



## Receipt of Handbook 2019-2020

I have received a copy of the Head Start Operating Manual which includes: Parent Handbook, USDA Parent Resource Guide, Volunteer Handbook, and Resource Directory for 2019-2020. You are encouraged to read and understand this manual as there will be information that you may need during the school year. The handbook includes:

<i>Discipline and guidance</i>	<i>Procedures for release of children</i>
<i>Suspension and expulsion</i>	<i>Illness and exclusion criteria</i>
<i>Emergency plans</i>	<i>Procedures for dispensing medicines</i>
<i>Procedures for conducting health checks</i>	<i>Immunization requirements</i>
<i>Safe sleep</i>	<i>Meals and food service practices</i>
<i>Procedures for parents to discuss concerns with the director</i>	<i>Procedures to visit the center without securing prior approval</i>
<i>Procedures for parents to participate in operation activities.</i>	<i>Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website.</i>
<i>Class Schedules</i>	<i>School Calendars</i>

\_\_\_\_\_ I will access the parent handbook at [www.csntexas.org](http://www.csntexas.org).

\_\_\_\_\_ I would like a paper copy of the handbook.

\_\_\_\_\_  
*Signature of parent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Staff Signature (for receipt of their Handbook)*

\_\_\_\_\_  
*Date*

Please sign and date this page, remove it, and return it to your Family Service Worker.

Students Name: \_\_\_\_\_