

**Community Services  
of  
Northeast Texas, Inc.**



# **Linden Head Start**



**2018-2019**

## **Campus Operating Manual**

**(Includes: Parent Handbook,  
USDA Parent Resource Guide,  
Volunteer Handbook, & Resource Directory)**

**Policy Council Approval: May 30, 2018**

**Governing Board Approval: May 30, 2018**

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## Resource Directory

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# CSNT Head Start Campus Directory

## **Atlanta Head Start**

### **Atlanta Primary**

505 Rabbit Blvd  
Atlanta, Texas 75551  
903-796-8115 Fax 903-796-4110

## **Bloomburg Head Start**

### **Bloomburg Pre-K Academy**

201 W. Cypress  
Bloomburg, Texas 75556  
903-728-5880 Fax 903-728-5870

## **Daingerfield-Lone Star Head Start**

### **West Elementary**

305 West Watson  
Daingerfield, Texas 75638  
903-645-2901

## **Hughes Springs Head Start**

903 E 1st Street  
Hughes Springs, Texas 75656  
903-639-1914 FSW 903-639-1914  
Fax 903-639-1783

## **Linden Head Start**

### **Linden Elementary**

107 South Kaufman  
Linden, Texas 75563  
903-756-7248 Fax 903-756-8818

## **Naples/Omaha Head Start**

412 WL Doc Dodson Blvd.  
Naples, Texas 75568  
903-897-0318 Fax 903-897-0898

## **New Boston Head Start**

117 Robertson  
New Boston, Texas 75570  
903-628-5621 Fax 903-628-3680

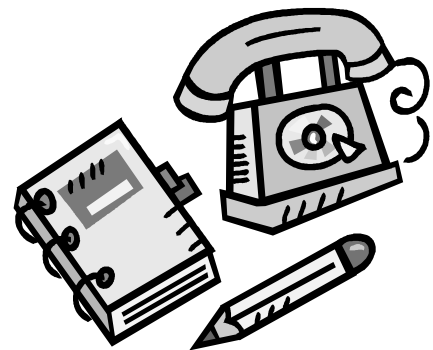
## **Pittsburg Head Start**

404 Broach Street  
Pittsburg, Texas 75686  
903-856-1245 FSW 903-856-1246  
Fax 903-856-6310

## **Texarkana Head Start**

### **Paul Laurence Dunbar Early Education Center**

2315 West 10th Street  
Texarkana, Texas 75503  
903-255-3295  
Fax 903-255-3294



# **Community Services of Northeast Texas, Inc. Head Start**

Community Services of Northeast Texas, Inc. Head Start is located in Linden, Texas. If you have any questions about the Head Start program that your Campus staff is not able to answer, or if you have any concerns about the program, please feel free to contact any of the following staff:

## **Administrative Office**

**903-756-5596 or 1-800-945-4255**

Dan Boyd	Executive Director
Berny Harris	Head Start Director
Bridgette Grandmaison	Head Start Program Manager
Alma Harrison	Executive Assistant
Charlotte Hall	Human Resources Director
Shelley Mitchell	Finance Director
Jim Howard	Payroll Specialist
John Fant	Transportation Coordinator
John Young	Facilities Maintenance
Suzanne Weems	Project Coordinator
Kennessa Pratt	Curriculum Director
Frances Evans	Education Specialist
Wanda Davis	Practice Based Coach
Michele Rowe	CLASS Specialist
Eva Lee	Health Specialist
Sharon Anderson	Program Monitor
Sharda Barber	Head Start Office Coordinator
Shirley Baker	Mental Health/Disability Specialist
Susan Horner	Nutrition Manager
Rhonda Shirley	Health Assistant
Ashleigh Richardson	Teaching Assistant
Misty Van Hooser	Family Service Specialist

## **Department of Family and Protective Services**

### **Child Care Licensing Division**

You are entitled to see the following information. You may ask the Campus Director to show you the most recent copy of:

- The Minimum Standards for this Licensed Child Care Campus (also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or at your local Licensing office),
- The most recent Department of Family and Protective Services Inspection / Investigation Report, (compliance information is also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or from your local Licensing office),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection report, and
- The Child-Care Campus's operational policies.

### **Local Child Care Licensing Offices**

#### **Texarkana**

#### **Jamee Mars**

3103 Summerhill Road  
Texarkana, Texas 75503  
903-791-3406`

#### **Longview**

#### **Julie Thomas**

2130 Alpine Road  
Longview, Texas 75601  
903-233-5233

### **Child Abuse**

All staff members are mandated child abuse reporters. Therefore, any suspected child abuse will be reported. Parents may also report child abuse if the parent suspects child abuse. The Child Abuse Hotline number is 1-800-252-5400. You may also make your report through the Texas Abuse Hotline secure web site at [www.txabusehotline.org](http://www.txabusehotline.org) and you will receive a response within 24 hours. Parents are not required to give their name when they report.

### **Gang Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. You can find this information on your parent board at your campus.

# **About Us**

Head Start is a comprehensive child development program which focuses on preparing children for entry into kindergarten. The program serves income eligible children ages 3-5 and their families by providing educational, health, dental and social services free of charge.

The educational component focuses on pre-reading skills, phonemic awareness, numeric development and social skills. All children are screened at the beginning of the program year to assess their development. All children receive physicals annually and any needed medical attention is obtained through their insurance or provided by Head Start. Children diagnosed with disabilities are fully included in all aspects of the program.

In addition, each child's family is case studied to determine their strengths and needs and a Family Partnership Agreement is developed to ensure that each child and their family receive the maximum amount of success from the services that are available.

Head Start currently serves more than 500 children in Bowie, Camp, Cass, and Morris counties.

## **Educational Philosophy of Head Start**

Head Start adheres to the philosophy that parents are the prime educators of their children. The Educational Program provides parents with the opportunity to learn additional parenting skills, and also an opportunity to learn how to work more effectively with their own children.

Head Start works to enrich children with a learning environment and varied experiences appropriate to their age, stage of development and cultural background, which will help them to develop socially, intellectually, physically and emotionally.

## **CSNT Mission Statement**

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.

## **CSNT Head Start Vision Statement**

The mission of Community Services Head Start is to prepare eligible children ages 3-5 for successful transition into the school system and to help their families become self-sufficient.

## BOARD AND POLICY COUNCIL MEMBERS

**Head Start Policy Council Members** – The membership of the Policy Council shall consist of at least 51% parents of children currently enrolled in the Head Start program who are democratically elected by the parents. One parent representative and one alternate shall be elected from each Campus. Policy Council also consist of persons from the community that are interested in the education and development of the children served by Head Start and who can make some contribution to the program by virtue of their profession or experiences. There should be (4) community representatives ideally (1) from each county in which Community Services Head Start serves.

**Community Services Board of Directors** – The board shall consist of at least (15) but not more than (51) members. Members should be composed of the following:

(a) Elected public officials holding office on the date of selection. (b) Representatives of low-income individuals and families selected to represent a specific community and reside in the community. (c) Officials or members of business, industry, labor, religious, law enforcement, education, or other major groups interest in the community served. Community Services is responsible for selection and composition of the board as described above. A member of the board must serve as a community representative on the Policy Council as a liaison between the two.

## DISCIPLINE/GUIDANCE POLICY

Each Campus has a copy of *MINIMUM STANDARDS RULES for LICENSED CHILD-CARE CENTERS* which contains reasonable standards for child care facilities in Texas. All staff and volunteers are required to undergo training on minimum standards to ensure safe child care.

The following is a short, but important, list of discipline and guidance policy that Head Start expects every staff and volunteer to know: The Campus's staff must ensure that discipline and guidance are consistent, are based on an understanding of individual's needs and development, and promote self-discipline and acceptable behavior.

- There must be no cruel, harsh, or unusual punishment/treatment.
  - Staff or volunteers must not shake, bite or hit the children.
  - The staff must not put anything in or on a child's mouth as punishment.
  - The Campus's staff may use brief, supervised separation of children from the group if necessary, but the staff must not place children in a locked or dark room with the door closed.
- Use your "inside voice" when speaking to the children. Remember, it is not always WHAT you say but HOW you say it. Your tone of voice should reflect respect for the children and concern for their well-being.
- "No" and "Don't" are not Head Start words. Use positive statements to obtain the behavior you are seeking. For example, instead of "Don't run," try "Use your walking feet" Instead of "Don't throw rocks," try "Let's leave the rocks on the ground".
- You are a role model for the children. Using "Please" and "Thank You" as much as possible will teach them to use these positive words, too.

All parents and staff receive a copy of the written discipline and guidance policy statement that complies with Subchapter L., Discipline and Guidance Page 89-90 of Minimum Standards for Child Care Licensing and Head Start Performance Standards.

## CAMPUS CALENDAR

Each Campus posts a Head Start Calendar showing Campus's events, field trips, in-service training sessions, and holidays. The Campus Director or designated staff will make this available.

## EMERGENCY AND FIRST AID PROCEDURES

Each Campus has an emergency/evacuation plan for response to fire and/or natural disasters. This plan includes procedures for evacuations for fire and sheltering/severe weather, which includes an alternate location. Fire drills will be conducted monthly; sheltering/severe weather drills are done once every three months.

A copy of the plan is posted in each classroom, Family Service Worker and Campus Director Offices. Information on dates and times of drills are posted, This plan is available for review at any time through your Campus Director. The Campus Director will go over these procedures with volunteers.

First aid kits and fire extinguishers are located in the Campus and on all buses/vans. Staff are the personnel who can administer first aid to the children. Should a child become injured, report it immediately to the classroom teacher.



## Parent Code of Conduct

**Standards of Conduct:** All Parents/Guardians and Volunteers will:

- A. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;
- B. Follow program confidentiality policies concerning information about children, families and staff members;
- C. Not allow a child to be left alone or unsupervised while under their care;
- D. Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs; do not bind or tie a child to restrict movement or tape a child's mouth; use physical activity or outdoor time as a punishment or reward..
- E. Conduct themselves in a manner that reflects positively upon the program's reputation and upon the children and families the program serves.

Compliance with CSNT Code of Conduct is the responsibility of Head Start parents/guardians, volunteers, or anyone else involved with the program. To ensure orderly operations and provide the best possible learning environment, CSNT expects parents/guardians to follow this Parent Code of Conduct.

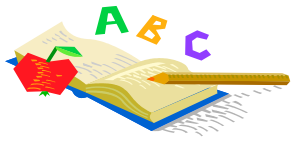
It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of violations of rules of conduct.

- Threats to staff, parents or children
- Physical or verbal punishment of a child
- Swearing or cursing
- Smoking
- Quarreling, verbal fighting, loud shouting and display of anger
- Bringing drugs, alcohol or weapons to program sites or events
- Physical violence
- Inappropriate or excessive displays of physical affection between adults
- Inappropriate dress, including for example, low-cut tops, bare midriff or clothes

## CONFIDENTIALITY POLICY

Head Start has a no tolerance policy on confidentiality. This is a very serious matter when working with children and should not be taken lightly. Some rules to follow when working with the children are:

- Parents will be the primary source of information about themselves, and information sought from them will be limited to that which is essential for service.
- Parents and volunteers will be prohibited from reviewing files or any records except their own, and staff will be allowed to review records only for specific purpose.
- Children's Enrollment Forms, Health, Education, and Social Services records will be opened only to Head Start staff and Special Consultants on a "need to know" basis. (To the extent necessary to provide services.)
- Families will be informed about information that will be shared with other Head Start staff and the reasons why. When in doubt about releasing information, family member(s) will be consulted
- No information will be released to anyone outside the program without written consent from the family except in reporting suspected child abuse and neglect.
- Other agencies and individuals will be consulted only with the parental consent and within the limits of that consent.
- Children's files will be secured in a locked file cabinet.



# Education



Head Start provides young children from low income families with free, high quality child development services. Head Start Children explore and learn in a healthy, nurturing environment, while building self-confidence and social skills. They also receive assistance to complete medical and dental services. Children with special needs are welcomed into the program and receive individual attention from Special Services Staff. CSNT Head Start will also implement the Kindergarten Readiness System (KRS), that has as its goal every child being ready to succeed by being able to function in the areas of early literacy, early math, and social skills. The Classroom Assessment Scoring System (CLASS) will be used to assess the classrooms for school readiness and teacher/child interactions.

## Curriculum Overview

CSNT Head Start uses the Frog Street Pre-K/ Frog Street Three curriculum, which is published by Frog Street Press, Inc. Frog Street is a program specifically designed for young children and the educators responsible for helping them learn how to and what to learn. Frog Street curriculum addresses the Head Start Child Development and Early Learning Framework as approved by Policy Council. A panel of School Readiness Committee Members have input in the curriculum selection process. Parent input is gathered through parent meetings. Additional locally designed materials are also used.

## ESI-Early Screening Inventory

ESI-Early Screening Inventory is an individually administered developmental screening designed for young children 3 to 5 years of age. All children are screened within the first 45 days of the child's entry into the program. The results of the screening are used for the teacher to begin individual planning of each child. The Parent Questionnaire is a major component of the ESI screening. The result of the screening is given to the parent/guardian during Parent Conferences.

## CIRCLE Progress Monitoring Pre-K

Teachers will use the CIRCLE Progress Monitoring Pre-K to assess school readiness of the children in the Head Start Program. Teachers will assess children three times per year. Information from the assessment will be used to assist children in meeting the CSNT Head Start School Readiness Goals.



## Parent Teacher Conference/ Home Visits

Parents are scheduled for no less than TWO HOME VISITS and TWO PARENT-TEACHER CONFERENCES during the school year. Parents may request a parent-teacher conference as often as needed. Parents must be informed of the children’s educational plan and progress in the classroom on a continuous basis.

## Individualism

### Adapt and support each child’s

**S** = Strengths

**U** = Uniqueness

**N** = Needs

CSNT Head Start defines individualism as a child’s development and education approach that recognizes that children have individual rates of development as well as individual interests, temperaments, languages, cultural backgrounds, and learning styles.

Therefore, CSNT Head Start teachers will develop individual learning goals for each child using the child’s Strengths, Uniqueness, and Needs.

## Daily Transitions

1. The simple task of changing from one activity to another is an opportunity for learning.
2. Songs, finger plays, and simple games are used to transition the children from activity to activity or from place to place.
3. Creative songs, finger plays, and games serve to transition as well as provide continuous educational learning experiences for the children.

## I Am Moving I Am Learning

“I am Moving I Am Learning” is a program we use to address obesity. This will include activities in the CSNT Head Start Classroom and a nutritious program that emphasizes healthy choices.

## Field Trips

Field trips are a part of the learning experience for Head Start children. Notification for the field trip will be in writing to all parents/guardians within one week of the scheduled field trip and will need permission slips for each child to attend the event. Parents are asked to participate and go with the Campus on any field trip that the Campus offers to the children, providing their own transportation.

## Animals at the Campus

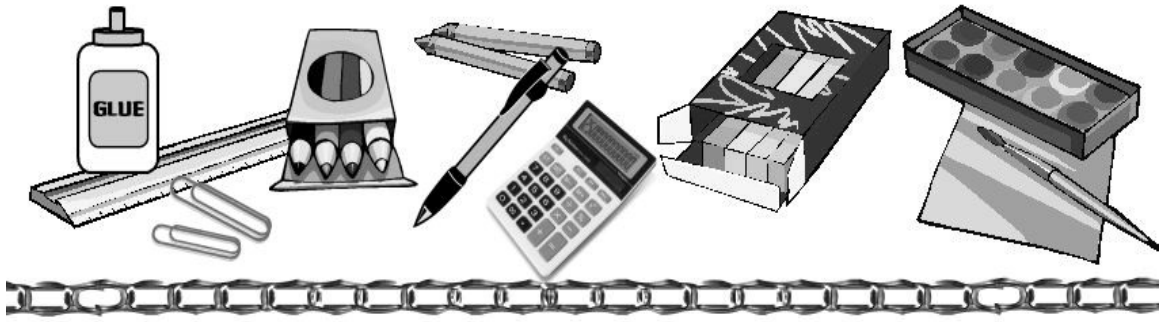
What steps are taken to have animals at each Campus?

- Notify parents in writing when animals are scheduled to be present
- Ensure the animals do not create unsafe or unsanitary conditions
- Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea
- Ensure that caregivers and children practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.
- Ensure that all vaccinations for the animals are up to date by the Texas Health and Safety Code.

## Water Activities

We do not have water activities for our Head Start children. The only water activities that the children have are a sand and water table inside the Campus.





# My Notes:



School  
is  
Cool!

# Family Services



The focus of the Family Services/Parent Involvement Program is on the child, the family, and the community as a group of interacting personalities. The role of the staff is to provide support to the child and family. Family Service Workers also serve as a resource to the family by serving as a liaison between the Head Start Campus, the Family, and the Community. Out of this interaction, empowerment, enhancement of problem solving skills, and self-reliance is the desired outcome for each family system.

## Program Description and Eligibility

In order to be enrolled in the Head Start program, a child must be three or four years of age on or before September 1 of the school year in which they plan to enroll. CSNT serves all children that meet federal guidelines including children with disabilities.

## ENROLLMENT

Parents or legal guardians must complete a Head Start application packet and provide the following information to be considered for participation in this program:

1. **Birth Certificate**
2. **Immunization Record (Up to Date)**
3. **Verification of Family Income**—Income verification is needed for all parents/legal guardians of the child. Acceptable proof of income includes check stubs, income tax returns, social security printouts, TANF letters, Medicaid letters, Social Security, unemployment checks, military LES, or other forms listed in the federal guidelines definition of income.
4. **Social Security Card Copies**  
- Child's
5. For those children with a disability who are applying for Head Start, Documentation of the child's disability must be submitted.

### Head Start Standards require each child entering the Head Start Program to have:

1. Current Immunization Record
2. Receive an EPSDT Physical and Dental Examination.
3. Hemoglobin Level
4. Lead Test

## Hours of Operation

- Each Campus session will last no more than 6 hours.
- All Campuses are open Monday thru Friday from 7:50a.m. to 3:30 pm
- All Campuses are open from August to June.
- All Campuses will have emergency contact numbers posted.
- All information listed above will be posted in all Campuses.

## Absenteeism

Regular school attendance is essential to your child's development. Excessive absenteeism could result in your child not mastering the instructional materials and jeopardize your child's enrollment in Head Start. Parents should make every effort to avoid unnecessary absences. If your child is going to be absent, it is the responsibility of the parent or guardian to inform the Campus Director or Campus Staff as soon as possible.

All dually enrolled children are required to follow the Texas Education Code 25.085: Compulsory School Attendance, which states once a parent enrolls a child in Kindergarten or Pre-Kindergarten, the child is required to attend school regularly. According to Texas Education Code 25.092, a child must attend 90% of the school year. Penalties against parents may be imposed if a school aged student is deliberately not attending school.

Please make every effort to send your child to school daily. If you have any Questions, please contact the Campus Director.

## Release of a Child

For the protection of the children, parents and agency staff, children will only be released to the parent, legal guardian, relative or friend whose names are listed on the release form in the child's folder. In some cases the parent's authorized representative must show a valid ID with picture. No child will be released, even in case of an emergency or late pick up, unless the person's name is listed in the child's file. A non-custodial parent may not receive a child unless their name is listed. The person who picks up or drops off your child must be at least 16 years old.

Your child will not be released to anyone who appears to be under the influence of alcohol or other drugs.

## Late Pick-Up

Children look forward to going home daily. All children are to be picked up no later than 3:30 p.m. Children left after this time will worry about being picked up by their parents. If the parent is not there to pick up the child, staff will begin calling emergency phone numbers. If no response is received, the legal authorities (Child Protective Services/Police) will be contacted. The classroom Teacher or Family Service Worker will review the late pick-up policy with the parents.

## Arrival and Greeting Time

Arrival time is special because the child is learning to separate from the parents for what may be first time.

Each Parent or person bringing a child to the Campus, is to escort the child into the Campus to be checked in by Campus staff. During check in, all articles being brought in by the child will be checked to ensure the safety of all children.

No child is accepted in the Campus after 9:00 a.m., unless approved by the Campus Director or other designated staff person.

## Sign-In/Sign-Out

To verify a child's attendance a child must be signed-in and signed-out upon arrival and departure daily by the parent or persons authorized to bring or pick-up the child. The sign-in sheet is located by the entrance. The parent/guardian must sign their own name and time of arrival and departure. Parents signing children in and out of the Campus are not required to wear a visitors badge.

If you have other business to conduct within the Campus, please do so prior to signing your child out.

Once a parent signs his/her child out, they are to be mindful of their child's actions and know the child is no longer the responsibility of Head Start.

## Visitors Sign-In / Sign-Out

CSNT welcomes visitors! Visitors / Parents are individuals which include parents conducting business other than bringing their child to class or picking them up. All visitors are expected to report promptly to the Campus Director or designated staff, advise the staff of the purpose of their visit, and obtain a date-sensitive identification badge. It is required that all visitors provide a photo identification with the office and sign in on the visitor log. The visitor will be issued a visitor identification badge. CSNT employees may use their ID badge after following the sign-in procedure. Upon exiting the building, all visitors are required to sign-out, turn in their visitor badge and verify their photo identification before exiting the facility. Visitor badges are available from each CSNT Campus location.

Visitors Badges are excluded for Parent Functions.

## **Up-To-Date Information**

**\*IMPORTANT\*** In order to ensure timely communication in case of an emergency, late pick up, or early release, we must keep all children's information current. Please notify your child's Teacher, Campus Director or Family Service Worker immediately of any change in your current address, telephone numbers, emergency contact, and/or name change.

## **Campus Visits**

Parents have the right to enter and inspect the Head Start Campus without advance notice to the teachers during the school hours.

## **Denial of Campus**

Parents may be denied Campus visits if they pose a risk to the children in the Campus. A non-custodial parent may be denied visitation if the custodial parent has a court document and presents a written request not to permit the non-custodial parent access to the child.

## **Parent Concern**

Any parent may file a written or verbal complaint about the Head Start Program. To address any complaint or problem, please follow the chain of command. Report to the lead teacher. If no response report to the Campus Director. If no response report to the Head Start Director at 903-756-5596 ext. 213. If no response report to the Executive Director.

## **Home Visits**

Parents are scheduled for at least TWO HOME VISITS and TWO PARENT-TEACHER CONFERENCES during the school year. Parents may request a parent-teacher conference as often as needed. Parents must be informed of the children's educational plan and progress in the classroom on a continuous basis.

## **Protection of Child's Record**

Head Start establishes procedures for the protection of confidential records and information on the families and children we serve. We follow the Family Educational Rights and Privacy Act (FERPA).

**\*Disclosure with parental consent**

Parents will complete a form for Release of Confidential Information during orientation or when a record is requested from a child's campus.

**\*Disclosure without parental consent**

Files can be accessed by certain entities without parental consent. This would be a review by the Federal Auditors, Fiscal Auditors, USDA audit, Contractors of the program, Appropriate parties in an emergency situation, records that are subpoenaed by a judicial order, or records requested by Child Protective Services.

All files remain locked in the file cabinet in your child's Family Service Workers office.

## **Parental Rights**

Parents have the right to inspect child's records. Only information relating to your child will be disclosed when requested. This request must be completed in writing.

If a parent feels the information is incorrect they can request that the record be amended. Parent has the right to appeal any record within the child's file by contacting the Family Service Specialist at 903-756-5596 ext. 218.



# Health

The major aspects of the Head Start Health Services Program are health screenings, dental health, mental health, nutrition, parent involvement, and health education. The five Head Start Components: Health, Literacy, Education, Social Services / Parent Involvement, Special Services and their professional disciplines, work together toward accomplishments of this basic Head Start mission. Such Teamwork and integration are essential to an effective planning and implementation process. This integration takes into account the individual, the family, the community, and the environment.

The Head Start Component's main purpose is to identify and assist parents in the arrangement for treatment of health problems and concerns. The Health Component also incorporates preventive measures such as, early detection of health problems and assisting children to function at their optimal level of health, while encouraging families to assume more responsibility for themselves in all areas.

All children (new and returning) enrolled must provide proof of an up to date immunization status before entering and attending Head Start.

All children are required to provide proof they are up to date with a Texas Health Step physical within 90 calendar days of entering the Campus. Texas Health Step Physicals should provide the following information:

- Health issues or concerns
- Status of immunizations, and dental referrals.

Blood Pressure, Height and Weight, Vision and Hearing, Lead Blood test and Hematocrit/Hemoglobin blood test results

Children whose physicals do not provide the following TX Health steps requirements, will receive a strabismus, vision and pure tone and impedance screening, blood pressure and height and weight screenings within 45 calendar days of entering the Campus. If a child fails his/her initial screening, the child must be rescreened 2 to 3 weeks after the initial screening date for the vision and pure tone impedance.

Children whose physicals do not provide a Hematocrit/Hemoglobin and Lead blood test level will be referred to their Primary Care Physician for completion of these tests. Hematocrit/Hemoglobin results must come from tests done on or after 12 months of age. Lead results must come from tests done on or after 24 months of age. If tests are inconclusive or failed, retest must be completed within 4-6 weeks of notification from Head Start staff.

All children enrolled must receive a physical annually and a dental exam every 6 months.

Children who are deemed needing follow-up treatment from their physical or dental exam will be monitored for completion of treatment.

The physical examination, dental examination and health screenings are utilized to identify children with potential health or dental problems. Medical and Dental treatments must and will be obtained for all problems



# CSNT Pediculosis Procedures are as follows:

CSNT Head Start will follow the Communicable Disease Center Pediculosis guidelines and will adhere to the following:

1. Parents are notified of infestation and informed of CSNT Pediculosis procedures.
2. Treatment must be implemented by parents/guardians.
3. CSNT Pediculosis procedures are as follows:
  - A. Pediculosis Referral Letter and initial treatment form give to each parent/guardian at time of pick up and/or sent home with student at end of the day.
4. Short-term exclusion will be implemented with active infection of lice noted after treatment has been received.
5. Watch for signs of head lice such as frequent head scratching and check all children for lice and nits when indicated.
6. Bag items such as stuffed animals and hats for 2 weeks to bring infestation under control.
7. Teaching staff should maintain two sets of these items and rotate usage.
8. Wash all linens in hot water and vacuum all carpets and questionable areas or items if frequently used.
9. Teach and encourage families to treat the child, siblings and all adults who live in the same house.
10. Remember, all lice killing products are PESTICIDES. If suggesting lice products, inform parents/guardians to carefully follow the directions and use with caution.
11. Encourage parents/guardians that Manual Removal of nits is the best option when lice removal products are unsuccessful.
12. HIPPA requires confidentiality. Encourage parents/guardians to inform teachers.
13. Protect our children's self-esteem by monitoring our words and attitudes.

Parents are notified of infestation and informed of CSNT Pediculosis procedures.

## CSNT Pediculosis procedures are as follows:

CSNT Head Start will follow the Communicable Disease Chart for Schools published by the Department of State Health Services and will work in conjunction with the ISD Health Team to ensure Exclusion Policies will be based upon requirements and recommendations set forth by the Communicable Disease Chart.

CSNT Head Start staff will examine students who exhibit signs/symptoms of head lice and take to ISD nurse for parent notification process.

# Head Start (STAND ALONE) Campus Re-Entry Criteria



1. Students must be brought to school by parent/guardian. Parent/guardian must bring signed initial treatment form along with empty treatment container.
2. Students must be examined before re-entry to class.
3. Upon re-entry exam, if active infestation noted student must return home with parent.
4. Parents/guardians are informed of required 2nd treatment and given 2nd treatment form at time of 1st re-entry.
5. Students must be brought to school after second treatment given.
6. Parent/guardian must bring empty treatment container and signed 2nd treatment form at the time.
7. Upon second treatment exam, if active infestations noted—child must return home with parents.
8. Physician's statement does not indicate clearance to return to class, student must show no signs of active infestation.

## What are head lice?

Head lice are parasitic insects that live in the hair and scalp of humans. The scientific name for head louse is *Pediculus humanus capitis*. Another name for infestation with head lice is pediculosis.

Head lice develop in three forms: nits, nymphs, and adult.

**Nits:** Nits are head lice eggs. They are hard to see and are often mistaken for dandruff or droplets of hairspray. Nits are found firmly attached to the hair shaft. They are oval and usually yellow to white. Nits take about 1 week to hatch.

**Nymphs:** Nits hatch into nymphs. Nymphs are immature adult lice. Nymphs mature into adults about 7 days after hatching. To live, nymphs must feed on blood.

**Adults:** An adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white. In persons with dark hair, adult lice will look darker. Adult lice can live up to 30 days on a person's head. To live, adult lice need to feed on blood. If a louse falls off a person, it dies within 2 days.

## How are head lice spread?

1. Head lice are spread easily from person to person by direct contact. People can get head lice by:
  2. Coming into close contact with an already infested person, in children, contact is common during play, while riding the school bus, and during classroom activities in which children sit in groups close to each other.
  3. Wearing infested clothing, such as hats, scarves, coats, sport uniforms, or hair ribbons
  4. Using infested combs, brushes, or towels
  5. Lying on a bed, couch, pillow, carpet, or stuffed animal that has been contaminated
  6. Lice do not jump or fly. Lice are not spread to humans from pets or other animals



## How can I treat a head lice infestation?

The most important step in treating a head lice infestation is to treat the person and other family members with head lice with medication to kill the lice. Wash clothing and bedding worn or used by the infested person in the 2-day period just before treatment is started.

**Treat the infested person:** Requires using an over-the-counter (OTC) or prescription medication. Follow these treatment steps:

1. Before applying treatment, remove all clothing from the waist up.
2. Apply lice medicine, also called pediculicide (peh-DICK-you-luh-side), according to label instructions. If your child has extra long hair (longer than shoulder length), you may need to use a second bottle. Pay special attention to instructions on the bottle regarding how long the medication should be left on and whether rinsing the hair is recommended after treatment.

**WARNING:** Do not use a cream rinse or combination shampoo/conditioner before using lice medicine. Do not re-wash hair for 1-2 days after treatment.

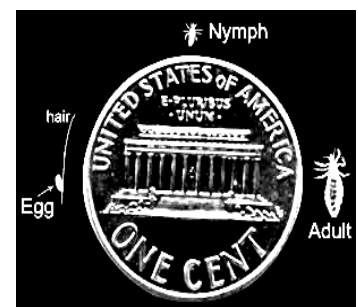
3. Have the infested person put on clean clothing after treatment.
4. If a few live lice are still found 8-12 hours after treatment, but are moving more slowly than before, do not retreat. Comb dead and remaining live lice out of the hair. The medicine may take longer to kill lice.
5. If, after 8-12 hours of treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. See your health care provider for a different medication; follow treatment directions.
6. Nit (head lice egg) combs, often found in lice medicine packages, should be used to comb nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
7. After treatment, check hair and comb with a nit comb to remove nits and lice every 2-3 days. Continue to check for 2-3 weeks until you are sure all lice and nits are gone.
8. If using OTC pediculicides, retreat in 7-10 days. If using the prescription drug malathion, retreat in 7-10 days ONLY if crawling bugs are found.

**Treat the household:** Head lice do not survive long if they fall off a person and cannot feed. You don't need to spend a lot of time or money on housecleaning activities. Follow these steps to help avoid re-infestation by lice that have recently fallen off the hair or crawled onto clothing or furniture.

1. To kill lice and nits, machine wash all washable clothing and bed linens that the infested person wore or used during the 2 days before treatment. Use the hot water (130°F) cycle. Dry laundry using high heat for at least 20 minutes.
2. Dry clean clothing that is not washable, (coats, hats, scarves, etc.).  
**OR**  
Store all clothing, stuffed animals, comforters, etc., that cannot be washed or dry cleaned into a plastic bag; seal for 2 weeks.
3. Soak combs and brushes for 1 hour in rubbing alcohol, Lysol\*, or wash with soap and hot (130°F) water.
4. Vacuum the floor and furniture. The risk of getting re-infested from a louse that has fallen onto a carpet or sofa is very small. Don't spend a lot of time on this. Just vacuum the places where the infested person usually sits or lays. Do not use fumigant sprays; they can be toxic if inhaled or absorbed through the skin.

**Prevent Re-infestation:** Lice are most commonly spread directly by head-to-head contact and much less frequently by lice that have crawled onto clothing or belongings. As a short-term measure to control a head lice outbreak in a community, school, or camp, you can teach children to avoid playtime and other activities that are likely to spread lice.

- Avoid head-to-head contact common during play at school and at home (sports activities, on a playground, slumber parties, at camp).
- Do not share clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons.
- Do not share infested combs, brushes, or towels.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.





## Sick Child

Sick children must stay at home until they are well enough to attend school. When a child becomes sick at school the parent will be notified by the teacher immediately to pick up their child. Meanwhile the sick child is placed in a supervised Isolated area until the parent arrives to take the child home. If the child's illness could possibly be contagious, a doctor's note will be required for him/her to return. Children sent home with a temperature of 100° or higher must be fever free for 24 hours before returning to school.

## Injured Child

All teachers are certified in First Aid and CPR. When a simple injury occurs at school we will administer first aid treatment. If additional treatment is needed, the parent will be notified immediately to take the child to their physician or to a local hospital. In case of a critical emergency, 911 and the parent will be called.

## Medical Conditions

Children diagnosed with medical conditions may require medications and/or medical procedures during school hours.

Medical conditions must be reported to the Campus Director and/or Family services staff. Some medical conditions will require further documentation and/or Physician's directives that will ensure proper care is given/taken when indicated.

The following Medical Conditions that will or may require further documentation and/or physician's directives are:

- Asthma—Asthma Action Plan must be completed by parent or primary care physician if indicated
- Allergies requiring EPI Pen usage—Physician's directive required. ( Food, medication or Chemical allergies, insect bites, etc.)
- Catherzations—Physician's directive required
- Tube Feedings—Physician's directive required
- Seizures—Physician's directive required
- Diabetes—Physician's directive required

## Medications

No medication will be given without a parent/guardian's written permission and a physician's written request. An Authorization for Medication Administration form can be obtained in the health office.

The following information must be on file in the school health office before ANY medication is given:

- a. Name of the medication
- b. Amount of medication to be administered
- c. Time of day or circumstance the medication is to be administered.
- d. Length of time the medication is to be administered (e.g. 1 day, 7 days or all school year, etc.)

**All medication must be in the original container and be properly labeled.**

Head Start Staff will work in collaboration with ISD Partnerships, accepting their requirements for administration and storage of medications when Head Start classrooms are located on their campus.

Students are not allowed to carry medication or self-medicate during the school day except as specified by state law.

## Daily Health Guidelines

The Health Component of Community Services of Northeast Texas Head Start is concerned with the health and welfare of each child in our program. The following is a list of guidelines for parents to ensure that the well being of each child is taken into consideration in our daily experiences.

## POLICY FOR COMMUNICABLE (CONTAGIOUS) DISEASES

Report all illness to the Campus Director. The Campus Director will be responsible for informing the Health Specialist of any communicable diseases.

Head Start will adhere to and require the same period of isolation and treatment as directed by the Department of State Health Services guideline chart. (Refer to the chart posted in the Campus.)

Some of the communicable diseases that require temporary exclusion and are most common in young children: Head Lice, Impetigo (infected sores), Chicken Pox (Varicella), Streptococcal sore throat (Strep throat) and Scarlet Fever, Conjunctivitis (pink eye) and Ringworm of the body (requires parent statement of treatment given and sites must be covered while at school) and scalp with ringworm of the scalp (requires parent statement of treatment given and a physician clearance to return to school). (Refer to chart posted in the Campus.)



## **CAMPUS CHECK-IN PROCEDURE**

Your child will be observed each morning by the Head Start Staff to see if he/she has a fever, rash or sore throat or any other signs of illness. The reason for this is to reduce the spread of communicable diseases, therefore promoting the health and well being of your child. The parent or person bringing a child to the Campus must come into the Campus and stay until the check-in procedure is complete.

## **EMERGENCIES**

Emergency situations may occur, therefore it is very important that you inform the Head Start Staff of any changes in address and/or telephone number. It is also very important that the Campus have your job telephone number. The emergency room will not treat a child without his/her parents permission. That is why it is so important that we know where you can be reached at all times.

## **IMMUNIZATION RECORD**

Texas Law requires written proof of your child's immunizations. The written proof can be in the form of a physicians office record or the Public Health Records. If your child has not had his/her shots, you must begin them before enrollment in Head Start. Also, after each visit to the doctor or clinic you will need to show the shot record to the Campus Director or the Family Service Worker for our records. Children must have a current or up to date immunizations record before school admittance.

## **FOOTWEAR**

Children are not allowed to wear open-toed shoes or sandals for safety reasons. A child is allowed to wear modified footwear as deemed necessary by the parent. The parent must submit a written request/authorization to verify qualifying condition. After three (3) days a doctor's statement is required for the child to continue to wear the modified footwear.

All Head Start children enrolled must receive a dental examination every 6 months. Although a child may be receiving treatment, the second dental examination is due 6 months after the initial dental exam date.

Parents are primarily responsible for setting and keeping appointments. Staff is available to assist in setting appointments and obtaining transportation when needed.

Upon enrollment of your child into Head Start, staff will assess when your child is due for a dental exam and if your family has a Primary Care Dentist.

You will receive a reminder letter one (1) month prior to Head Start requesting an appointment time. You as a parent have one (1) week after the due date to notify Head Start Staff of the appointment time. You as the parent should bring your child's insurance information to the appointment.

A copy of the dental exam is required for your child's file. This is primarily your responsibility as a parent to obtain a copy of the dental record from the provider. The record should indicate what was performed at the time of the appointment, any treatment or follow up needed, any instruction given or needed and whether the exam is complete or not. The record must be signed and dated by the provider.

Head Start provides assistance including obtaining transportation (if needed) for you and your child. You as a parent or parent representative must accompany your child to the appointment. The parent representative must be 18 years or older.

If the appointment is cancelled or missed Head Start staff will contact you the parent to assess for assistance in dental completion.

If your child requires treatment or follow-up you have 2 weeks to set that appointment to begin treatment. Head Start staff will remain available to assist you.

## **DENTAL EXAMINATION**



Insert

Recommended Immunization Schedule for Persons Aged  
0-18 Years United States 2017



# NUTRITION

## **Identification of each child's needs:**

1. Nutritional & Medical assessments are completed, as a part of the Acceptance Packet.
2. Emergency information including medications taken by the child, food, drink or medication allergies, special diet and religious restrictions, is obtained as a part of the Acceptance Packet and is updated through out the year.
3. A Physicians statement is required for special diets, food/medication allergies or food intolerances.

## **Nutritional Services:**

1. A variety of healthy foods including bread/grains, vegetables, fruits, meat/meat alternatives and milk products will be served.
2. Modifications are made through the ISD for those children with disabilities that require special diets.

## **Family Assistance:**

1. Parents will be provided with education in good nutrition, using:
  - i. One-on one consultation,
  - ii. Parent Meetings
  - iii. Coordination with Community Services
  - iv. Periodic Handouts
- v. Menus
- vi. Other nutritional Information
2. Nutritious foods will be provided at parent functions
3. Referrals will be made to a Register Dietician, as needed.

## **BREAKFAST/LUNCH/SNACK TIME**

Breakfast will be served from 7:30 am until 8:30 am. Children who arrive after 8:30 and are hungry will receive a nutritious supplement meeting USDA requirements and licensed dietician approval.

## **Birthday Parties/Special Occasions**

The Campus Director will designate one day a month for all birthdays to be observed. This day will not fall on any one child's birthday. Healthy food is greatly encouraged for these events. Parents may donate store bought mini cupcakes/cookies or baked chips for these occasion. A healthy/low fat snack will be served. Example: sugar free Jello with cool whip, fruit parfait, fruit-kabob.

## **USDA/CACFP Monitor:**

A USDA Monitoring of the Campus will be conducted three times a year by the Nutrition Manager.



## Food Allergies and Dietary Restrictions

If your child requires a special diet because of Health or Medical reasons or you may have any questions concerning your child's dietary needs, please inform your Family Service Worker for a consultation with CSNT Nutrition Manager. If a prescription is required for dietary supplements, medication administration policies will be followed and documentation will be noted on medication form.

**Written Physician's statements are required for any dietary alterations and statements must be on file for each child with a medical or dietary problem. Individualized care plans will be implemented as indicated. CSNT Head Start cannot accept parent or guardian statements.**

## Food Experiences

All food served to the children will be nutritious and a variety of foods will be provided in adequate amounts to ensure growth and development. Food experiences will be conducted in the classroom under the instruction of the teaching staff and will be implemented with the classroom curriculum.

All children will be offered nutritious meals. All foods served will be high in nutrients, low in fat, sugar, and salt. Campus staff provide Family Style meals providing encouragement, but children are not forced to eat or taste food.

We serve children's meals Family Style, with both children and teachers seated around the table for one meal and communicate with each other showing good table manners. The policy is to have children taste at least one bite of each food on the table. If they decide they don't like a food, we do not force them to eat more. If the children want to eat their fruit or dessert first and then eat other foods on their plates, they may do so. No food should be or will be a reward or punishment to children. Each child has the opportunity to help set the table and each child cleans up after him/herself with the supervision of teachers and teacher assistants.

Children with special diets will have foods provided to meet their needs.

All staff, children and volunteers must follow good hand washing practices. Staff and volunteers will promote effective dental hygiene in conjunction with a meal.

## Field Trip Meals

When a field trip is scheduled, the Lead Teacher must make plans for the children to eat sack lunches. All field trip lunches must have approval from the Nutrition Manager. The ISD will prepare the sack lunches for School District locations.

## Classroom Nutrition Activities

Classroom Nutrition Activities will be offered in conjunction with the curriculum once a week. Classroom Food experiences will be offered once a month.

## Candy Policy

According to CSNT Nutrition Policy 2a. Parents may not bring food, candy or gum for their child to the school.

Candy, and gum may not be consumed in Head Start classrooms at any time.

(Not even on special occasions, holidays or field trips)

## Anemia Testing

Anemia is diminished oxygen-carrying capacity of the blood: a decrease in hemoglobin in the blood. (Mosby, 1994)

Upon enrollment of your child into Head Start a copy of your child's physical is required.

All children enrolled must have results for Hemoglobin and/or Hematocrit within 45 days of entering the classroom. These results must be on or since your child's eighteenth month. (This is required by the THStep Periodicity schedule).

If your child is on the WIC Program these results may be obtained from there. As with all health information, it is your responsibility to provide Family Services with this information.

Any child that does not have this lab within the timeline will have hemoglobin and/or hematocrit screenings within forty-five (45) days of entry into the Campus. The Child is to be referred to their physician for completion of the lab. It is our goal to detect any of our Head Start Children who have low hemoglobin levels and who should be further evaluated by our Nutritionist or Child's physician.

Children whose hematocrit results are <33% or hemoglobin results are < 11 should be re-screened within 4-6 weeks, or follow any recommendations the PCP has ordered.

## Overweight/Underweight/Short Stature



Weight, combined with height, is one indicator of a child's development and health. Tracked over time, these measurements can help tell if a child is growing properly. For example, if a child is consistently underweight based on height, it may be a sign of a nutritional deficiency, which could place a child at risk for infection. Overweight may be a gauge of unhealthy dietary or physical activity patterns or other concerns. Children who are overweight are more likely to suffer from high blood pressure, high cholesterol, Type 2 diabetes, asthma, and sleep problems.

Children will be weighed and their heights will be measured once within the first forty five days of enrollment to the program year. The family service workers will utilize heights and weights completed at the doctors office. The results will be graphed on a growth chart. Height and weight screening is the simplest, quickest and one of the most important screenings available. The height and weight of a child provides a baseline of his or her current condition and metabolism, which consist of the various chemical reactions in the body. Changes in these measurements can indicate a problem in general health or normal development.

If it is determined your child is overweight, underweight or short in stature he/she will be referred as follows:

- **The child is "medically sound", (based on the history, family assessment, and physical exam), refer to the Nutrition Manager for family counseling and education.**
- **If the child is determined to have a health problem, a referral will be sent to the Health Specialist and the child referred to their Primary Care Physician PCP for evaluation.**
- **Parents will receive a BMI parent letter once a year.**





## **Parent/Guardian Civil Rights Policy Statement**

- 1) Community Services of Northeast Texas, Inc. does not discriminate on the basis of race, color, sex, national origin, age, religion, political belief, or disability. To file a complaint of discrimination write to Director, Civil Rights Office, Texas Health and Human Services Commission, P. O. Box 13247, Austin, TX 78711, or the U.S. Department of Agriculture (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). Note: Discrimination complaints based on religion or political belief must be referred only to the Civil Rights Office, Texas Health and Human Services Commission.
  
- 2) Civil rights and complaint policies and procedures are contained in the CSNT Head Start Campus Operating Manual, which is issued to Parents/Guardians by CSNT Family Service Workers during orientation.
  
- 3) The Family Service Worker will give Parents/Guardians a complaint procedure at the time of registration.
  
- 4) The Campus Director will assist Parents and/or Guardians with their complaints.

## Parent/Guardian Civil Rights Complaint Procedure

Definition: A complaint is defined as a Parent's/Guardian's expressed feeling of dissatisfaction that the Campus has discriminated against a child because of race, sex, color, national origin, age, or handicap in the operation of the Child Care Food Program or other programs at CSNT.

Procedure:

- 1) Aggrieved Parent/Guardian will ensure that the facts presented in the complaint are truthful and accurate to the best of their knowledge.
- 2) The aggrieved Parent/Guardian is responsible for ensuring that their complaint is processed until they are satisfied or their right to appeal is exhausted.

CSNT provides the following procedure to assure all Parents/Guardians that any complaint which relates to the interpretation, application or operation of Child Care Food Program with respect of discrimination are fully considered.

**Step 1:** Within five working days following the occurrence, bring a written statement of your complaint or problem to the Campus Director, who will respond to you within five working days. *State your complaint below; if necessary attach additional documentation.*

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What do you think should be done?

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Parent/Guardian Signature	Campus Director Signature
Date	Date

Results of investigation conducted by Campus Director:

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**Insert USDA Parent Letter**  
**English**

**Insert USDA Parent Letter**  
**Spanish**

# WIC: The Special Supplemental Nutrition Program for Women, Infants, and Children

## What is WIC?

WIC is a nutrition program for women, infants and children. It teaches young families how to stay healthy through better nutrition and how to stretch a tight food budget. It also provides supplemental foods and helps families access health and medical services. Some WIC clinics provide childhood immunizations, and others can refer families to the nearest shot clinic. WIC educates women about the benefits of breastfeeding, and it offers guidance and support to breastfeeding women.

## Who is eligible?

Women who are pregnant, breastfeeding, or have an infant younger than 6 months.

Infants and children younger 5.

Applicants must have a household income at or below 185% of the U.S. poverty level (see the guidelines below), they must be a state resident, and they must qualify nutritionally. U.S. citizenship is not a requirement. WIC applicants who participate in Food Stamps, Medicaid, or TANF automatically meet the income eligibility requirements.

**WIC INCOME GUIDELINES Table**  
185% Federal Poverty Level  
Effective July 1, 2017—June 30, 2018

48 Contiguous States, D.C., Guam and Territories					
Persons in Family or Household Size	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$22,311	\$1,860	\$830	\$859	\$430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each Add'l Member Add	+ \$7,733	+ \$645	+ \$323	+ \$298	+ \$149

# Disability



- Community Services of Northeast Texas, Inc. provides special services and support in the areas of identification, preventive and remedial treatment to children with special needs and families in accordance with 1302.61.
- CSNT Head Start staff will be working and implementing with our ISD partners thru CIT (Campus Intervention Team) and IDEA (Individuals with Disabilities Education Improvement Act of 2004) promoting improved achievement by all students. 1302.62.
- The goal of the CIT is to improve academic outcomes for all students by intervening early when any student shows signs that he or she is struggling. Data is gathered so that interventions focus on the unique needs of the struggling learner. The student's progress, response to the interventions, is monitored and used in making decision about strategies for the student's success.
- The Head Start Campus Intervention Team (HSCIT) is a support network consisting of the parent, teacher, campus director, education specialist, family service worker, ISD personnel and disability/mental health specialist.
- General guidelines are as follows:
  - A student is identified by the parent's concerns noted on the completed Ages and Stages Questionnaire and Parent/Teacher conferences.
  - The student is having difficulties in learning the age appropriate curriculum.
  - The student exhibits behavioral tendencies that interfere with learning.
  - The identified student may be referred to the Head Start Campus Intervention Team on a completed Data Intervention Form signed by the parent.
  - The team will gather appropriate factual data such as samples of work, child assessment, family input, and observations by teacher and Education Specialist.
  - The team will develop a plan and recommend interventions that may improve academic performance. Classroom teachers will implement intervention and report to CIT success or failure of the interventions. Any required documentation will be sent to the ISD to pursue eligible for services under IDEA, if needed.
- Parents interested in more information concerning services under IDEA should contact the Head Start Disability/ Mental Health Specialist.



# Mental Health

- Mental health promotes a child's mental health along with social and emotional well-being.
- Mental health is important because having a positive social emotional well-being makes it easier for children to: have close relationships with family and friends, do well in school, learn new things, solve tough problems, develop patience (or not give up), focus on a task and ask for help.
- When young children are worried, sad, or angry, it can be hard to: make friends, follow directions, express feelings or wishes, follow simple directions, pay attention in class, solve problems in positive ways, and do well in school.
- Mental health professionals provide parents and staff with relevant training that will enable them to receive mental health services and information as needed. As part of the intervention, children and families in crisis receive appropriate referrals from authorized professionals.
- Delivery of mental health services are carried out through Memorandums of Understanding, collaborations, and agreements with mental health professionals, LEA's, and parental consent.
- Community Services of Northeast Texas, Inc. Head Start will assist in the monitoring of guidelines, the training activities for parents/families and staff working with the school districts and outside agencies, and serving on boards whose mission is to work with families who may need services.
- Parents will complete Ages & Stages Mental Health Questionnaire and a Social/Emotional Classroom observation will be complete by a professional Mental Health provider.
- Any questions or concerns on services should be directed to the Disability/ Mental Health Specialist.



# Transportation



## What is the EPIC Transportation Safety Education Curriculum?

In accordance with Head Start guidelines, Transportation Safety Education is implemented within the first 30 days of school. The curriculum covers vehicle safety and pedestrian safety and is presented as an ongoing part of Head Start education and includes components devoted to classroom activities, bus activities, parent education materials for use in home task, parent meetings, and home visits, to impact the health, safety, and well-being of the entire family.

### Five Essential learning concepts of the EPIC Transportation Safety Education Curriculum

- **Safe riding practices**—Establishes safe behavior for riding on the bus to include key concepts of; “Think Safety First”, Find my seat, Buckle-up!, Keep my feet in front keeping aisles clear, and Use a quiet voice.
- **Safety procedures for boarding and leaving the vehicle**—Prepares children for safe loading and unloading on the bus to include key concepts of; Wait for my turn, Wait for the “OK” to load signal (thumbs up), Take one step at a time, and Hold onto the handrail.
- **Safety procedures in crossing the street to and from the vehicle at stops** -Teaches children safe street crossing procedures to include key concepts of; Take ten giant steps forward, STOP! LOOK! LISTEN!, Wait for the “OK” to cross signal (thumbs up), Cross-safely with an adult.
- **Recognition of the danger zones around the vehicle**—Helps children identify the danger zone areas around the bus to include key concepts of; In front of the bus, In rear of the bus, On both sides of the bus, and Anywhere near the wheels.
- **Evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding**—Involves children in an actual evacuation fire drill off the bus to include key concepts of; Listen to the bus driver, Follow directions, Walk quickly to the rear exit, Exit through the emergency door, and Go to the safe zone.

## Transportation Rules

1. WRITTEN NOTICE must be given one day in advance if there is to be a change in pick-up or delivery, except in emergency situations.
2. Parents are requested to notify the Campus when a child will not be attending class
3. Parents are requested to notify the Campus a week in advance of moving.
4. Children must be dressed and ready when the bus arrives. Bus staff will not come to the door. If the child misses the bus, it is the parent's responsibility to carry the child to the Campus.
5. Children will be returned to the place where they were picked-up in the morning. When a child is delivered to his/her destination, the parent or authorized person must be seen so that the staff will know that there is someone to receive the child. Staff will leave children only with persons who have been authorized to receive them.
6. If no authorized person is present when the child reaches his/her destination, the child will be returned to the Campus; and it will be the parent's responsibility to see that the child is picked up at the Campus. The child will not be picked up by the bus again until the parent confers with Campus staff.
7. Drivers are to pull up to the curb or side of the road to load or unload the children. If it is not possible to pull up to the curb or side of the road, the parent and staff both share the responsibility for helping the child board and get off the bus safely.
8. Each child must always wear a seat belt. The seat belt must be in place before the vehicle is in motion. Each seat belt must be used by only one child.
9. Only Head Start children, staff, and volunteers will ride the bus to and from the Campus.
10. There will be no eating, drinking, or smoking on the bus.
11. Toys are not to be sent with the child unless requested by staff for special occasions: show and tell, etc.
12. There will be at least one bus monitor on the bus when children are being transported. Both the driver and the monitor are responsible for the safety and well-being of the children.
13. All staff and volunteers must receive orientation on transportation policy prior to participating in transportation services.
14. Parents or others who transport children to the Campus must accompany the child into the building, sign the daily log, and place the child with staff. Children can arrive at the Campus as early as 7:30 a.m. and should be picked up by 3:00 p.m.
15. Staff may determine if a child is ill at the time he/she boards the bus. A sick child will not be transported to the Campus.
16. Bus routes will run consistently as much as possible. When possible, staff will notify parents in advance if the bus will be at least 10 minutes late. If the child has not arrived at his/her destination within 10 minutes of the usual time, parents or whoever receives the child should call the Campus to make sure the child is on the bus.
17. Upon returning from transporting children, staff will make a complete visual sweep of the bus to insure that all children have exited. Staff will sign the Attendance Sheet to acknowledge that she/he has conducted the visual sweep.

**Children riding ISD school buses will follow the policies and procedures of the district.**

## Head Start Parent Responsibilities

### **As a Head Start Parent you assume a number of responsibilities, which include:**

- Bringing your child to school each day.
- Keeping sick children at home.
- Bringing your child to the Campus before instruction begins. Breakfast is served between 7:30 am—8:30 am. Children arriving after 8:30 am are offered a supplemental breakfast.
- Picking your child up from the Campus before 2:30 pm Parents are encouraged to pick their child up at 2:30 pm/as Teachers planning and preparation is from 2:30 pm—3:30 pm.
- Call the Campus each day your child is absent.
- Calling the Campus if your child will be late.
- Notifying the Campus in writing if someone other than those listed on the designated pick up list will be picking up your child at the Campus.
- Informing the Campus of any changes in place of employment, home address and telephone number, work number and emergency numbers.
- Informing the teacher of any changes which might affect the child's behavior in the classroom.
- Attending monthly parent meetings and other planned parent trainings and activities.

### **My Rights as a Head Start Parent:**

- To take part in major policy decisions affecting the planning and the operations of the program.
- To help develop adult programs which will improve daily living for my family and me.
- To be welcomed in the classroom.
- To choose whether or not to participate without fear of endangering my child's right to be in the program.
- To be informed regularly about my child's progress in Head Start.
- To always be treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff that will help my child's total individual development.
- To be able to learn about the operation of the program.
- To take part in training and to increase my skill in areas of possible employment.
- To be informed about all community resources concerned with health, education and the improvement of family life.



Community Services of Northeast Texas, Inc Head Start

Philosophy is:

Parents are the primary educators of their children.

Parents and the community must become involved in all aspects of Head Start for Head Start to be successful.

In order for the family to be impacted for a lifetime of parent involvement a team comprised of parents, staff, and the community must interface to share ideas, information, resource, and services.

### **Parent Involvement Component**

Parents have always been considered full partners in the Head Start program. Parents must have a full voice in staff selection, budget authorization, and approval of all program plans. Parents fulfill this role as volunteers on the policy council and Campus committees, giving significant amounts of time in the process.

Parents also serve in other capacities. Some work as classroom assistants, lunchroom and kitchen helpers, custodial assistants, bus attendants or office helpers.

### **Family Services Component**

- The family services staff is the main link between the Head Start program, its families, and the larger community. Volunteers can help:
- Identify community groups that may help families meet basic needs, such as housing, food, clothing, and transportation needs.
- Identify community groups that may help families become self-sufficient.
- Recruit Head Start's target population-children from the community's neediest families.

### **Head Start Policy Council Members**

The membership of the Policy Council shall consist of at least 51% parents of children currently enrolled in the Head Start program who are democratically elected by the parents. One parent representative and one alternate shall be elected from each Campus. Policy Council also consist of persons from the community that are interested in the education and development of the children served by Head Start and who can make some contribution to the program by virtue of their profession or experiences. There should be (4) community representatives ideally (1) from each county Head Start serves. Policy Council meets monthly at a date and time set by the Council. Meetings are open to anyone who wants to attend, however, only elected Policy Council members may vote.

### **POLICY COUNCIL MEMBERS**

Each Head Start Campus selects at least one representative and one alternate. The duties of the Policy Council Representative are to:

1. Attend Policy Council meetings whenever held.
2. Notify his/her alternate if unable to attend a meeting.
3. Serve the needs of the Head Start Campus.
4. Attend any and all training sessions and committee meetings to assist the members in understanding their duties to the Policy Council and Head Start Campus.
5. To be informed and keep other parents informed about issues facing Policy Council.
6. To advocate for the best interests of all Head Start families.
7. To attend parent meetings and represent parent concerns to the Council.
8. To share Policy Council reports at the parent meetings.

### **Policy Council Representatives and Alternates will be :**

1. Trained in the duties and responsibilities held by Policy Council.
2. Eligible for childcare supplements, which are offered to attending members.
3. Eligible for travel expenses which are supplemented for those traveling from outlying areas.

## **In-Kind**

Head Start funds come directly from the federal government. However, the government only provides 80% of the funds necessary to operate the program. The other 20% must come from in-kind. In-Kind is the donation of time, space or materials used in the program that would otherwise be purchased. A dollar amount is assigned to all volunteer hours whether in the classroom, at the campus or at home.

Allowable cost must be:

Reasonable

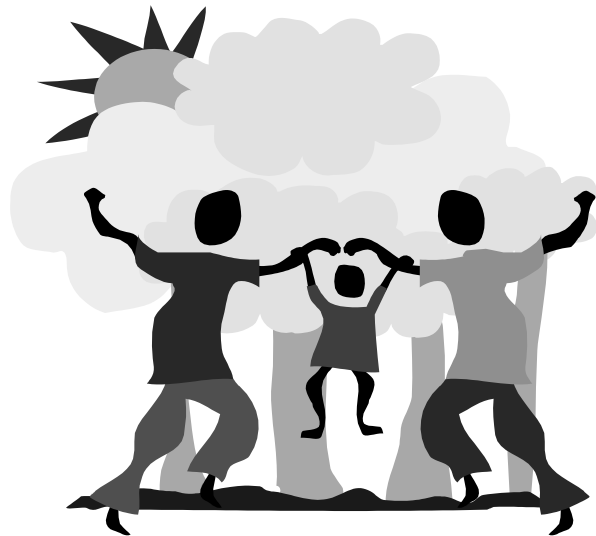
Allocable

Adequately Documented

## **How Do We Keep Track of In-Kind?**

Record ALL your donated time on forms available at the Campuses. Fill out the form each day you are involved or donate goods.

**REMEMBER - THINK IN-KIND  
YOUR TIME MEANS \$\$\$ FOR  
HEAD START**



# Volunteer Hand- book



## WHY ARE VOLUNTEERS IMPORTANT TO HEAD START?

Head Start programs have always relied on Head Start parents, citizens, and partnerships with other community agencies for a skilled and diverse volunteer pool. Volunteers provide a wide range of services and support to Head Start children and their families. Community and parent volunteers support and assist in the direct operation of each Head Start program through their involvement as policy council and advisory group members. Their decisions directly affect every aspect of the program including the budget, operating policies, and selection of staff.

### The primary aims of having volunteers in the Head Start program are as follows:

- To increase additional staff in all areas of the program, thus increasing the effectiveness of paid staff.
- To give interested local citizens, including parents of the Head Start children, an opportunity to participate in the program.
- To establish a systematic method of mobilizing community resources for the expansion and improvement of the program.
- To build a better understanding for the overall War on Poverty and to stimulate widespread citizen support for improved services in education, health, and welfare for parents and their children. To help with the non-federal portion of the program's funding through volunteer/in-kind. 80% of the program's budget is funded by the federal government while the other 20% is funded with in-kind.
- Volunteer services have a long-range impact on the Head Start program, the child, the family, and the volunteer.

## REQUIREMENTS FOR REGULAR VOLUNTEERS



According to Minimum Standards a regular volunteer is someone who volunteers on a recurring scheduled basis.

Requirements for a regular volunteer not counted in child/staff ratio: Background Check, Fingerprint, TB Test, Notarized Affidavit, Orientation to Child-Care Campus and Volunteer Application.

Requirements for a regular volunteer counted in child/staff ratio: Background Check, Fingerprint, TB Test, Notarized Affidavit, and Orientation to Child-Care Campus, Volunteer Application, and 18 years old or older, High School Diploma or Equivalent and Twenty Four Hours Pre-Service Training.

See Appendix "A" for Volunteer Application.

## WHAT VOLUNTEERS CAN DO IN HEAD START?

Both community and parent volunteers are used in all areas of the Head Start program, in program administration as well as Head Start components:

**Education Component:** Volunteers in the classroom greatly extend the amount of adult/child interaction. They read stories to children, extend children's play, and support children's involvement in various activity centers. They also help programs meet various Head Start regulations, for example, that there are three adults in the classroom. One of these individuals is to be a volunteer. Volunteers can work with individual children, oversee learning centers, and make games and toys. In each of these instances the parent or community volunteer is an important part of the Campus staffing.

Volunteers may support the Education Specialist in an advisory capacity as well. Community and parent volunteers serving on an educational advisory committee can help develop the educational component plan, and review new materials.

## **NATIONAL HEAD START PROGRAM**



Head Start is a Comprehensive Child Development Program initiated in 1965 as a part of the Federal Government's War on Poverty. Communities sponsoring the first Head Start programs mobilized parents, students, public, and private agencies, and community residents to assist in getting the program under way. Many of these individuals and groups participated on a voluntary basis and were essential to the successful beginning of Head Start. Head Start now serves over 909,201 children and their families throughout the country.

Head Start is designed for three through five year old preschool children of low-income families along with special needs children.

The overall goal of Head Start is to involve the entire family in an enriched learning process which involves promoting a greater degree of social competence in children of low-income families by strengthening their ability to cope with school and the world around them and by helping to create new opportunities for them and their families.

Head Start recognizes the parent as the prime educator of his/her child because parents are the most important influence on a child's development. So we encourage all parents to be involved in all phases of the program.

### **GRANTEE RELATIONSHIP**

Head Start funding is done by the grantee, Community Services of Northeast TX., Inc. Community Services Head Start offers medical, dental, and psychological screenings of all children and referrals as needed. The agency currently operates Head Start Campuses in Atlanta, Bloomburg, Daingerfield-Lone Star, Hughes Springs, Linden, Naples, New Boston, Pittsburg, and Texarkana.

### **LOCAL PROGRAM OPTIONS**

Community Services Head Start has Nine (9) campuses operating a total twenty (20) class rooms. The number of class(es) offered in each Campus is as follows: Atlanta - 3, Bloomburg - 1, Daingerfield-Lone Star-1, Hughes Springs - 3, Linden - 2, Naples - 1, New Boston - 2, Pittsburg - 3, Texarkana - 4. Each class serves 17 to 20 children. Community Services Head Start hours of operation are from 7:50 a.m. - 3:30 p.m.

## **HEAD START PROGRAM PERFORMANCE STANDARDS**

The *Head Start Performance Standards* are the mandatory regulations that grantees and delegate agencies must implement in order to operate a Head Start program. It covers all the goals of the Head Start program as they may be achieved by the combined attainment of the objectives of the basic components (Education, Health, Mental Health, Nutrition, Social Services, and Parent Involvement) of the program, with emphasis on the program performance standards necessary and required to attain those objectives. The standards define the objectives and features of a quality Head Start program in concrete terms; they articulate a vision of service delivery to young children and families; and they provide a regulatory structure for the monitoring and enforcement of quality standards. Compliance with the performance standards is required as a condition of Federal Head Start funding.

A copy of the *Head Start Performance Standards* are located at each Campus and can be reviewed upon request.

## **FEDERAL POLICY REGARDING VOLUNTEERS**

The first official policy document for Head Start programs was "The Head Start Manual of Policies and Instructions," published in 1967. It presented specific policies for Head Start including volunteers in the program. Some of the policies are as follows:

- Programs are expected to use volunteers to the fullest extent.
- The third person in the classroom is a volunteer.
- Volunteers' services claimed as part of the non-federal share must be documented by the time sheets.
- All personnel, including regular volunteers, who are in contact with children, must be screened for tuberculosis.
- Volunteers who eat with children will not have to pay for their meals.
- Volunteers will be covered with adequate insurance.
- Head Start programs must explore the use of other community resources.

The Head Start program tries to give parents and the community every possible chance to participate in the program.





**Health Component:** Every grantee is required to have a health advisory committee that includes parents and volunteer health professionals. This group helps the Head Start program to identify resources to meet the health needs of Head Start families and to meet policy requirements.

The health component uses professional volunteers to provide services to Head Start families. A dentist may offer dental cleaning and check-ups, a nutritionist may plan menus, a home economist may offer cooking classes to parents, or a psychologist may provide mental health evaluations.

The health component also uses volunteers in the classroom to support teacher efforts. Volunteers may teach children about personal hygiene, nutrition, and other health-related topics.

**Parent Involvement Component:** Parents have always been considered full partners in the Head Start program. Parents must have a full voice in staff selection, budget authorization, and approval of all program plans. Parents fulfill this role as volunteers on the policy council and Campus committees, giving significant amounts of time in the process.

Parents also serve in other capacities. Some work as classroom assistants, lunchroom and kitchen helpers, custodial assistant, bus attendants or office helpers.

**Social Services Component:** The social services staff is the main link between the Head Start program, its families, and the larger community. Volunteers can help:

- Identify community groups that may help families meet basic needs, such as housing, food, clothing, and transportation needs.
- Identify community groups that may help families become self-sufficient.
- Recruit Head Start's target population-children from the community's neediest families.

The social services component also may use volunteers for direct service. A parent or community volunteer may help with recruitment and enrollment activities.

**Program Administration:** Community and parent volunteers support and assist in the direct operation of each Head Start program through their involvement as policy council and advisory group members. Their decisions directly affect every aspect of the program including the budget, operating policies, and selection of staff.

See Appendix "B" for detailed Volunteer Job Descriptions. These are also available at all Campuses.

## HOW TO BE THE BEST VOLUNTEER YOU CAN BE

The volunteer helps mold, shape and cultivate attitudes that encourage "active" learning participation.

### THE BEST VOLUNTEER:

- Has respect for the individual child and his/her own unique personality.
- Responds positively to children's feelings.
- Actively listens to children with patience.
- Is mentally alert and poised in handling situations with kindness, fairness and consistency.
- Sincerely praises each child's growth and progress.
- The volunteer helps mold, shape and cultivate attitudes that encourage "active" learning participation.

## INSURANCE AND LIABILITY

All employees and volunteers are covered by general liability.

## TIME KEEPING

Volunteer's time should be kept on the Volunteer Timesheet (See Appendix "C"). Timesheets should be filled out and signed at the time of service. Completed Volunteer Timesheets are to be turned into the Campus Director for his/her signature by the end of each month. The volunteer should call the Campus Director or the designated staff if he/she is unable to volunteer on the day assigned.

**All volunteers must follow the Head Start rules and regulations as the employees.**

# **Appendix “A”**

## **Volunteer Application**

# **Appendix “B”**

## **Volunteer Job Description**

# **Appendix “C”**

## **Volunteer Time Sheet**

# Resource Directory

