health/Nutrition Services help parents obtain a physical and dental health exam and follow-up. Vision, hearing, nutrition, mental health and developmental screening are done for each child. Nutritious meals are provided in centers. Safety, self-esteem and nutrition activities are provided.
5. Intervention Services include identification and referrals for children with suspected or diagnosed special needs to community agencies and schools which provide intervention services. Involving the families with the assessment, Individual Education Program (I.E.P.), Individual Intensive Intervention Plan and goal setting for the child is the responsibility of the Intervention Managers and other staff.
6. Mental Health Services are provided through community referrals for children and their families. The Head Start program involves mental health professionals, when needed, to improve the classroom environment for the children.

7. Transportation is a service which may be provided for parent activities and for children attending half-day centers. Your Family Advocate will let you know whether your child will be provided transportation to the center, depending upon the distance from your home to the center.

### **MISSION STATEMENT**

**Ohio Heartland CAC Head Start is dedicated to providing income eligible children and families with quality, comprehensive, developmentally appropriate programs that strengthen families and promote self-sufficiency. The program operates according to applicable regulations, utilizing trained staff, volunteers, parents and a combination of organizational and community resources in an equitable and creative manner.**

### **EDUCATIONAL PHILOSOPHY**

Ohio Heartland CAC Head Start believes that each child, at his or her own developmental level, should be encouraged for their efforts. We recognize the importance of balanced growth so we provide opportunities for mental, physical and social/emotional growth through a variety of creative experiences. We use Creative Curriculum, a research-validated and integrated curricula based on the philosophy that young children learn best by doing. Learning isn't just repeating what someone else says: it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Play provides the foundation for the school learning. It is the preparation children need before they comprehend abstract concepts such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of children. - Diane Trister Dodge

### **DAILY SCHEDULE OF ACTIVITIES**

We provide a variety of play and learning activities for children every day. The teacher in your child's classroom will keep you informed about the activities and events planned for the class. You will find sample daily schedules for your child's option in this Handbook on page 23.

As part of our schedule, we take the children outdoors daily, even in the winter. Outdoor play allows children to strengthen their motor skills and provides a change of scenery and fresh air. Temperatures between 32 and 95 degrees Fahrenheit are suitable for outdoor play, unless there is a wind chill or heat advisory. Our outdoor play periods are shorter at lower temperatures. During cold weather, we request that families send gloves, hats, and warm coats.

### **CURRICULUM**

The most important goal of our early childhood curriculum, Creative Curriculum, is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them **how** to learn, not just in preschool and kindergarten, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

These planned experiences encourage independent thinking, initiative and creativity. We also encourage curiosity, decision making, cooperation, persistence (staying with their ideas), and problem solving. Children also become familiar with basic concepts in beginning reading, writing, numbers, and other areas that prepare them for kindergarten. Our program provides a lending library in each classroom. The children are encouraged to take a book home each day for reading time with their family. Curriculum based in-home activities are provided as a guide for families.

### **GOALS OF CREATIVE CURRICULUM AND THE HEAD START CHILD DEVELOPMENT EARLY LEARNING FRAMEWORK**

1. **Social/Emotional Goals: Social Emotional Development**

**Achieving a sense of self:** knowing oneself and relating to other people, both children and adults.

**Taking responsibility for self and others:** following rules and routines, respecting others and taking initiative.

**Behaving in a prosocial way:** showing empathy and getting along in the world, for example, by sharing and taking turns.

## 2. Cognitive Goals: Math & Science & Approaches to Learning

**Learning and problem solving:** being purposeful about acquiring and using information, resources, and materials. As children observe events around them, ask questions, make predictions and test possible solutions, learning reaches beyond just acquiring facts.

**Thinking logically:** gathering and making sense of the information by comparing, contrasting, sorting, classifying, counting, measuring and recognizing patterns.

**Representing and thinking symbolically:** using objects in a unique way, for instance, a cup to represent a telephone or a broom to represent a horse; pretending, for instance, to be a mommy or a firefighter; portraying the world through charts or pictures, for instance, making a graph to show changes in the weather over time or a drawing to show what happened to a character in a story.

## 3. Language Development Goals: Language and Literacy

**Listening and speaking:** using spoken language to communicate with others, enlarging one's vocabulary, expressing oneself, understanding the oral speech of others, participating in a conversation and using language to solve problems.

**Reading and Writing:** making sense of written language, understanding the purpose of print and how it works, gaining knowledge of the alphabet, writing letters and words.

## 4. Physical Development Goals: Physical Health & Well Being

**Achieving gross motor control:** moving the large muscles in the body, especially the arms and legs, consciously and deliberately. Gross motor control includes balance and stability; movements such as running, jumping, hopping galloping and skipping; and physical manipulations such as throwing, kicking and catching.

**Achieving fine motor control:** using and coordinating the small muscles in the hands and wrists with dexterity. As these fine muscles develop, children are able to perform self-help skills and manipulate small objects such as scissors and writing tools. The achievement of fine motor skills generally lags behind gross motor development.

## 5. Creative Arts Goals:

Creative art is another language children use to express what they know and what they feel. Children reflect their thoughts and emotions through their choices of color, texture, and media. The Art Area is a studio for children's development and learning. When children tear paper or use scissors, they refine small muscle movements. Making lines and shapes with markers are activities that help children develop the fine motor control they need for writing. They learn about cause and effect when they mix colors. Through trial and error, they learn how to balance a mobile and weave yarn. Children often talk about what they are doing and respond to questions about their creations as they engage in art. Teachers can write down what children say about their artwork as a permanent record of the experience.

Dodge, Diane Trister., Colker, Laura J., & Heroman, Cate (2002). *The Creative Curriculum for Preschool*. Washington, D. C.: Teaching Strategies, Inc.

## CHILD/STAFF RATIOS

The Ohio Department of Job and Family Services child care licensing rules has the following state required ratios and OHCAC Head Start will not exceed the following state required ratios:

1:5 or 2:12	Infants (0 – 12 months)
1:6 or 2:12	Infants (12 months – 18 months)
1:7	Toddlers (18 months – 30 months)
1:8	Toddlers (30 months – 36 months)
1:12	Preschoolers (3 years – 4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)

1:18 Schoolagers (eligible for school)

Because we desire to provide a higher level of quality care, we will maintain a 2:18 ratio at all times, which meets the compliance guidelines of the Ohio Department of Job and Family Services child care licensing rules and Head Start Performance Standards. The maximum group sizes are as follows:

18 3, 4, & 5 year old children per classroom center

### LICENSING

Ohio Heartland Head Start Centers are licensed by the Ohio Department of Job and Family Services. Records include, but are not limited to, compliance report forms and evaluation forms from the Health, Building, and Fire departments that inspect each of the centers. Records are available upon request from Job & Family Services, 50 West Town Street, Suite 400, Columbus, OH 43215. The Ohio Department of Job and Family Services' website is <http://jfs.ohio.gov/cdc/providers.stm>. The phone number is 1 (866) 886-3537 toll free for anyone who wants to report a suspected violation by any Head Start Center. A copy of our current license and/or certificate of compliance is posted in each center on the licensing board. **At the end of the handbook, you will find an attachment about licensing and other valuable information. Please take the time to read this information.**

### FEES

There is **no cost** for families for the Half-Day Center option at Ohio Heartland Head Start.

### DAYS AND HOURS OF OPERATION

All Half-Day Preschool Centers, except the Clearfork Center, are open from 8:30 AM until 12:00 PM and from 12:00 PM until 3:30 PM from September 7, 2010 through May 12, 2011. The Clearfork Center is open from 8:00 AM – 11:30 AM and from 11:30 AM – 3:00 PM Monday through Thursday from September 7, 2010 through May 12, 2011.

### HEAD START CALENDAR AND CLOSINGS

#### Severe weather conditions:

In the event of severe weather conditions, Ohio Heartland CAC Head Start will generally follow the Local School District in determining whether or not to close the centers. Families are instructed to listen to local radio and television stations for emergency closing information.

#### Other Emergencies:

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions or other situations which may endanger the safety or health of children and employees, may result in Ohio Heartland Head Start being closed. Families will be notified by telephone, radio, and television stations when these conditions occur. If the closing is during the program day and we are required to relocate the children, you will be advised as to where your child can be picked up.

A Head Start Calendar that lists the dates that the program will be closed is provided at the end of this handbook. We close for certain holidays and for several staff in-service days each year. There may be times when the program may be closed due to severe weather conditions or other emergency situations. Listen to the following radio stations or log onto the computer daily for closings or delays of Head Start classes due to weather, bussing issues, etc.

#### WEB SITE

wncofm.com  
wyht.com  
wqiofm.com

#### CALL LETTERS

WNCO FM  
WYHT FM  
WQIO FM

#### DIAL

101.3 FM  
105.3 FM  
93.7 FM

cruisin100.com		WSWR FM	100.1 FM
foxclassicrock.com		WFXN FM	102.3 FM
kissmidohio.com	KISS	FM	98.3 M-107.7 FM
am1400.com		WMAN AM	1400 AM
wncoam.com		WNCO AM	1340 AM
wmvo.com		WMVO AM	1300 AM
wmfd.com		TV 54	
		WBCO FM	92.7 FM
		WAPO FM	98.7 FM
wmrn.com		WMRN AM	1490 AM

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To get any of the above station web sites or to see the list of school closings that covers all counties, go to OHIORADIO.COM

### ARRIVAL AT CENTER

Children can be brought to the centers at any time after 8:30 a.m. for the morning session or after 12:00 p.m. for the afternoon program. Children at the Clearfork Center can be brought to the centers at any time after 8:00 AM for the morning session or after 11:30 AM for the afternoon session. Although staff are present before 8:30 AM, they are not to have children in the center until 8:30 AM for the morning session or until noon for the afternoon session as they need time to prepare for the day. All children must be accompanied by an adult when they arrive or depart. Children are to be brought to their classroom and the adult will sign the attendance log indicating the time the child arrived or departed. At the time of drop off, parents are asked to make contact with their child's teacher to ensure that staff are aware that the child has been dropped off. An adult must accompany the child from the vehicle into the Center. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent/guardian departs.

We provide transportation, when possible, for eligible children enrolled in the half-day centers. The Bus Driver for your child will give you a time frame as to when to expect the bus. We may change the schedule from time to time and you will be notified, in advance, of any change to the schedule. An adult must accompany the child to the bus and must be present when the child boards the bus. If the child is not at the bus stop at the scheduled time, we will assume the child is not attending that day. Please remember to put the Stop and Go sign that you were given on the initial home visit in your window so that the Bus Driver does not have to wait if your child is not going to ride the bus.

### CHILD ENROLLMENT AND HEALTH INFORMATION

A Parent/guardian will be asked to complete a Child Enrollment and Health Information Form. **This form lists two emergency contact people for us to call in the event that your child becomes ill or a medical emergency arises.** Head Start and the Ohio Department of Job & Family Services Licensing require that this form be updated regularly. If you or your contacts have a new address, phone number, different emergency contact people, etc., please inform your child's Lead Teacher or Family Advocate. We will not be able to reach you in an emergency if all of your contact numbers are no longer in use. Failure to keep emergency contact numbers updated may result in your child's temporary removal from the center.

**NOTE: The two emergency contact people must not reside with the parent/guardian, and must have a working phone number and reliable transportation.**

### NOTIFICATION WHEN CHILD WILL BE ABSENT

Families **must** call the center whenever a child is not going to attend. Families should call their child's Lead Teacher between 8:00 a.m. and 8:30 a.m., so that we can put a stop on the lunch order for children enrolled in the morning session. Families should call their child's Lead Teacher by 10:00 a.m., so that we can put a stop on the lunch order, for children enrolled in the afternoon session. Families should call to let the center know about any lengthy illness, so that the bus won't stop at your home until the child is well.

### BUS TRANSPORTATION

Transportation by school bus to the Head Start Centers may be provided to families. Families may arrange to transport their child by private vehicle if they desire the center option and live outside the normal bus routes.

**Families who desire to use Head Start transportation must follow these rules:**

1. A person (age 16 or over) must walk the child to the bus every day when the bus arrives and sign the Bus Attendance Form. The person may be between 13 to 16 years old with special parent permission on file and identification. When the bus brings the child back home at the end of the day, an authorized person who is listed on the Child Enrollment and Health Information Form or on the Transportation Change Agreement must receive the child and sign the Bus Attendance Form. **No Child** will be released to a person who is not on the list. Any child who is taken to a sitter or child care center must be met at the bus by an adult on the child's Child Enrollment and Health Information Form. **Any individual who signs a child off the bus must have a valid identification that includes a picture.**
2. Children must be seated in an appropriate booster seat/harness if under 5 years old or under 50 pounds. Appropriate booster seats and harnesses are provided. All children must remain in their seat belts.
3. The bus will arrive at approximately the same time each day once the route is well established. Please be home at least 1/2 hour before your child is due to arrive home. Please listen to your local radio station **EVERY** morning for weather or other delays.
4. Please have your child dressed and ready to go out the door **BEFORE** the bus arrives.
5. Please - no food, gum, drinks, toys or dangerous objects should be sent with the child to the center. Check pockets and book bags before putting the child on the bus.
6. Please - do not send a sick child on the bus. Bus drivers are not required to bring a sick child back home, so you will be called to come to the school to get your sick child.
7. If you have an emergency and cannot be home to meet your child, arrange for a person on the Child Health and Enrollment Form or the Transportation Change Form to be there. If no person will be there, call the Lead Teacher and she will contact the Bus Driver. The child will be taken to the main office in their county where someone on the Child Health and Enrollment Form or the Transportation Change Form may pick up the child.
8. If the Bus Driver finds no one at home, your child will be taken to the Ohio Heartland CAC Head Start office. Family Advocate staff will call the emergency contacts. **If no one can be found to pick up your child, your child will be taken back to the county office and Children Services or the local police department will be contacted to take care of the child.**
9. Please prepare your children for their ride on the bus. Please review the following bus rules with your child: they are to be quiet and help listen for trains at the railroad crossings, they will need to stay in their seat belts at all times and they will need to keep their hands and feet to themselves.
10. Bus evacuation drills will be held monthly.
11. If you choose to transport your child, before leaving the child at the center or removing your child from the center, the authorized adult must sign the child in and out of the classroom.
12. Your child will only be picked up or dropped off at the designated location listed on their current Child Enrollment and Health Information Form or Transportation Change Agreement Form. **IF THERE IS A CHANGE IN THE LOCATION OF PICK-UP OR DROP-OFF, a Transportation Change Agreement Form must be completed and given to the Bus Driver FIVE DAYS prior to the change.**
13. **No food is allowed to be transported on OHCAC buses due to safety regulations.**

**DEPARTURE FROM CENTER**

All children must be picked up either at noon for the morning class or by 3:30 p.m. for the afternoon class. Children will be released only to adults who are listed on the Child Enrollment and Health Information Form, the Routine Transportation Permission Release Form or the Transportation Change Agreement Form. We require the names and telephone numbers of any adults who may pick up the child.

We do not permit you to add or delete names on the Child Health Enrollment Information or the Routine Transportation Permission Release Form by telephone. The parent/guardian must complete the Transportation Change Agreement Form. You are welcome to update it at any time.

**Children will not be released to anyone under the age of 16, unless parent permission is listed on file.**

Any adult who picks up your child will be asked to provide positive identification to the staff. **If the individual does not have photo identification, we will not be able to release the child to them.**

The adult will be required to sign the attendance log indicating the time the child was released from our care. At the time of pick up, parents are asked to make contact with their child's teacher to ensure that staff are aware that the child has been picked up. Once the child has been released, we require that the adult and the child promptly leave the Center. For liability insurance purposes, we cannot be responsible for children once they have been released from our care.

Parking is provided for adults who are picking up a child. Please advise the adult who is picking up your child where they can park.

Anyone picking up a child that is required to be in a car seat, must have a car seat in their vehicle. We are required to report incidents where children are not in car seats to the police and/or Children Services.

Be advised that we will not release a child to anyone who appears to be under the influences of drugs or alcohol. We will contact the police in circumstances where, in our judgment, the individual who has come to pick up the child appears to be under the influence. We may contact the parent or legal guardian to make alternate pick up arrangements, if any other adult has come to pick up the child. We will also report these incidents to Children Services.

### **COURT ORDERS AND YOUR CHILD**

You must speak with the Family Advocate if your child is covered by a Custody Order or other Court Order. A current copy of the Custody or Court Order must be given to the Family Advocate at the time your child is enrolled in the program. Any updates must be provided as needed.

**Except as specifically modified or otherwise limited by Court Order, and subject to ORC 2301.35 (G) (2) and 3319.32 (F), the non-residential parent is entitled to access under the same terms and conditions as the residential parent to any record that is related to the child and to which the residential parent is legally provided access, including school records. Any keeper of a record, public or private, who knowingly fails to comply with this order, is in contempt of court.**

Both parents shall have access to the children's school records. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs and other school events in which parents are invited to participate, unless a Custody Order or Court Order denies participation.

### **CLOTHING**

Our curriculum includes playtime and floor exercises, so we strongly recommend that the children be dressed in comfortable play clothes and tennis shoes. We **strongly discourage** children from wearing flip flops and sandals because they cannot run and climb as well and other children may step on their feet.

It is also important that children are dressed in clothing that they can manage. When it is age appropriate, the child should be able to use the restroom without requiring staff assistance and be able to dress for the outdoors. The children will spend time outdoors and should have clothing that is suitable for the weather. When it is cold, they will need gloves, hats and coats.

We want to keep every child safe while they attend our program. Therefore, we request families observe the following rules about clothing and attire:

Children should not wear clothing that has stringed hoods.

Children should not wear jewelry such as rings or earrings that can fall off and become a choking hazard or necklaces, bracelets or other chains that can be a strangling hazard.

### **CLASSROOM MATERIALS AND SUPPLIES**

You can volunteer to save items and materials from home for art and craft activities in the classroom. We are always in need of paper and other little craft items for use in the classroom. If you know of someone who has paper to donate, please let the Lead Teacher know. All necessary supplies will be provided by the Head Start program, but little extras can add to the fun.

### **MEALS, SNACKS AND BEVERAGES**

If children attend preschool in the morning from 8:30 AM until 12:00 PM, then the children are provided a breakfast at 8:45 AM and a lunch at 11:15 AM. If the children attend preschool in the afternoon from 12:00 PM until 3:30 PM, then the children are provided a lunch at 12:15 PM and a snack at 3:00 PM. If your child has any dietary restrictions, please inform your Family Advocate and the Lead Teacher and an Individual Health Plan will be developed for your child. Menus will be sent home so that you are aware of what your child will be eating at Head Start.

Families are required to observe the following rules about food and beverages when bringing in any pre-planned treat:

1. Bring beverages in a sealed non-breakable container. Positively no glass or opened containers will be allowed.
2. Snacks should be nutritious and low in sugar. Families should avoid providing cookies and candy for snacks.
3. Bring food children can manage on their own.
4. **Peanut Butter is not permitted in our program due to the significant number of children with peanut allergies.**
5. No food is allowed to be transported on OHCAC buses due to safety regulations.

### **HOLIDAY CELEBRATIONS**

Our program does not celebrate holidays that are religious in nature. Rather than celebrate these holidays, we do have group activities. We will have Family Involvement Activities each year. These activities will be provided in each county and may include seasonal festivals and picnics. Families will be provided with specific information about each of the activities in advance so they can make plans to attend.

Our program does not provide for formal recognition of children's birthdays. If the family wants to provide a healthful snack in honor of their child's birthday, please plan the occasion with the Lead Teacher in advance.

We will make accommodations for children when religious or cultural conditions prevent the child from participating in these birthday celebrations. Please advise the Lead Teacher if you want accommodations for your child.

### **FIELD TRIPS**

Ohio Heartland Head Start takes the children on field trips a few times each year. In the past, we have visited fire stations, restaurants, police departments, farms, etc. Families will be advised about field trips and will be required to sign permission slips in order for their child to participate.

Children are transported to field trips by school buses. Before departing the center, we will count all the children and they will be listed as present on their classroom attendance sheet that the teacher will take with her/him. Upon arrival at the destination, we will again count the children to assure that all of the children have arrived safely. We will repeat this process upon leaving the destination and returning to the center. During the course of each field trip, each staff member will have specific children that they are responsible for supervising. There is a limited amount of space on each bus for adults and these seats are occupied by our staff. We will ask for volunteers prior to the field trip. Families are encouraged to join us as volunteers on our field trips, but you will be required to provide your own transportation to the field trip destination. Before any child participates in a field trip, the center will obtain written permission from the parent. We do not permit children who are **not** enrolled in our program to participate in field trips. Children may walk on short field trips. **We will not take children to any field trip destination that has any body of water that is two feet deep or deeper.** We

will have a cell phone with the staff at all times on any field trip so that if an emergency arises, the staff can contact emergency services. The Bus Driver of our school bus will also stay with the children during the field trip to provide additional supervision.

## DISCIPLINE POLICY

**Head Start Staff shall be responsible for the administration of all discipline in the Head Start Program. All specifications in Rule 5101:2-12-22 apply to all the persons at the center.**

Knowing that preschool children do not always have the necessary life experiences to express their feelings appropriately, Head Start staff shall implement a supportive method of disciplining.

**All Head Start Staff will use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances; such as:**

- (a) setting clear limits
- (b) redirecting the child to an appropriate activity
- (c) showing children positive alternatives
- (d) modeling the desired behavior
- (e) reinforcing appropriate behavior
- (f) encouraging children to control their own behavior and cooperating with others and solving problems by using their words
- (g) intervening before a problem arises
- (h) talking with the child concerning alternate ways of dealing with the problem

**Head Start staff members will not:**

- (a) abuse, neglect or endanger children
- (b) utilize cruel, harsh, unusual or extreme techniques
- (c) utilize any form of corporal punishment
- (d) delegate children to manage or discipline other children
- (e) discipline a child for failure to eat or for a toileting accident
- (f) withhold any food, including snack or treats, rest or toilet use
- (g) use physical restraints on a child or physically restrain a child in any way, including placing a child in a booster seat or car seat when that child is not required to be in a booster seat or car seat
- (h) leave a child unattended or place a child in a locked room or confine a child in any enclosed area
- (i) humiliate, threaten or frighten children
- (j) subject children to profane language or verbal abuse
- (k) make derogatory or sarcastic remarks about children or their families
- (l) punish an entire group of children due to the unacceptable behavior of one or a few
- (m) isolate and restrict children from all activities for an extended period of time
- (n) Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control. 1. **Prone restraint of a child is prohibited.** Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position. 2. Prone restraint includes physical or mechanical restraint.

## DISCIPLINE PHILOSOPHY

We are working to promote peaceful families and to teach our Head Start children to settle their differences in a non-violent manner. Parent/guardian(s) and other adults who are responsible for the daily care of children can help us in our effort to promote peaceful families and peaceful children by avoiding the use of hitting, name-calling and other violent methods of discipline at home. Talk with your children and use natural consequences for inappropriate behavior. Children learn what they live. If children live with violence, they will become violent. Let us all work together toward a more peaceful society through teaching our children with peace and love.

## BEHAVIOR GUIDANCE PROCEDURES

A primary task of our preschool teachers is to assist the children in learning how to appropriately express his/her feelings and get his/her needs met. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures.

**Positive Modeling and Reinforcement** - Staff will model acceptable behavior at all times that is consistent with the behavior expected from the children. For example, if children are expected to speak in a quiet voice, the teacher will not yell to get the children's attention, but will use a firm, quiet voice. Staff will use guidance techniques that are developmentally appropriate for the children they work with. Examples of developmentally appropriate guidance techniques are listed below:

- \* Positive redirection by removing the child and giving them an appropriate activity
- \* Commenting on the child doing the "right" thing
- \* Give the child a choice of some acceptable activities
- \* Discuss the child's feelings and supply him/her with words of expression.
- \* Let the child know what they can do, instead of saying No, you can't do that.
- \* Provide immediate, consistent and related consequences for the child's unacceptable behavior.

In addition, activities planned for children in the Head Start Program will be developmentally appropriate. A major cause of behavior problems in children is frustration, such as the feeling a child has when asked to complete a task that he/she is not yet capable of accomplishing.

**Redirection** - The best way to avoid conflict in the center is to provide appropriate supervision. It is not enough to have an adequate adult to child ratio; the adults must be strategically positioned in the center.

We will consider an Individual Intense Intervention Team meeting, including participation from the parent, for a child who displays habitual inappropriate behavior and who presents a direct threat to the safety of other children, the staff or themselves. Your child may be affected by the behavior of another child. The staff will advise you if there is any accident or injury. However, we cannot discuss another child or their behavior with you because of the child's and the family's right to privacy.

**Biting** - You will need to be aware that some children go through a biting stage. Although biting is undesirable, this is a normal developmental process. If a child does bite, we remove the child from the other children for a short period of time and tell the child We don't bite our friends or Biting hurts.

In order to protect the privacy rights of our children, we will not release information to any family member regarding the identity of a child involved in a biting incident. However, we will advise you of your child's involvement in such an incident through a standard incident report. Please do not ask our staff to violate another child's privacy rights by asking who bit your child or who your child bit.

We will consider an Individual Intense Intervention Team meeting for children who become habitual biters and who present a direct threat to the safety of other children. We will carefully consider each situation and determine the plan of action while including consultation with the parents. The plan that is developed would be consistent with the requirements of Rule 5101:2-12-22 ORC. We understand the biting incident may have been traumatic for you and your child, however, we cannot agree to demands of dismissal of a child who bites.

### **FAMILY AND TEACHER CONFERENCES**

Classroom staff will keep families up-to-date on the child's progress and interests during informal conversations during drop-off and pick-up times. The classroom staff will schedule an initial Home Visit, two Family/Teacher Conferences and a mid-year Home Visit. Staff and the family will share information, address concerns and assess the child's skills and readiness to move on to the next level.

There may be other times when the classroom staff will request a conference with the family to address an issue of particular concern. If a family has a concern that they would like to discuss in a conference with the classroom staff, they should notify the Lead Teacher who will schedule the conference as soon as possible.

### **FAMILY AND COMMUNITY PARTNERSHIPS**

Family and community members are welcome to volunteer in our program. We use volunteers in the classroom and for other activities. If you have an interest in volunteering, please speak to your Family Advocate or Lead Teacher.

It is the belief of Ohio Heartland CAC Head Start that the parent is the child's first teacher. As parents become even more self-sufficient, building on their strengths and abilities, they can teach their children to become self-sufficient, productive, successful adults! We work with the child's entire family in supporting family goals.

Family Advocates are assigned to each family with a child in a Head Start center. Family Partnership Agreements are completed and goals are set. Throughout the year, your Family Advocate will visit you in your home a

minimum of four times to bring you needed information, resources and to make necessary referrals as needed to help you meet your family's goals.

## COMMUNITY RESOURCE GUIDE

Each family in Head Start receives a Community Resource Guide from their Family Advocate on their first home visit. The guide lists resources and community services available in your county. Your Family Advocate can assist you in using this guide.

## FAMILY INVOLVEMENT

The Head Start program depends on many people working together, sharing their talents, knowledge and energy, so that the children can receive the greatest benefits. The more that you, as the child's family, can invest in the program, the better our program will be.

Lead Teachers will meet with the child's family four times each year for two conferences and two home visits. Parents will be provided with a copy of the child's progress at least twice a year. Parents/Guardians are encouraged to volunteer time in the classrooms as often as possible.

Family Connection meetings will be held monthly. At these meetings, family and staff will discuss center, and community concerns and suggestions. Speakers will present topics of interest chosen by the participants and a craft or activity will be scheduled. Child care is provided and transportation is a possibility. Information about Family Connections will be sent home in your child's book bag.

Policy Council is the advisory board of the Head Start program. Parents, guardians, and community volunteers meet monthly to plan for the future of Head Start. Grants are reviewed, decisions are discussed, and workshops are presented. The meetings are held on the second Thursday of each month at the First United Church of Christ, 248 Harding Way East in Galion, OH. Child care is provided and transportation is a possibility. Informational flyers will be sent home in your child's book bag. Plan to attend and become involved with your child's future.

The Parent Buck System is a program for parents/guardians to earn Parent Bucks by volunteering in the classroom, serving on Policy Council, attending Family Connections meetings, by keeping scheduled home visits, by reading to their children, etc. Parents can redeem Parent Bucks for merchandise in our Parent Stores or trade them for Meijer gift cards.

## CLASSROOM OBSERVATION & VISITATION POLICY

The Open Door Policy that we have at OHCAC Head Start means that the centers are open to those individuals that are listed on a child's Child Health & Enrollment Form as Emergency Contacts or on the Transportation Change Agreement as Additional Release Persons(s). If an individual comes to the center and wants to visit the classroom, center staff check the Child Health & Enrollment Form for Emergency Contacts or the Transportation Change Agreement Additional Release Persons(s) to see if that individual is listed, along with the person's picture identification. If the person is not listed on any of those forms, then that person will not be allowed to come into the classroom until the legal parent/guardian adds that individual to the Transportation Change Agreement. **Due to ODJFS licensing rules, siblings/friends are not allowed into the classrooms at any time for any visits or programs regardless of their age.**

For example, if a parent is listed on the Child Health & Enrollment Form and they want to bring a girlfriend/boyfriend with them to eat with the child for "Munch with Moms" and that person is **not** listed on the Child Health & Enrollment Form, then the parent can come but the girlfriend/boyfriend cannot come to the center for the activity.

If an Unauthorized Release Person or an individual not listed on the child's Child Health & Enrollment Form or on the Transportation Change Agreement as an Additional Release Persons(s), attempts to enter the center the person will be asked to leave. If the person refuses to leave, the police will be called immediately.

Any College Student that needs to observe a Head Start classroom as part of a requirement for their college class may be permitted to observe a classroom with permission from the Child Health & Education Director. The individual will not be able to choose the center that they observe.

## MY RESPONSIBILITIES AS A MEMBER OF THE HEAD START FAMILY

- To become involved as much as possible in the Head Start program and to take part in policy decisions.

- To use Head Start as an opportunity through which I can improve my life and that of my child/children.
- To work with Teachers and Family Advocates and other staff to discover ways in which we can help my child/children with continued development.
- To work with Teachers and Family Advocate staff and other families in a cooperative and productive way.
- To guide my child/children with firmness that is both loving and protective.
- To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs which help to improve health, education and recreation.

**Head Start is a family program that depends on the participation of the family to ensure the success of the child and this program.**

**How can you get involved?** We are glad you asked! Here are just a few suggestions:

- |                                    |   |
|------------------------------------|---|
| Serve on Policy Council            | Serve on the Head Start Advisory Board    |
| Be a Classroom Volunteer           | Share Talents/Hobbies                     |
| Attend Family Connections Meetings | Meet with Teachers to Plan for Your Child |
| Plan Homework Activities           | Assist on Field Trips                     |
| Contribute to Newsletters          |   |

### TRANSITIONS

Transitions involve meeting new people, going to new places and adjusting to new schedules. Families encounter many transitions throughout their life. Most children adjust easily to attending Head Start and leaving their family for a short period of time. However, there are some children, who experience difficulties, this is normal. There are services and staff available to help you and your children. See your child's Lead Teacher or your Family Advocate with any problems.

The Family Advocate Manager works with families, community and all Head Start staff to provide transition opportunities and activities for children and families.

### HEALTH/NUTRITION AREA

Each Head Start family is assigned to a Health/Nutrition Manager. Your Health/Nutrition Manager works with your Family Advocate and Lead Teacher to meet the following goals of the Head Start program:

- \* Provide a comprehensive program including a broad range of medical, dental and nutrition services.
- \* Provide health education for families and children, to teach healthful habits, hand washing, teeth brushing, exercise, general hygiene, and healthful eating.
- \* Promote preventative health services and early intervention.
- \* Link families to an on-going system of health care.

**MEDICAL/DENTAL:** Physical examinations and dental examinations are required by Head Start guidelines. A complete medical, dental, and developmental history must be on file for every Head Start child. All medical work and follow-up require signed parental permission.

After all other methods of payment have been explored; some funds are available for those families without insurance or medical cards. Contact the Health/Nutrition Manager for information on how to make arrangements for Head Start funded examinations. Transportation to appointments may be arranged.

Parents will receive a summary of all health services that your child has received during the year to keep for your own records. At the time of registration, you will be asked to sign a Release of Information Form giving OHCAC Head Start permission to release copies of your child's file to the appropriate school.

**SCREENING:** Screening in the areas of vision, hearing, development, speech and growth are provided, including follow-up and referrals for services. Parents are notified when a health screening will take place and receive results of each screening.

**NUTRITION:** Children receive nutritious, balanced, USDA approved meals that meet at least 1/3 of the daily need. Children who attend morning classes will receive both breakfast and lunch. Afternoon classes will receive lunch and a nutritious snack. In accordance with Federal law and U.S. Department of Agriculture policy, this

institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**FOOD ALLERGIES/SPECIAL DIETS/MEDICATION** - A written doctor's notice is required for children with allergies or special food needs or the need to receive medicine while in Head Start Centers. The doctor will complete the Request for the Administration of Medication by Child Day Care Personnel form available at the center. The Health/Nutrition Manager will develop an Individual Health Plan for allergies to food or insects so that parents and staff can have in writing what is to be done and by whom.

If there are special food needs or restrictions due to cultural or religious preferences, the parent/guardian must complete the Special Diet Statement for Children with Cultural/Religious Preferences Form. The Health/Nutrition Manager will send the form to the parent/guardian if the information is noted on the child's Health History.

**Prescription medications are only administered when:**

- \* It is in the current prescription container/bottle
- \* It is labeled by the pharmacist with the child's name, physician's name, name of the medication, dosage instruction, etc.
- \* A written consent form is signed by the parent or legal guardian
- \* All medication is in containers with child-resistant caps
- \* Prescription medication has instructions for storage
- \* The medication has not exceeded the expiration date on the container
- \* Medication is given to the classroom staff by the adult who accompanies the child.

**Medications cannot be transported on a Head Start Bus.**

Staff will complete a medication log when the medication is dispensed. The log will include the type of medication, the time dispensed, the amount dispensed, and the name of the staff member who dispensed the medication.

**MANAGEMENT OF COMMON ILLNESS AND COMMUNICABLE DISEASE**

Each child shall be visually checked daily by center staff for the symptoms of common childhood and communicable diseases before entering the group. If children enrolled in a center are exposed to a communicable disease, parents will receive written notification in the child's book bag. Communicable disease charts describing signs and symptoms will be posted in each classroom. All Head Start staff are required to be trained by an Ohio Department of Health approved person in the recognition of communicable disease, proper hand washing, and disinfecting procedures.

**\*\*DO NOT SEND YOUR CHILD TO HEAD START IF HE/SHE IS DISPLAYING ANY OF THE FOLLOWING SIGNS OR SYMPTOMS\*\***

1. Diarrhea. (More than one abnormally loose stool within a twenty-four hour period.)
2. Severe coughing causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis/Pink eye: redness of eye or eyelid, thick & purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
6. Temperature of one hundred degrees Fahrenheit taken under the arm when in combination with any other sign of illness.
7. Untreated or infected skin patches or unusual spots or rashes.
8. Unusually dark urine and/or grey or white stool.
9. Stiff neck with elevated temperature
10. Vomiting more than one time or when accompanied by any other sign or symptom of illness
11. Sore throat or difficulty in swallowing.
12. Evidence of lice, scabies or other parasitic infestation.

A child with any of the above signs or symptoms of illness shall be immediately isolated in a separate area within the classroom. A cot and blanket shall be kept in this area to be used, as necessary. A parent, guardian or emergency contact person will be notified and will be required to pick the child up immediately. Make sure Emergency Contact numbers are always current. We ask that you not bring a sick child to the center. They will be sent home. Please also plan ahead and have a back up care plan in place if you are not able to take time off from school/work.

**\*\* A CHILD MUST BE FREE OF ANY OF THE ABOVE SYMPTOMS FOR AT LEAST 24 HOURS BEFORE RETURNING TO THE CLASSROOM \*\***

Ohio Heartland CAC Head Start policy states that when a child has been ill with a communicable disease, he or she will be re-admitted to the center when the doctor states that the child is well. In case of a common illness, the parent and teacher can agree when the child can be returned to the center. It is very important that you notify your child's teacher if your child or anyone in your household has a communicable disease.

In the event that a staff member is ill with a communicable disease, Ohio Heartland CAC Head Start policy states that the staff member will be excused from working with children and a qualified substitute will be brought in for the required period of time.

### **EMERGENCY PROCEDURE**

In case of an emergency, the following procedure will be followed:

1. If a child receives a minor injury, the teacher shall administer first aid as appropriate.
2. If the injury appears to be serious, the teacher will administer emergency first-aid while the other staff person telephones the emergency squad and the child's parent(s) or guardian(s).
3. The child's health records, including the Child Health and Enrollment Form, shall accompany the child if transport to the hospital becomes necessary.
4. A copy of the Child Enrollment and Health Information Form is located on the buses in case of a bussing accident.
5. If a child becomes sick or has a medical emergency while on the bus, the bus will find a safe spot to stop and call 911 using the cell phones provided to every Bus Driver. Bus Drivers are required to charge their cell phones every night.

**If you do not want your child to be transported in event of an emergency, please fill out and sign the refusal section of the Child Enrollment and Health Information Form.**

### **IMMUNIZATIONS AND HEALTH RECORDS**

**IMMUNIZATION** : A child who has the following immunizations may be placed in OHCAC Head Start: **1- DPT, 1- Hib, 1-Hepatitis B, 1- Polio and 1 MMR** . Within thirty days, the child must receive the next scheduled immunizations to stay in the classroom. If the child does not receive the scheduled immunizations, he/she will be excluded from the classroom beginning the day following the scheduled day for the immunizations. If the immunizations are not received during the next two weeks, the child will be put on the wait list and not allowed to re-enter until written evidence of the immunizations is shown and a classroom spot is available. **A copy of your child's immunization record must be on file.**

#### **HEALTH RECORDS:**

All health records shall be received from the parent and shall include:

1. The child's physical examination form, signed by a licensed physician or a nurse practitioner.
2. Written, signed and dated instructions from a licensed physician to administer medication, vitamins, or special diets, as necessary.
3. Immunization records.
4. A list of any allergies and any special precautions or treatments indicated for these allergies.
5. A list of medications currently being administered to the child.
6. A list of the diseases the child has had.
7. The name, address, and telephone number of the child's physician.
8. A list of chronic physical problems and history of hospitalization.
9. An emergency medical authorization.
10. Any written health information provided to the center by the parents after the child's enrollment.

All health records are confidential and shall be kept in a locked file cabinet in the classroom.

First aid kits are available in each classroom and on all buses/vans. Staff take first aid kits and emergency contact forms on all outings.

Staff are required to receive in-service training in the areas of First Aid, Communicable Disease, Child Abuse and Neglect, Hand Washing and Disinfecting, CPR, and Child Development. Parents will be invited to attend in-service training.

### **SAFETY AND EMERGENCY EVACUATION**

Ohio Heartland Head Start strives to keep every child safe while they are in attendance. We have regular fire drills in accordance with state law. We also have drills for other emergency situations.

In the event of an actual emergency the children and staff will be relocated to a predetermined safe site. Families will be notified that the children have been relocated and should report to that location to pick-up their child. In the event the nature of the emergency does not allow us to relocate the children, families are asked to comply with the instructions of emergency workers. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child.

### **SAFETY OF CHILDREN**

- Children are never to be left alone at any time.
- All centers are equipped with a telephone that is in working order.
- Each center must have a written plan posted with instructions to follow during fire and weather emergencies.
- A completely supplied First Aid kit will be located in the center and on the bus and will be taken on all field trips.
- Every employee working with children will sign a non-conviction statement as required by the Ohio Department of Job & Family Services.
- Children taken on field trips shall have identification on them specifying the administration office name, address and telephone number.
- Each child's Child Enrollment and Health Information Form and health record will accompany the group on any trip away from the center.
- Use of aerosols shall be prohibited when children are in attendance at the center.
- Rosters of the names and telephone numbers of the parents or guardians of children attending the center are available upon request. The rosters will not include the name or telephone number of any parent who requests not to be included.
- Any parent, custodian or guardian of a child enrolled in a Head Start classroom shall be permitted unlimited access to the classroom during the hours of operation for the purpose of contacting their child/children, evaluating the care provided by the staff or evaluating the facility. If there is a court order specifying that a parent may not have access to their child, OHCAC Head Start will follow that order. Upon entering the premises, the parent or guardian shall notify the administrator/Lead Teacher of his/her presence. Unauthorized persons will not have access to the center.
- There is always one staff member present who has received training in First Aid, Communicable Disease, CPR, Child Abuse, and OSHA Regulations. In the case of a minor accident or injury, staff will administer basic first aid. If the injury is more serious, first aid would be administered and the parent/guardian would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their personal vehicles, only parent/guardians or the EMS can transport children in emergency situations.
- Children will not participate in swimming activities or go to any swimming pools while at Head Start.

An incident report will be completed and given to the person picking up the child if the child:

1. Has an illness, accident, or injury which requires first aid
2. Receives a bump or blow to the head
3. Has to be transported by emergency squad
4. Has an unusual or unexpected event happen which jeopardizes the safety of the child

***If a child requires emergency transportation, the incident report shall be available within twenty-four hours after the incident occurs and the Ohio Department of Job and Family Services will be faxed a copy of the incident report.***

**RELEASE OF INFORMATION:** This form will be signed by a parent or guardian before any information is shared with other agencies.

**FIRE AND TORNADO DRILLS:** These are part of our safety program. Centers are required to do one fire drill per month and one tornado drill per month throughout the year.

**CRISIS/BOMB THREAT PROCEDURES:** These are located in each classroom in the Crisis section of the

Education Binder and in the red Crisis binder.

**In the unlikely event that there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact parents as soon as the situation allows. An incident report would be provided to the parents in the above cases.**

Telephone numbers shall be posted for the following emergency services: Hospital, Fire Department, Emergency Squad, Police Department, Children Services, and Poison Control Center.

**ATTENDANCE:** Regular attendance and punctuality are important to the progress of a child. Children learn best when they attend school regularly.

**TELEPHONE USAGE:** We ask that you call the center only in an emergency, while the children are in attendance, as the teaching staff need to be attentive to all of the children. You can contact the teacher after the children are on the bus at 3:30 p.m. to set up an appointment or discuss a concern.

**BOOK BAGS:** All classroom supplies are furnished for your child. Sending supplies is not necessary. It may be wise to buy a small book bag for your child to carry papers and notes to and from school on a daily basis.

### **INTERVENTION AREA**

All children with a suspected special need must meet Head Start Performance Standards and eligibility criteria. Certified and/or licensed individuals working with children in the area of special needs must make the diagnosis of a special need. Head Start provides a diagnosis form for these professionals to complete before special needs services may be offered. If you have any questions, please call the Intervention Manager. Head Start serves children with diagnosed special needs at many center sites.

The objectives of the Intervention program include:

- \* screening all children to detect possible special needs
- \* referring children for assessment and evaluation, when necessary
- \* developing plans to meet the individual needs of any child with special needs
- \* providing support for families
- \* coordinating services for children in Head Start who participate in other programs
- \* networking with other agencies and programs for the purpose of recruitment and referrals
- \* providing training for Head Start staff and families

**Mental Health:** Mental Health referrals are available for staff, Head Start families and children. A drug free program is provided to all staff, including training, random drug screening and referrals.

### **PROGRESS REPORTS**

Ohio Heartland Head Start tracks the progress of the children in different areas of growth. The assessment we utilize is called Creative Curriculum. The data gathered from the Creative Curriculum Assessment is used to improve the activities and curriculum for the children. Your child's teacher will share Creative Curriculum progress reports with you during the year. The progress report will show you what your child has been doing at Head Start and what your child is ready to learn next.

### **CONFIDENTIALITY**

The individual dignity of children, families, and employees will be respected and protected at all times in accordance with law. Information about children, families or employees will not be divulged to anyone other than persons who are authorized to receive such information. The policy extends to both internal and external disclosure.

Staff are not permitted to give a family any information about another child or family in the program, this includes even those situations that appear evident, such as discussing why a child uses a wheelchair. Staff may not openly discuss a matter about another child with you, including information about an incident in which your child was involved. For example, staff cannot tell you who bit your child. They can only tell you that your child was bitten. Please do not put staff in the position where they may violate policy and be subject to disciplinary action by asking for any information about another child.

Ohio Heartland CAC Head Start will only release information about your child with written parental/guardian consent. If you want records provided to another facility or school, you must sign a Release of Information Form before we will provide the information. Release forms are available upon request.

Staff are also strictly prohibited from discussing confidential information about another staff member. For

example, there may be a time when an employee is absent from the center. The absence could be due to a serious health condition or even termination. Staff may not discuss this information with you. If you have concerns about a staff member, you should discuss them with the Head Start Director.

Our staff is trained regularly about confidentiality. We will do everything to protect your child and your family's right of privacy and ask that you respect the rights of others.

### **REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

Our staff is required by state law to report any suspicion of child abuse or neglect. Staff who fail to make a report of suspected abuse or neglect are subject to disciplinary action, including termination, and may also be subject to criminal prosecution.

Our staff is trained regularly about abuse and neglect and about their obligation to report suspected abuse or neglect.

Staff are to use good judgment in discussing their suspicions with a family or disclosing that a report was made. Reports of suspected child abuse or neglect are made to the local Children Services Board. If you have questions or concerns about this policy, please contact the Family and Community Partnerships Director.

### **COMPLAINT/DISPUTE AND GRIEVANCE PROCEDURE**

If you are dissatisfied with a Head Start service, you may file a written complaint by reading the OHCAC Complaint/Dispute and Grievance Procedure and filling out the Complaint/Dispute and Grievance Form. Contact your Lead Teacher or Family Advocate for this information.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's Lead Teacher or Family Advocate. If you do not feel comfortable talking directly to your Lead Teacher, then you may address your concern to the Child Care Administrator.
2. The Child Care Administrator, (whose hours of availability are listed at each center), the Education Manager or the Advocate Manager
3. Child Health and Education Director, Paula Langenderfer, at (740) 387-1039 ext. 120
4. Family and Community Partnership Director, Diane Howard at (740) 387-1039 ext. 126
5. Head Start Director, Debbie Schuster, at (740) 387-1039 ext. 128

### **Code of Conduct**

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We believe that people are individuals who have different thought processes. It is the role of every person at Ohio Heartland CAC Head Start to treat staff, families and children with respect and dignity. We expect that all adults in our program settings conduct themselves in the following manner:

With **Courtesy**

With **Respect**

With **Patience**

By **Dressing Appropriately**

By **Treating** people the way they want to be treated

By **Modeling** how we want our children to treat others

By **Acknowledging and Celebrating** the cultures and practices of all people and families.

Under no circumstances will the following behaviors be allowed:

Physical or verbal **punishment** of children

**Threats** to staff or parents/guardians

**Swearing and cursing**

**Smoking**

**Quarreling, verbal fighting, or yelling** at staff or others

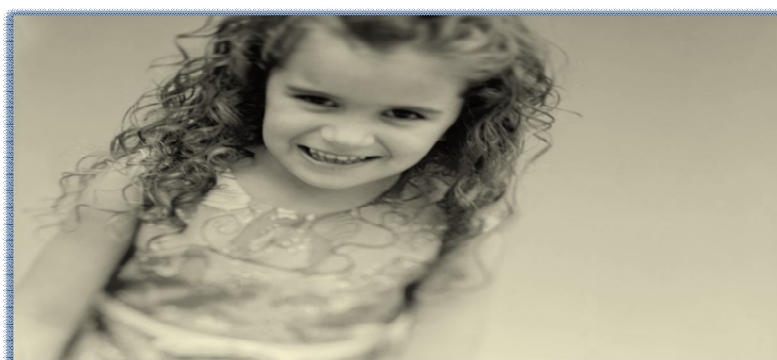
Doing things that are against Center **safety practices and policies**

Bringing **drugs, alcohol, or weapons** to Centers or events.

**Violation** of any program policy

If the above behaviors occur, people will be asked (privately, if possible) by a staff person to stop the inappropriate behavior. If people continue to quarrel, verbally fight, or threaten, staff will call the police.

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### **DAILY SCHEDULE EXAMPLES**

The children's daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view their preschool as a safe and comforting place, where they know what to expect and when to expect it. A typical preschooler's day would include:

#### **EXAMPLES**

##### **A.M. DAILY SCHEDULE**

8:30 a.m. - 9:00 a.m.	Arrival/Breakfast
9:00 a.m. - 9:15 a.m.	Group Meeting (planning)
9:15 a.m. - 10:30 a.m.	Choice Time and Small Groups/Clean-up
10:30 a.m. - 11:00 a.m.	Outdoors
11:00 a.m. - 11:15 a.m.	Story
11:15 a.m. - 11:45 a.m.	Lunch
11:45 a.m. - 12:00 p.m.	Group Meeting (recall) Departure

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##### **P.M. DAILY SCHEDULE**

12:00 p.m. - 12:35 p.m.	Arrival/Lunch
12:35 p.m. - 12:50 p.m.	Group Meeting (planning)
12:50 p.m. - 2:05 p.m.	Choice Time and Small Groups/Clean-up
2:05 p.m. - 2:35 p.m.	Outdoors
2:35 p.m. - 2:50 p.m.	Story

2:50 p.m. - 3:15 p.m.

Snack

3:15 p.m. - 3:30 p.m.

Group Meeting (recall)

Departure

### Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index) drop below 32 degrees or rises above 95 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor large motor activities. Please send your children with the proper clothing so that they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, boots and coats in the winter time.

### Dual Programming

At times, it may be necessary for a child to arrive at the center from another program or be dropped off to another program. When the OHCAC bus arrives at a daycare/preschool center and one of the children that we are scheduled to pick up is absent the following procedure is to be implemented: 1) the daycare/preschool staff person must sign their full name on the OHCAC Bus Attendance sheet in the Parent/Guardian signature column and write the word absent in the Pickup time/Associate Teacher's initials column. The OHCAC staff person that rides the bus will inform the child's OHCAC Lead Teacher. If a child is scheduled to go to another program and is absent, then the OHCAC Lead Teacher will inform the Bus Driver. If that child is the only child going to that program, then the Lead Teacher will contact the other program to let them know that the child is absent. The child's absence will be documented on the attendance sheet every day they are absent. When a child is absent for three consecutive days, the Lead Teacher will contact the Family Advocate to determine the cause of the absences and document the reason on their Weekly Report.

### ADMINISTRATIVE OFFICE PERSONNEL

<b>Crawford County</b>	<b>Marion County</b>	<b>Morrow County</b>	<b>Richland County</b>
124 Buehler Street	372 E. Center Street	400 West High Street	1035 Grace Street
Gallon, OH 44833	Marion, OH 43302	Mt. Gilead, OH 43338	Mansfield, OH 44905
(419) 468-5121	(740) 387-1039	(419) 947-9575	(419) 589-3337
(800) 854-4020 Toll Free	(877) 241-3427 Toll Free	(866) 998-0211 Toll Free	(866) 546-4315 Toll Free
(419) 468-6970 Fax	(740) 383-1929 Fax	(419) 947-9577 Fax	(419) 589-4521 Fax

### ADMINISTRATIVE TEAM

<b>Executive Director</b>	.....	<b>Andrew J. Devany</b>
<b>Head Start Director</b>	.....	<b>Debbie Schuster</b>
<b>Program Operations Manager</b>	.....	<b>Peg Gwinner</b>
<b>Child Health &amp; Education Director</b>	.....	<b>Paula Langenderfer</b>
<b>Family &amp; Community Partnership Director</b>	.....	<b>Diane Howard</b>

### MANAGEMENT TEAM FOR ALL FOUR COUNTIES

<b>Education Specialist</b>	<b>Joan Borgelt</b>
<b>Health/Nutrition Specialist</b>	<b>Cindy Sheffer</b>
<b>Intervention Specialist</b>	<b>Barb Beal</b>
<b>Transportation Manager</b>	<b>Heather Ratcliff</b>
<b>Software Systems Administrator</b>	<b>Sheila Nickum</b>

<b>CRAWFORD COUNTY</b>	<b>Education Manager</b>	<b>Ashley White</b>
	<b>Family Advocate Manager</b>	<b>Shelly Mabrey</b>
	<b>Health/Nutrition Manager</b>	<b>Debbie Woody</b>
	<b>Intervention Caseload</b>	<b>Barb Beal</b>
<b>MARION COUNTY</b>	<b>Education Managers</b>	<b>Melissa Conley Sharon Murphy</b>
	<b>Family Advocate Manager</b>	<b>Leslie England</b>
	<b>Health/Nutrition Manager</b>	<b>Kathy Neff</b>
	<b>Intervention Manager</b>	<b>Kathi Edler</b>
<b>MORROW COUNTY</b>	<b>Education Manager</b>	<b>Karen Marshall</b>
	<b>Family Advocate Manager</b>	<b>Shelly Mabrey</b>
	<b>Health/Nutrition Manager</b>	<b>Jaci Hefner</b>
	<b>Intervention Caseload</b>	<b>Barb Beal Kathi Edler</b>
<b>RICHLAND COUNTY</b>	<b>Education Caseload</b>	<b>Joan Borgelt</b>
	<b>Family Advocate Manager</b>	<b>Tracy Franko</b>
	<b>Health/Nutrition Manager</b>	<b>Sharonda Wilson</b>
	<b>Intervention Manager</b>	<b>Karrie Starr</b>

#### CENTER PROGRAM YEAR CALENDAR

<b>Centers Open</b>	September 6, 2011
<b>Last Day For Centers</b>	May 10, 2012
<b>Make-up Week:</b>	May 14 - 17, 2012

#### Breaks/No Classes/Offices Closed (except winter break):

Monday, October 10, 2011	Columbus Day
Friday, November 11, 2011	Veterans Day
Thursday, November 24, 2011	Thanksgiving Day
Friday, November 25, 2011	Day After Thanksgiving
Thursday Dec. 22, 2011 – Monday, Jan. 2, 2012	Winter Break
Monday, January 16, 2012	Martin Luther King Jr. Day
Monday, February 20, 2012	President's Day
Friday, April 6, 2012	Good Friday
Thursday, May 10, 2012	Last day for center children

\*\* TEAR THIS PAGE OFF AND POST IT NEAR YOUR PHONE OR ON THE REFRIGERATOR FOR YOUR CONVENIENCE \*\* CENTER INFORMATION

Center Name: \_\_\_\_\_

Center Address: \_\_\_\_\_

Center Telephone: \_\_\_\_\_

My child needs to be at the center by \_\_\_\_\_ and picked up by \_\_\_\_\_

My child's center is licensed to serve \_\_\_\_\_ children between the ages of 3 and 5.

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#### CENTER STAFF INFORMATION

My Child's Lead Teacher is: \_\_\_\_\_

My Child's Associate Teachers are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My Family Advocate is: \_\_\_\_\_

My Child's Bus Driver is: \_\_\_\_\_

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#### PARENT RESPONSIBILITY

It is my responsibility to notify the center if my child will not be attending school.

It is my responsibility to notify the center if my child will be late for school.

It is my responsibility to call the center if I am going to be late to pick-up my child.

It is my responsibility to maintain correct information for two emergency contact persons with working phone numbers to ensure that my child is secure.

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Ohio Department of Job and Family Services  
CENTER PARENT INFORMATION  
REQUIRED BY OHIO ADMINISTRATIVE CODE

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

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:

<http://jfs.ohio.gov/cdc/childcare.stm>

It is unlawful for the facility 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. 1210 et seq.

*\*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

JFS01237 (9/2006)

Family Handbook Acknowledgment Form

Child's full name (Please print) \_\_\_\_\_

- I acknowledge that I have received a copy of the Family Handbook for Ohio Heartland CAC Head Start revised on August 16, 2011 and have had the policies reviewed with me. After reading the handbook, please sign and return this page to the administrator. This is due before the child attends the center. Please feel free to ask the administrator questions about any of the policies in the handbook.
- I acknowledge that I have been trained on pedestrian safety and how to get my child on and off the school bus safely.
- I agree to follow all policies outlined within.
- I understand that if no authorized person is available to get my child off the Head Start bus, that my child will be taken back to the Head Start office where staff will continue to try and reach me or an authorized person. If staff cannot reach me or an authorized person, Children Services or the local police department will be contacted. The Head Start offices are:

CRAWFORD COUNTY  
 124 Buehler Street  
 Galion, OH 44833  
 (419) 468-5121  
 (800) 854-4020

MARION COUNTY  
 372 E. Center Street  
 Marion, OH 43301-0779  
 (740) 387-1039  
 (877) 241-3427

MORROW COUNTY  
 400 W. High Street  
 Mt. Gilead, OH 43338  
 (419) 947-9575  
 (866) 998-0211

RICHLAND COUNTY  
 1035 Grace Street  
 Mansfield, OH 44905  
 (419) 589-3337  
 (866) 546-4315

- I understand that if a crisis situation occurs, such as a gas leak, terrorist attack, etc., my child will be taken to the center safe zone located at \_\_\_\_\_

\_\_\_\_\_

I understand that the staff will continuously try to contact me so that I can pick up my child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Person

\_\_\_\_\_  
Date

A duplicate of this form should be given to the parent and a copy placed in the child's center file in their classroom.