

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



**Linden
Head Start**



**2019-2020
Campus Operating Manual
(Includes: Parent Handbook,
USDA Parent Resource Guide,
Volunteer Handbook, & Resource Directory)**

Policy Council Approval: May 28, 2019

Governing Board Approval: May 28, 2019

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Resource Directory

Community Services Offices
Toll Free Numbers
Resources

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

Dan Boyd	Executive Director
Bernadette Harris	Head Start Director
Bridgette Parton	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
Frances Evans	Curriculum Director
Wanda Davis	Practice Based Coach
Michele Rowe	CLASS Specialist
Sharon Anderson	Program Monitor
Sharda Barber	Head Start Office Coordinator
Shirley Baker	Disability/Mental Health Specialist
Susan Horner	Nutrition Manager
Rhonda Shirley	Health Coordinator
Misty Van Hooser	Family Service Administrator
Brian Chambers	Information Technology Coordinator
Tommy Hooper	Service Manager

Community Services of Northeast Texas, Inc.

Head Start
304 East Houston Street
P.O. Box 427
Linden, Texas 75563

Department of Health and Human 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 <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards> 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 http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp 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

Longview

Krystal Payne

2130 Alpine Road
Longview, Texas 75601
903-233-5235

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.

Staff Immunizations

Community Services of Northeast Texas, Inc. does not require staff to obtain Hep A, Influenza and Pertussis

Child Abuse

Preventing and Responding to Abuse and Neglect of Child

- A. Employees are required annually to obtain a minimum of one hour training on preventing and responding to neglect of children.
- B. Methods used for increasing employee and parent awareness of issues regarding child abuse and neglect warning signs that a child may be a victim of abuse or neglect are as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
 - 2. Poster "Keeping Children Safe" located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
 - 2. Poster "Keeping Children Safe" located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- D. Strategies for coordination between the campus and appropriate community organizations include:
 - 1. Open communication between communities between community organizations by mail, email or telephone.
 - 2. Attending meetings and/or trainings with community organizations.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- E. Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance are as follows:
 - 1. Refer parent to information on poster "Keeping Children Safe" located on the parent information board.
 - 2. Refer parent to Child Abuse Hotline at 800-252-5400 or www.hhs.state.tx.us.
 - 3. Refer parent to local police department or 911.
- F. Parent Education and Resources
 - 1. www.parenttoolkit.com
 - 2. www.discoveryeducations.com/parents/
 - 3. www.pbs.org/parents/
 - 4. www.choosemyplate.gov

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. 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.

Linden Head Start Relocation Sites and Emergency Contact Numbers

First Location

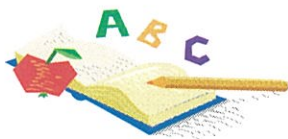
Area 1 of the Playground
*Behind the Pre-K Building
107 South Kaufman
Linden, Texas
903-756-5471

Second Location

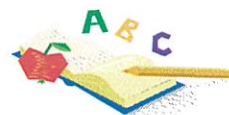
Linden United Methodist Church
400 East Rush Street
Linden, Texas
903-756-5981

Additional Emergency number for parents to call:

Head Start Administrative Office – 903-756-5596
Linden-Kildare CISD Administrative Office – 903-756-7071



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.



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 7:30a.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 8:30 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 Program Manager at 903-756-5596 ext. 213.

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 Administrator at 903-756-5596 ext. 218.

Suspension and Expulsion

No child will be suspended or expelled from the program unless necessary for the safety of the children. All measures will be taken to ensure the child can remain in the classroom.



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 with in 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 Spot Screener vision and pure tone and impedance screening, blood pressure and height and weight screenings with in 45 calendar days of entering the Campus. If a child fails his/her initial hearing screening, the child must be rescreened 2 to 3 weeks after the initial screening date. A child failing the vision screening will be referred immediately.

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 at 12 months and again at 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 detected. Payment assistance is provided if no other payer source is available and criteria are met.

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:

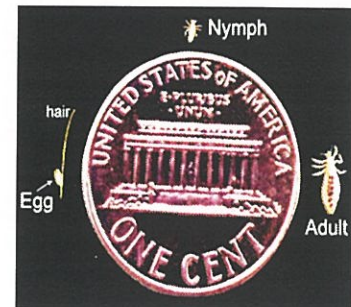
1. Before applying treatment, remove all clothing from the waist up.
2. Apply lice medicine, also called pediculicide (peh-DICK-you-luh-side), according to label instructions. If your child has extra long hair (longer than shoulder length), you may need to use a second bottle. Pay special attention to 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 including sunscreen and insect repellent:

- 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.

DENTAL EXAMINATION

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.

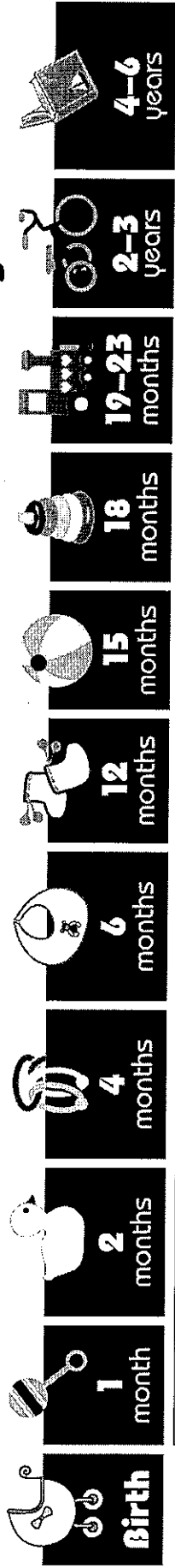
Head Start provides assistance including obtaining transportation (if needed) for you and your child. You as a parent or parent representative must accompany your child to the appointment. The parent representative must be 18 years or older.

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.



2019 Recommended Immunizations for Children from Birth Through 6 Years Old



Is your family growing? To protect your new baby against whooping cough, get a Tdap vaccine. The recommended time is the 27th through 36th week of pregnancy. Talk to your doctor for more details.

Shaded boxes indicate the vaccine can be given during shown age range.

HepB	HepB	HepB	HepB	HepB	HepB	HepB	HepB	HepB	HepB
RV	RV	RV	RV	RV	RV	RV	RV	RV	RV
DTaP	DTaP	DTaP	DTaP	DTaP	DTaP	DTaP	DTaP	DTaP	DTaP
Hib	Hib	Hib	Hib	Hib	Hib	Hib	Hib	Hib	Hib
PCV13	PCV13	PCV13	PCV13	PCV13	PCV13	PCV13	PCV13	PCV13	PCV13
IPV	IPV	IPV	IPV	IPV	IPV	IPV	IPV	IPV	IPV
Influenza (Yearly)*									
MMR	MMR	MMR	MMR	MMR	MMR	MMR	MMR	MMR	MMR
Varicella	Varicella	Varicella	Varicella	Varicella	Varicella	Varicella	Varicella	Varicella	Varicella
HepA ^s	HepA ^s	HepA ^s	HepA ^s	HepA ^s	HepA ^s	HepA ^s	HepA ^s	HepA ^s	HepA ^s

NOTE: If your child misses a shot, you don't need to start over. Just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

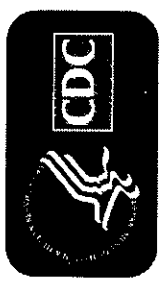
FOOTNOTES:

- * Two doses given at least four weeks apart are recommended for children age 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.
- ^s Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 months after the last dose. HepA vaccination may be given to any child 12 months and older to protect against hepatitis A. Children and adolescents who did not receive the HepA vaccine and are at high risk should be vaccinated against hepatitis A.

If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he or she may need.



For more information, call toll-free
1-800-CDC-INFO (1-800-232-4636)
 or visit
www.cdc.gov/vaccines/parents



U.S. Department of
 Health and Human Services
 Centers for Disease
 Control and Prevention



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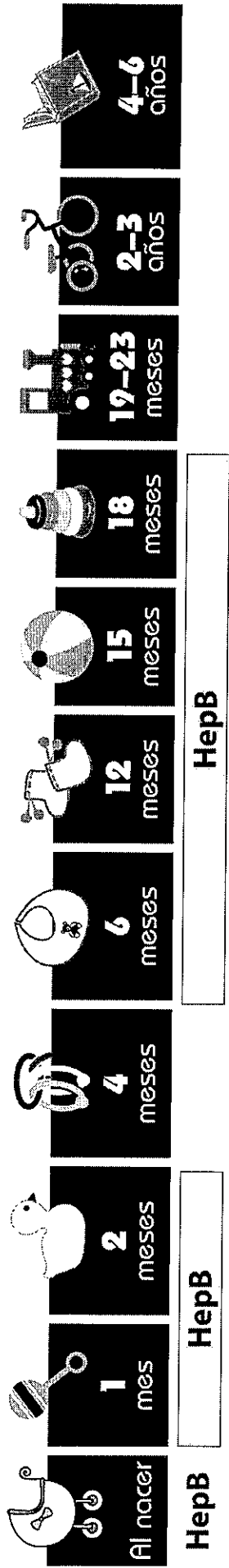
Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTap* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTap* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV13 vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTap* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

* DTap combines protection against diphtheria, tetanus, and pertussis.

** MMR combines protection against measles, mumps, and rubella.

2019 Vacunas recomendadas para niños, desde el nacimiento hasta los 6 años de edad



¿Está creciendo su familia?
 Para proteger a su nuevo bebé contra la tosferina, póngase la vacuna Tdap. El mejor momento para recibir la vacuna es entre las 27 y las 36 semanas de cada embarazo. Consulte a su médico para obtener más detalles.

Las casillas coloreadas indican que la vacuna se puede dar durante el rango de edad mostrado.

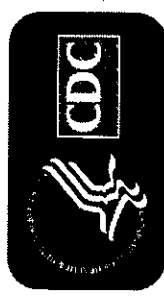
HepB	RV	DTaP	DTaP	DTaP	DTaP
HepB	RV	Hib	Hib	Hib	Hib
HepB	RV	PCV13	PCV13	PCV13	PCV13
HepB	RV	IPV	IPV	IPV	IPV
HepB	RV	Influenza (anual)*			
HepB	RV	MMR	MMR	MMR	MMR
HepB	RV	Varicela	Varicela	Varicela	Varicela
HepB	RV	HepA, 2 dosis [§]			

NOTA: Si no se le puso una de las dosis a su hijo, no se necesita volver a empezar. Solo llévelo al médico para que le apliquen la siguiente. Consulte al médico de su hijo si tiene preguntas sobre las vacunas.

NOTAS A PIE DE PÁGINA:
 * Se recomiendan 2 dosis con un intervalo de por lo menos cuatro semanas para los niños de 6 meses a 8 años que reciben por primera vez la vacuna contra la influenza y para otros niños en este grupo de edad.
 § Se requieren 2 dosis de la vacuna HepA para brindar una protección duradera. La primera dosis de la vacuna HepA se debe administrar durante los 12 y los 23 meses de edad. La segunda dosis debe aplicarse 6 meses después de la última dosis. La vacuna HepA se puede administrar a todos los niños de 12 meses de edad o más para protegerlos contra la hepatitis A. Los niños y adolescentes que no recibieron la vacuna HepA y tienen un riesgo alto, deben vacunarse contra la hepatitis A.
 Si su hijo o hija tiene alguna afección que lo pone en riesgo de contraer infecciones o si va a viajar fuera de los Estados Unidos, consulte al médico sobre otras vacunas que él o ella pueda necesitar.

MÁS INFORMACIÓN AL REVERSO SOBRE EMFERMEPAPES PREVENIBLES CON LAS VACUNAS Y LAS VACUNAS PARA PREVENIRLAS.

Para más información, llame a la línea de atención gratuita
1-800-CDC-INFO (1-800-232-4636)
 o visite
www.cdc.gov/vaccines/parents



U.S. Department of Health and Human Services
 Centers for Disease Control and Prevention

AMERICAN ACADEMY OF FAMILY PHYSICIANS
 STRONG MEDICINE FOR AMERICA

American Academy of Pediatrics
 DEDICATED TO THE HEALTH OF ALL CHILDREN™

Enfermedades que se pueden prevenir con vacunas y las vacunas que las previenen

Enfermedad	Vacuna	Enfermedad transmitida por	Signos y síntomas de la enfermedad	Complicaciones de la enfermedad
Varicela	Vacuna contra la varicela	Aire, contacto directo	Sarpullido, cansancio, dolor de cabeza, fiebre	Ampollas infectadas, trastornos hemorrájicos, encefalitis (inflamación del cerebro), neumonía (infección en los pulmones)
Difteria	La vacuna DTaP* protege contra la difteria	Aire, contacto directo	Dolor de garganta, fiebre moderada, debilidad, inflamación de los ganglios del cuello	Inflamación del músculo cardíaco, insuficiencia cardíaca, coma, parálisis, muerte
Hib	La vacuna contra la Hib protege contra la <i>Haemophilus influenzae</i> serotipo b	Aire, contacto directo	Puede no causar síntomas a menos que la bacteria entre en la sangre	Meningitis (infección del recubrimiento del cerebro y la médula espinal), discapacidad intelectual, epiglotitis (infección que puede ser mortal en la que se bloquea la tráquea y origina graves problemas respiratorios) y neumonía (infección en los pulmones), muerte
Hepatitis A	La vacuna HepA protege contra la hepatitis A	Contacto directo, comida o agua contaminada	Puede no causar síntomas. Fiebre, dolor de estómago, pérdida del apetito, cansancio, vómitos, ictericia (coloración amarilla de la piel y los ojos), orina oscura	Insuficiencia hepática, artralgia (dolor en las articulaciones) y trastornos de los riñones, del páncreas y de la sangre
Hepatitis B	La vacuna HepB protege contra la hepatitis B	Contacto con sangre o líquidos corporales	Puede no causar síntomas. Fiebre, dolor de cabeza, debilidad, vómitos, ictericia (coloración amarilla de la piel y los ojos) dolor en las articulaciones	Infección crónica del hígado, insuficiencia hepática, cáncer de hígado
Influenza (gripe)	La vacuna influenza protege contra la influenza o gripe	Aire, contacto directo	Fiebre, dolor muscular, dolor de garganta, tos, cansancio extremo	Neumonía (infección en los pulmones)
Sarampión	La vacuna MMR** protege contra el sarampión	Aire, contacto directo	Sarpullido, fiebre, tos, moqueo, conjuntivitis	Encefalitis (inflamación del cerebro), neumonía (infección en los pulmones), muerte
Paperas	La vacuna MMR** protege contra las paperas	Aire, contacto directo	Inflamación de glándulas salivales (debajo de la mandíbula), fiebre, dolor de cabeza, cansancio, dolor muscular	Meningitis (infección del recubrimiento del cerebro y la médula espinal), encefalitis (inflamación del cerebro), inflamación de los testículos o los ovarios, sordera
Tosferina	La vacuna DTaP* protege contra la tosferina (<i>pertussis</i>)	Aire, contacto directo	Tos intensa, moqueo, apnea (interrupción de la respiración en los bebés)	Neumonía (infección en los pulmones), muerte
Poliomielitis	La vacuna IPV protege contra la poliomielitis	Aire, contacto directo, por la boca	Puede no causar síntomas. Dolor de garganta, fiebre, náuseas, dolor de cabeza	Parálisis, muerte
Enfermedad neumocócica	La vacuna PCV13 protege contra la infección neumocócica	Aire, contacto directo	Puede no causar síntomas. Neumonía (infección en los pulmones)	Bacteriemia (infección en la sangre), meningitis (infección del recubrimiento del cerebro y la médula espinal), muerte
Rotavirus	La vacuna RV protege contra el rotavirus	Por la boca	Diarrea, fiebre, vómitos	Diarrea intensa, deshidratación
Rubéola	La vacuna MMR** protege contra la rubéola	Aire, contacto directo	A veces sarpullido, fiebre, inflamación de los ganglios linfáticos	Muy grave en las mujeres embarazadas: Puede causar aborto espontáneo, muerte fetal, parto prematuro, defectos de nacimiento
Tétanos	La vacuna DTaP* protege contra el tétanos	Exposición a través de cortaduras en la piel	Rigidez del cuello y los músculos abdominales, dificultad para tragar, espasmos musculares, fiebre	Fractura de huesos, dificultad para respirar, muerte

* La vacuna DTaP combina la protección contra la difteria, el tétanos y la tosferina.

** La vacuna MMR combina la protección contra el sarampión, las paperas y la rubéola.



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 can 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 special occasions. 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 prior to entry. Individualized care plans will be implemented as indicated. CSNT Head Start cannot accept parent or guardian statements. The statement must be submitted to the Nutrition Manager for approval.

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 90 days of entering the classroom. These results must be on or since your child's twelve/twenty-four 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 ninety (90) 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.*

What do you think should be done?

Parent/Guardian Signature

Date

Campus Director Signature

Date

Results of investigation conducted by Campus Director:

Parent/Guardian Civil Rights Complaint Procedure

Step 2: If the Parent/Guardian is not satisfied with the Campus Director's decision, they may forward all pertinent and written documentation to the Head Start Director and the Executive Director at CSNT, Inc., P.O. Box 427, Linden, TX 75563 within five working days. The Campus Director will assist the Parent/Guardian in this process if the Parent/Guardian requests their assistance. The Head Start Director and the Executive Director will have five working days to respond in writing to the Parent/Guardian.

Date Documentation Received, _____

Date Head Start Director/Executive Director Response sent to Parent/Guardian, _____

Step 3: If the Parent/Guardian is still not satisfied with the decision of the Head Start Director and the Executive Director, the Parent/Guardian should write immediately to TDHS.

- 1) Texas Department of Human Services
Director, Civil Rights Division
P.O. Box 148030
Austin, TX 78714-9030

or

- 2) Secretary of Agriculture
Washington, D.C. 20250

The Campus Director will assist the Parent/Guardian in forwarding the complaint if they are unable to do so.

_____ I do wish to appeal this complaint to Step 3.

_____ I do not wish to appeal this complaint to Step 3.

Parent/Guardian Signature

Date

Campus Director Signature

Date



Bernadette Harris
Head Start Director

304 E. Houston St.
Linden, Texas 75563

Phone: 903-756-5596
Fax: 903-756-7294

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **[Head Start CSNT]** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household only if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.

2. Who can get free meals without providing income information? Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.

4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

5. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

9. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call [903-756-5596 EXT. 27].

Sincerely,

Susan Horner
Nutrition Manager
CSNT Head Start

July 2011



Bernadette Harris
Head Start Director

304 E. Houston St.
Linden, Texas 75563

Phone: 903-756-5596
Fax: 903-756-7294

Estimado Padre/Tutor:

Esta carta está dirigida a todos los padres o tutores de niños que están inscritos en centros de cuidado infantil. **[CSNT Head Start]** ofrece comidas saludables para todos los niños inscritos como parte de nuestra participación en el Programa de Atención Alimenticia para Niños y Adultos (CACFP, por sus siglas en inglés) del Departamento de Agricultura de Estados Unidos (USDA, por sus siglas en inglés). El CACFP ofrece reembolsos por comidas y meriendas saludables que se les sirven a los niños inscritos en centros de cuidado de niños. Por favor, ayúdenos a cumplir con los requisitos del CACFP llenando el Formulario de Calificación por Ingresos para el Beneficio de Comidas que está adjunto a esta carta. Además, al llenar este formulario, podremos determinar si su hijo(s) califica para recibir comidas gratis o a un precio reducido.

- 1. ¿Debo llenar un Formulario de Calificación para el Beneficio de Comidas por cada hijo que esté en un centro de cuidado diario?** Podría ser que tenga que completar y presentar un Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP para todos los niños de su hogar que están inscritos para recibir cuidado diario, pero sólo si están inscritos en el mismo centro. No podemos aprobar un formulario que no esté completo, por eso, debe asegurarse de leer las instrucciones con cuidado y llenar toda la información que se solicita.
- 2. ¿Quién puede recibir comidas gratis sin tener que entregar información sobre ingresos?** Pueden recibir comidas gratis los niños en hogares inscritos en el Programa de Asistencia de Nutrición Suplementaria (SNAP) (anteriormente "Estampillas para comida"), Asistencia Temporal para Familias Necesitadas (TANF), o el Programa de Distribución de Alimentos en Reservaciones Indígenas (FDPIR). **Los niños en familias de crianza (consulte la pregunta N° 8 si desea más información sobre niños de crianza) y los niños inscritos en el Programa "Head Start" (HSP), el Programa "Early Head Start" (EHSP), o el Programa Even Start ESP) y que aún no han comenzado el jardín infantil, también califican para recibir comidas gratis.** Los hogares que tienen niños inscritos en un HSP, EHSP, o ESP, pueden entregar una carta de certificación del programa de que el niño está inscrito, y así no necesitan llenar un Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP.
- 3. ¿Quién puede recibir comidas a precios reducidos?** Los niños pueden recibir comidas a precios reducidos si los ingresos de su hogar están dentro de los límites de precios reducidos de la Tabla de Ingresos que se envió junto con esta solicitud. Los niños en hogares que participan en WIC podrían calificar para recibir comidas a precio reducido.
- 4. ¿Puedo llenar el formulario si en mi hogar hay una persona que no es ciudadano estadounidense?** Sí. Ni usted ni sus hijos tienen que ser ciudadanos estadounidenses para calificar para el beneficio de comidas del centro.
- 5. ¿A quiénes debería incluir como miembros de mi hogar?** Debe incluir a todos los miembros de su hogar (es decir, los abuelos, otros parientes, o amigos que viven con usted) que comparten los ingresos y los gastos. Debe incluirse usted mismo y a todos los niños que viven con usted. También puede incluir a los niños de crianza que viven con usted.
- 6. ¿Cómo entrego la información sobre mis ingresos y notifico los cambios en mi situación laboral?** Su informe de ingresos debe presentar los ingresos totales brutos recibidos el último mes por cada miembro del hogar indicando la fuente. Si su informe de ingresos del último mes no refleja con exactitud su situación, puede presentar una proyección de sus ingresos mensuales. Si no ha tenido cambios importantes, puede usar los ingresos del mes pasado como base para preparar esa proyección. Si los ingresos de su hogar son iguales o inferiores a los montos indicados para el tamaño de su hogar en la Tabla de Ingresos adjunta, el centro recibirá un mayor nivel de reembolsos. Una vez que tenga la aprobación para recibir beneficios gratis o a precios reducidos, ya sea mediante ingresos o presentando un número de caso vigente del SNAP, TANF, o FDPIR, usted seguirá calificando para recibir esos beneficios por 12 meses. Sin embargo, deberá notificarnos si usted o alguien de su hogar queda desempleado y la pérdida de ingresos hace que los ingresos de su hogar queden dentro de los parámetros para calificar.
- 7. ¿Qué puedo hacer si mis ingresos no siempre son iguales?** Indique el monto que percibe normalmente. Por ejemplo, si sus ingresos mensuales generalmente son de \$1000, pero en el último mes no trabajó tanto y sólo recibió \$900, indique que recibe \$1000 mensuales. Si generalmente trabaja horas extras, debe incluir eso también, pero no lo incluya si es solamente a veces.
- 8. ¿Qué hago si tengo niños de crianza?** Los niños de crianza que están bajo la responsabilidad legal de una agencia o un tribunal de crianza califican para recibir comidas gratis. Cualquier niño de crianza del hogar califica para recibir comidas gratis independientemente de los ingresos del hogar. Los hogares pueden incluir a niños de crianza en el Formulario de Beneficios de Comidas, pero no están obligados a incluir los pagos recibidos para el niño de crianza como ingresos. Los hogares que deseen solicitar esos beneficios para los niños de crianza pueden entregar al cuidador del niño el Formulario 2085FC *Autorización de Colocación en Crianza / Cuidado Residencial* del Departamento de Servicios para la Familia y de Protección de Texas, y así no tendrán que llenar el Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP.
- 9. Pertenece al ejército, ¿debemos incluir nuestras pensiones de vivienda y suplementaria como ingresos?** Si su vivienda forma parte de la Iniciativa de Privatización de Viviendas del Ejército, y además recibe Un Beneficio Suplementario de Subsistencia Familiar, no incluya esas pensiones como ingresos. Además, con relación a miembros del ejército en zonas de combate, sólo se contará como ingresos del hogar la parte de los ingresos del miembro del ejército que hayan sido designados por él o a nombre suyo para que vayan al hogar. Los sueldos por combate, incluyendo el Pago de Incentivos de Extensión de Servicio (DEIP) también quedan excluidos y no se contarán como ingresos del hogar. Todas las demás pensiones se deben incluir en sus ingresos brutos.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability. If you have other questions or need help, call [903-756-5596 EXT. 27].

Sincerely,

Susan Horner
Nutrition Manager

July 2011

CACFP Meal Benefit Income Eligibility Form
Letter to Households (Child Care Centers)



Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program

Questions? Concerns?

Call USDA at
1-866-873-2263

Food and Nutrition at
1-800-TELL-TDA
(835-5832)



Your child care at Community Services of Northeast Texas, Inc

Contact Information: Susan Horner Nutrition Manager with the Head Start Program
Address P.O. Box 427 Linden, Texas 75563
Phone Number 903-756-5596 ext. 219
Email Address susan.horner@csntexas.org or bridgette.parton@csntexas.org

Other Necessary Information

Fraud Hotline: 1-866-5-FRAUD or 1-866-537-2834
P.O. Box 12847 Austin TX 78711
www.SquareMeals.org
USDA is an equal opportunity provider and employer.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

This product was funded by USDA. This institution is an equal opportunity provider.



Updated 12/2018



Construyendo Para El Futuro

Este guardería infantil recibe asistencia monetaria del gobierno federal para server comidas nutritivas a sus niños. ¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa "Child and Adult Care Food Program" del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

Llame gratuitamente a USDA al
1-866-873-2263

Alimentación y Nutrición al
1-800-TELL-TDA
(835-5832)

OR

Centro de cuidado de niños de su hijo al Community Services of Northeast Texas, Inc.

Información del contacto: Susan Horner Nutrition Manager with the Head Start Program

Dirección P.O. Box 427 Linden, Texas 75563

Número de teléfono 903-756-5596 ext. 219

Dirección de correo electrónico

susan.horner@csntexas.org

Línea para reportar un fraude: 1-866-5-FRAUD or 1-866-537-2834
P.O. Box 12847 Austin TX 78711

www.SquareMeals.org

USDA es un proveedor y empleador que ofrece oportunidad igual para todos.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



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, 2019—June 30, 2020

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. (CSNT) provides special services and support in the areas of identification, preventive and remedial treatment to children with special needs and families in accordance with *Head Start Performance Standard 1302.61*

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.

CSNT Head Start staff will be working and implementing with our ISD partners thru HSCIT and IDEA (Individuals with Disabilities Education Improvement Act of 2004) promoting improved achievement by all students. *Head Start Performance Standard 1302.62*

General guidelines are as follows:

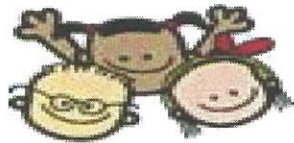
- A student is identified by the parent's concerns noted on the completed Ages and Stages Questionnaire and Parent /Teacher conferences
- Having difficulties in learning the age appropriate curriculum
- Exhibits behavioral tendencies that interfere with learning.

The identified student may be referred to the HSCIT 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
- Develop a plan and recommend interventions that may improve academic performance. Classroom teachers will implement and report to HSCIT success or failure of the interventions.

Any required documentation will be gathered and sent to the ISD to pursue eligible for services under IDEA, if needed.

Mental Health



1302.45 1302.46

Mental health means that young children are growing in their ability to: understand and share feelings, have closer and positive relationships, and explore and learn.

Mental health is important because having a positive mental health 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 and information on an on-going basis. As part of the intervention, children and families in crisis receive appropriate services from authorized professionals.

Delivery of mental health services are carried out through Memorandums of Understanding, collaborations, and agreements with mental health professionals, and LEA's.

Parents will complete Ages & Stages Questionnaire and a Social/Emotional Classroom observation will be completed by a Mental provider at the beginning of the school year.

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.

Any questions or concerns on services/resources 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 3:30 pm/as Teachers planning and preparation is from 3:30 pm—4:00 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.



PARENT IN-VOLVEMENT

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 at the meeting.
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 our 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.

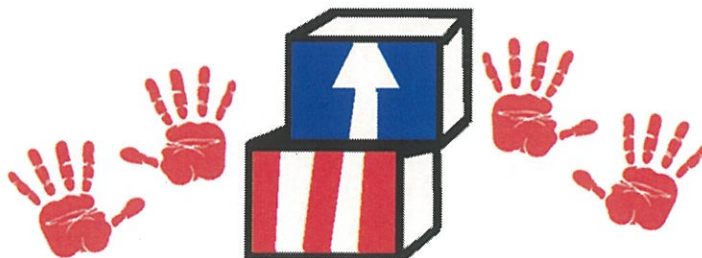
Allowable cost must be:

Reasonable

Allocable

Adequately Documented

In-kind is recorded /documented on forms that are available at the Campuses.



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.



Community Services of Northeast Texas, Inc.
 Head Start
 Equal Opportunity Employer

Volunteer Application

Circle one: Atlanta Bloomburg
 Daingerfield / Lone Star Hughes
 Springs Linden Naples New
 Boston Pittsburg Texarkana

Staff Initials: _____
 Date: _____

Instructions: All applications must be clearly printed; make sure the application is completed and signed.

Name: _____
 Last First Middle

Present Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Drivers License # _____ State: _____

Do you have a child in the CSNT Head Start Program? _____ If yes, which center _____

List any trainings or certificates: _____

Languages fluent in other than English: _____

Skills, interests and hobbies: _____

What are your Volunteer interests? _____

Availability:

Short Term { } Long Term { } Special Occasions { }

Hours: per week _____ per month _____

Type of Work You Prefer:

_____ work with children _____ maintenance
 _____ work with Administrative staff _____ other

Times during the week that you can not volunteer: _____

Contact person in case of an emergency: _____

Phone # _____ Relationship _____

Have you ever been convicted of a felony? _____

List References:

1. _____
 Name Address phone #
2. _____
 Name Address phone #
3. _____
 Name Address phone #

Staff Use:	+	-
Date:	+	-
Date:	+	-
Date:		

Signature: _____ Date: _____

Administrative Use: Provide copy to Volunteer Coordinator after completion.

TB Test

Date read: _____

CD - contact In-Kind / Vol. Coordinator to schedule

Background Check

Date submitted: _____

Notarized Affidavit

Date completed: _____

Volunteer Job Description

- Title:** Custodian
- Supervisor:** Campus Director
- Specific Duties:** Assist with keeping Head Start Campus in a clean and orderly condition including:
- Sweeping/mopping
 - Emptying trash
 - Cleaning restrooms/classrooms/offices
 - Performing maintenance activities
- Qualifications:** Ability to interact well with children
Ability to follow directions with a positive attitude
Promptness and dependability
- Requirements:** Regular Volunteers (someone that volunteers on a recurring, scheduled basis) must meet/complete the following requirements:
- State Child Care Licensed Background Check (including FBI fingerprints)
 - TB Screening
 - Notarized Affidavit
 - Orientation to Child Care Center
 - Volunteer Application
- Position Hours:** Hours worked are determined by supervisor and volunteer
- Special Requirements:** Sign Confidentiality Statement

Volunteer Job Description

- Title:** Data Entry Clerk
- Supervisor:** Campus Director
- Specific Duties:** Assist with operating data entry terminals to record and verify a variety of routine data
Maintain a database
- Qualifications:** Ability to work well with others
Ability to follow directions with a cooperative attitude
Ability to multi-task and prioritize
Strong organizational skills
Promptness and dependability
- Requirements:** Regular Volunteers (someone that volunteers on a recurring, scheduled basis) must meet/complete the following requirements:
- State Child Care Licensed Background Check (including FBI fingerprints)
 - TB Screening
 - Notarized Affidavit
 - Orientation to Child Care Center
 - Volunteer Application
- Position Hours:** Hours worked are determined by supervisor and volunteer
- Special Requirements:** Sign Confidentiality Statement

Volunteer Job Description

- Title:** Receptionist/Office Clerk
- Supervisor:** Campus Director
- Specific Duties:** Assist teacher with general office duties by:
- Greeting and directing visitors
 - Answering the phone/taking messages
 - Running copies/sending faxes/filing/sorting mail
- Qualifications:** Ability to work well with others
Ability to follow directions with a cooperative attitude
Ability to multi-task and prioritize
Strong organizational skills
Promptness and dependability
- Requirements:** Regular Volunteers (someone that volunteers on a recurring, scheduled basis) must meet/complete the following requirements:
- State Child Care Licensed Background Check (including FBI fingerprints)
 - TB Screening
 - Notarized Affidavit
 - Orientation to Child Care Center
 - Volunteer Application
- Position Hours:** Hours worked are determined by supervisor and volunteer
- Special Requirements:** Sign Confidentiality Statement

Volunteer Job Description

- Title:** Teaching Assistant
- Supervisor:** Campus Director
- Specific Duties:** Assist teacher with daily classroom activities including:
- Learning activities and crafts as well as preparing for these activities
 - Brushing of children's teeth, toileting and hand washing
 - Putting plates and utensils on table at meal times and serving children food
 - Monitoring of the playground
- Qualifications:** Ability to interact well with children
Ability to follow directions with a positive attitude
Ability to maintain self-control in stressful situations
Promptness and dependability
- Requirements:** Regular Volunteers (someone that volunteers on a recurring, scheduled basis) must meet/complete the following requirements:
- State Child Care Licensed Background Check (including FBI fingerprints)
 - TB Screening
 - Notarized Affidavit
 - Orientation to Child Care Center
 - Volunteer Application
- Position Hours:** Hours worked are determined by supervisor and volunteer
- Special Requirements:** Sign Confidentiality Statement



CSNT HEAD START
304 EAST HOUSTON STREET
LINDEN, TX 75563
PHONE (903) 756-5596 FAX (903) 756-7294

Campus: _____ DATE: _____

VOLUNTEER TIME SHEET

DATE	HOURLY RATE	TIME IN/OUT	TRAVEL (if applicable)	SERVICES PROVIDED	TOTAL TIME Including travel time
		Time In / Time out	Miles One-way Fare		
		Time In / Time out	Miles One-way Fare		
		Time In / Time out	Miles One-way Fare		
		Time In / Time out	Miles One-way Fare		
		Time In / Time out	Miles One-way Fare		
		Time In / Time out	Miles One-way Fare		

For Office Use Only

Total Time Volunteered X = Total miles X = Total In-Kind

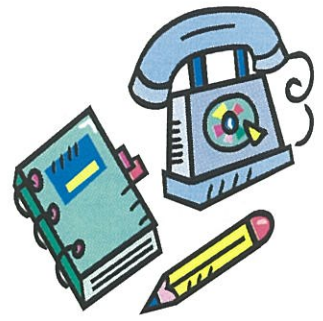
Total hrs. Rate One Way Round Trip Mileage Rate

To the Volunteer:
 Head Start is a federally funded program. Your work as a volunteer is an important part of the program. Federal guidelines require that we certify volunteer time. Thus, we are asking you to complete this record and return it to your supervisor/agency representative. I hereby certify that I have performed the above mentioned volunteer services.

Volunteer Name: (Please Print) _____ Volunteer Signature: _____

Child's Name: (if applicable) _____ Supervisor/Agency Representative: _____

Resource Directory



Community Services of Northeast Texas, Inc.

Dan Boyd - Executive Director

Linden Administrative Office for Community Services

BOWIE COUNTY OUTREACH

Margaret Riser / Kimberly Parrish

margaret.riser@csntexas.org / kimberly.parrish@csntexas.org

1611 N. Robison Rd.

Texarkana, Texas 75501

Phone: 903-838-0746 or 903-838-0747

Fax: 903-838-0752

Hours: Mon - Thur 7:30 - 5:00

Fri 7:30 - 11:30

CAMP COUNTY OUTREACH

Verna Hawkins

verna.hawkins@csntexas.org

200 West Marshall

P.O. Box 892

Pittsburg, Texas 75686

Phone: 903-856-5861 Fax: 903-856-3031

Hours:

Monday - Friday 8:00 - 4:30

CASS COUNTY OUTREACH

Kwantesia Jacobs/Kisha Chambers

kwantesia.jacobs@csntexas.org / kisha.chambers@csntexas.org

304 East Houston Street

Linden, Texas 75563

Phone: 903-756-5596 ext. 206/207 Fax: 903-756-7294

Monday - Friday 8:00 - 5:00

HOPKINS COUNTY OUTREACH

Dora Wright

dora.wright@csntexas.org

115 Putman

Sulphur Springs, Texas 75482

Phone: 903-919-5056 Fax: 903-919-5057

Monday - Friday 8:00 - 5:00

LAMAR COUNTY OUTREACH

Dranekia Savage

dranekia.savage@csntexas.org

5210 Loop 286 SE

Paris, Texas 75460

Phone: 903-905-8211 Fax: 903-784-0655

Hours:

Monday - Friday 8:00 - 5:00

MARION COUNTY OUTREACH

Heather Humphries/ Teresa Webb

heather.humphries@csntexas.org / teresa.webb@csntexas.org

510 East Bonham

Jefferson, Texas 75657

Phone: 903-665-9198 Fax: 903-665-9845

Hours:

Monday - Friday 8:00 - 5:00

MORRIS COUNTY OUTREACH

Sheryl Alden

sheryl.alden@csntexas.org

102 Coffey Street

Daingerfield, Texas 75638

Phone: 903-645-5608 Fax: 903-645-4609

Daingerfield Office

Monday - Friday 8:00 - 5:00

TITUS COUNTY OUTREACH

Contact the Marion County Outreach Office

**WEATHERIZATION
TEXAS COUNCIL OF GOVERNMENTS
1-800-667-8264**

TOLL FREE NUMBERS

A	Abuse/Neglect Hotline AIDS Information Clearinghouse National American Association on Mental Retardation American Council of the Blind American Diabetes Association American Heart Association American Kidney Fund American Liver Foundation American Lung Association American Speech-Language Hearing Association American with Disabilities Act Any Baby Can (ABC) Autism Society of America	800-252-5400 800-299-2437 800-458-5231 800-424-3688 800-424-8666 800-342-2383 800-478-7653 800-638-8299 800-465-4837 800-586-4872 800-638-8255 800-514-0301 800-672-0238 800-328-8476	Junvenile Diabetes Research Foundation International	800-533-2873	N	National STD & AIDS Hotline National Youth Crisis Hotline	800-342-2437 800-422-4673
	M MADD - Mothers Against Drunk Drivers Medicaid Hotline Migrant Education Hotline Missing Persons Clearinghouse				P	Parents Anonymous Texas Heartline Partners Resource Network Inc Pre-Menstrual Syndrome (PMS Access)	800-554-2323 800-866-4726 800-866-4726 800-638-2772
	N National Alliance for the Mentally Ill National Association for the Education of Young Children National Center for Missing and Exploited Children National Child Safety Council Childwatch National Domestic Violence Hotline National Foundation for Depressive Illness National Headache Foundation National Hemophilia Foundation National Immunization Information Hotline National Information Center for Children & Youth w/Disabilities National Migrant Education Hotline National Organization for Rare	800-950-6264 800-424-2460 800-843-5678 800-222-1464 800-799-7233 800-239-1265 888-643-5552 800-424-2634 800-232-2522 800-695-0285 800-234-8848			R	Recording for the Blind and Disabled (RFB & D) Runaway Hotline	800-221-4792 888-580-4357
	B Baby Care and Nutrition Hotline Baby Love & Medically Fragile Children Boys Town Hotline Brain Injury Hotline of Texas	800-233-2468 800-422-2956 800-448-3000 800-392-0040			S	Sickle Cell Disease Association Shiner's Hospital Referral Line Spina Bifida Association of America	800-421-8453 800-237-5055
	C Child-Find Public Awareness Child Passenger Safety Children's Wish Foundation Cleft Palate Foundation Consumer Helpline Crime Victim Clearinghouse	800-426-5678 800-252-8255 800-323-9474 800-242-5338 800-538-1579 800-848-4284			T	Texas Department of Insurance Texas Health Steps Texas Youth Hotline Tourtte Syndrome Association Texas Technology Access Texas Education Agency (TEA) Parent Special Education Info Line Texas Council for Developmental Disabilities	800-252-3439 877-847-8377 800-210-2278 800-237-0717 800-828-7839 800-252-9668
	D Domestic Violence Hotline	800-374-4673			W	WIC Statewide Information	800-262-0334 800-972-3678
	E Epilepsy Foundation of America	800-332-1000					
	F Family Violence Program	800-799-7233					
	I Immigration Information Inquiry Hotline, Texas Department of Human Services	800-375-5283 800-448-3927					

RESOURCE DIRECTORY

Licensed Child Care

Operation/Caregiver Name	Address	City	State	Zip	County	Phone
All My Children Day Care Center	3710 S LAKE DR	TEXARKANA	TX	75501	BOWIE	903-832-8844
Callies Playskool	1616 IOWA ST	TEXARKANA	TX	75501	BOWIE	903-793-4019
Cardinal Academy	366 BROADWAY ST	MAUD	TX	75567	BOWIE	903-585-2727
Childrens Beginnings	3706 NEW BOSTON RD	TEXARKANA	TX	75501	BOWIE	903-832-6690
Christian Preschool of Texarkana	2720 MOORES LN	TEXARKANA	TX	75503	BOWIE	903-255-7103
First Baptist Church Weekday Preschool	3015 MOORES LN	TEXARKANA	TX	75503	BOWIE	903-223-5424
Grace Place	4225 MCKNIGHT RD	TEXARKANA	TX	75503	BOWIE	903-223-6388
Happy Days	1003 S MCCOY BLVD	NEW BOSTON	TX	75570	BOWIE	903-628-5248
Henrys Child Development Center 2000	3115 W 15TH ST	TEXARKANA	TX	75501	BOWIE	903-832-8325
Hopscotch Learning Academy	602 W 12TH ST	TEXARKANA	TX	75501	BOWIE	903-798-0160
Kinder Elite Academy	900 AVENUE A	HOOKS	TX	75561	BOWIE	903-547-6353
Kinder Kollege Learning Center & Daycare	1401 PINE ST	TEXARKANA	TX	75501	BOWIE	903-793-5802
Klondike Academy	5614 RICHMOND RD	TEXARKANA	TX	75503	BOWIE	903-650-9869
Learning Station Child Development Center	6004 RICHMOND RD	TEXARKANA	TX	75503	BOWIE	903-831-5437
Little Bears Christian Academy	113 BROADWAY ST	DE KALB	TX	75559	BOWIE	903-667-0045
Little Leopard Academy	5490 US HIGHWAY 59 S	TEXARKANA	TX	75501	BOWIE	903-832-1704
Little Pals Playskool	2908 TEXAS BLVD	TEXARKANA	TX	75503	BOWIE	903-794-8926
Little Rascals Daycare	5900 W US HIGHWAY 82	NEW BOSTON	TX	75570	BOWIE	903-667-5433
Morriss Tiger Learning Center	4826 UNIVERSITY PARK	TEXARKANA	TX	75503	BOWIE	903-792-7991
Nash Tiger Learning Center	100 BURTON	NASH	TX	75569	BOWIE	903-792-7991
New Boston Head Start	117 ROBERTSON RD	NEW BOSTON	TX	75570	BOWIE	903-628-5621
Noah's Ark Daycare	913 SE FRONT ST	NEW BOSTON	TX	75570	BOWIE	903-628-4169
Pleasant Grove Children's Academy	3422 RICHMOND RD	TEXARKANA	TX	75503	BOWIE	903-832-4716
Pleasant Playland Academy	5530 PLEASANT GROVE RD	TEXARKANA	TX	75503	BOWIE	903-832-3836

RESOURCE DIRECTORY

Licensed Child Care

Red Lick Christian Preschool	3206 F M 2148 N	TEXARKANA	TX	75503	BOWIE	903-831-5619
Redwater Playskool	F M 991 AND SHADY PINES RD	TEXARKANA	TX	75501	BOWIE	903-831-6618
Texarkana Special Education Center	6101 N STATE LINE AVE	TEXARKANA	TX	75503	BOWIE	903-791-2270
The Dreaming Tree Academy	706 N KINGS HWY	WAKE VILLAGE	TX	75501	BOWIE	903-832-0596
Tiger Learning Center Wake Village	400 WILDCAT DR	WAKE VILLAGE	TX	75501	BOWIE	903-792-7991
Training Station Child Development Center	3401 W 7TH ST	TEXARKANA	TX	75501	BOWIE	903-306-1962
Waggoner Creek Tiger Learning Center	6335 GIBSON	TEXARKANA	TX	75501	BOWIE	903-792-7991
Wake Village Playskool	837 REDWATER RD	WAKE VILLAGE	TX	75501	BOWIE	903-838-5424
Wee People Day School	1319 N ROBISON RD	TEXARKANA	TX	75501	BOWIE	903-832-6776
Williams Memorial United Methodist Church Weekday Preschool	4000 MOORES LN	TEXARKANA	TX	75503	BOWIE	903-838-9517
Spring Lake Park Kindergarten	4324 GHIO FISH BLVD	TEXARKANA	TX	75503	BOWIE	903-792-7991
First Kids Academy	300 JEFFERSON ST	PITTSBURG	TX	75686	CAMP	903-856-3656
Little Rasca's Daycare & Learning Center (Pittsburg Campus)	406 BROACH ST	PITTSBURG	TX	75686	CAMP	903-856-4935
Pittsburg Head Start	404 BROACH ST	PITTSBURG	TX	75686	CAMP	903-856-1245
Bright Beginnings	410 AUSTIN ST	ATLANTA	TX	75551	CASS	903-796-5786
First United Methodist Church Day School	701 LINDSEY LN	ATLANTA	TX	75551	CASS	903-796-3995
Hughes Springs Head Start Center	903 E 1ST	HUGHES SPRINGS	TX	75656	CASS	903-639-1914
Kinder Elite Academy II	202 S WILLIAM ST	ATLANTA	TX	75551	CASS	903-799-5588
Lighthouse Daycare	709B E 1ST	HUGHES SPRINGS	TX	75656	CASS	903-575-8867
Lollipop Kid Stop	802 FREEMAN ST	DAINGERFIELD	TX	75638	MORRIS	903-645-3061
Naples/Omaha Head Start	412 WL DOC DODSON BLVD	NAPLES	TX	75568	MORRIS	903-897-0318
Smauley's Small World	603 WARD ST	DAINGERFIELD	TX	75638	MORRIS	903-645-2200
Storybook Cottage Daycare Center	250 COUNTY ROAD 2104	DAINGERFIELD	TX	75638	MORRIS	903-645-4791

RESOURCE DIRECTORY

Licensed Child Care Home							
Mrs. Lisas Daycare	2320 C R 3310 S	DEKALB	TX	75559	BOWIE	903-733-7797	
Trinity Christian Playskool	1822 W 6TH ST	TEXARKANA	TX	75501	BOWIE	903-794-0661	
Mimi Johns House	3403 SH 11 W	PITTSBURG	TX	75486	CAMP	903-856-0817	
Precious Angels Home Daycare	1845 C R 1103	DAINGERFIELD	TX	75638	MORRIS	903-645-7434	
Registered Child Care Home							
Allene Norris Cagle	221 N KENWOOD RD	TEXARKANA	TX	75501	BOWIE	903-949-4505	
Cynthia Hawkins	506 REDWATER RD	WAKE VILLAGE	TX	75501	BOWIE	903-832-7588	
Dena Rae Henke	105 REX AVE	HOOKS	TX	75561	BOWIE	903-490-1499	
Linda Parker	1213 BROOKS ST	NEW BOSTON	TX	75570	BOWIE	903-628-6650	
Robin Scott Tucker	2405 GARBER ST	TEXARKANA	TX	75501	BOWIE	903-559-2771	
Sheila Westbrook	52 LANSHIRE DR	TEXARKANA	TX	75503	BOWIE	214-675-7669	
Colleen Carson	15346 F M 144 N	OMAHA	TX	75571	MORRIS	903-884-3612	

RESOURCE DIRECTORY

Public School Districts						
ATLANTA ISD	106 WEST MAIN STREET	ATLANTA	TX	75551	CASS	903-796-4194
AVINGER ISD	245 CONNOR STREET	AVINGER	TX	75630	CASS	903-562-1271
BLOOMBURG ISD	PO BOX 156	BLOOMBURG	TX	75556	CASS	903-728-5216
DAINGERFIELD/LONE STAR ISD	200 TIGER DRIVE	DAINGERFIELD			MORRIS	903-645-2239
DEKALB ISD	101 MAPLE STREET	DEKALB	TX	75559	BOWIE	903-667-2328
HOOKS ISD	PO BOX 39	HOOKS	TX	75561	BOWIE	903-547-2291
HUBBARD ISD	3347 HWY 259 S	DEKALB	TX	75559	BOWIE	903-667-2645
HUGHES SPRINGS ISD	PO BOX 398	HUGHES SPRINGS	TX	75656	CASS	903-639-3881
LEARY ISD	PO BOX 519	HOOKS	TX	75561	BOWIE	903-838-8960
LIBERTY EYLAU ISD	2901 LEOPARD DRIVE	TEXARKANA	TX	75501	BOWIE	903-832-1536
LIBERTY-EYLAU C.K. BENDER ELEMENTARY SCHOOL						
LIBERTY-EYLAU C.K. BENDER ELEMENTARY SCHOOL CAMPUS	2300 BUCHANAN ROAD	TEXARKANA			BOWIE	903-931-5347
LIBERTY EYLAU CENTER GRANDVIEW	2901 LEOPARD DRIVE	TEXARKANA			BOWIE	903-831-5352
LIBERTY-EYLAU PRIMARY	5492 HWY 59 SOUTH	TEXARKANA			BOWIE	903-831-5390
LINDEN-KILDARE CISD	205 KILDARE ROAD	LINDEN	TX	75563	CASS	903-756-5471
MALTA ISD	6178 W US HWY 82	NEW BOSTON	TX	75570	BOWIE	903-667-2950
MAUD ISD	PO BOX 1028	MAUD	TX	75567	BOWIE	903-585-2219
MCLEOD ISD	PO BOX 350	MCLEOD	TX	75565	CASS	903-796-7181
NEW BOSTON ISD	600 N MCCOY BLVD	NEW BOSTON	TX	75570	BOWIE	903-628-6521
PEWITT CISD	1330 US HWY67 WEST	OMAHA			MORRIS	903-884-2804
PITTSBURG ISD	PO BOX 1189	PITTSBURG	TX	75686	CAMP	903-856-3628
PLEASANT GROVE ISD	8500 N KINGS HWY	TEXARKANA	TX	75503	BOWIE	903-831-4086
QUEEN CITY ISD	PO BOX 128	QUEEN CITY	TX	75572	CASS	903-796-6304
RED LICK ISD	3511 N FM 2148	TEXARKANA	TX	75503	BOWIE	903-838-2830
REDWATER ISD	PO BOX 347	REDWATER	TX	75573	BOWIE	903-671-3425
SIMMS ISD	PO BOX 9	SIMMS	TX	75574	BOWIE	903-543-2219

RESOURCE DIRECTORY

Public School Districts						
TEXARKANA ISD	4241 SUMMERHILL ROAD	TEXARKANA	TX	75503	BOWIE	903-794-3651
PAUL LAURENCE DUBAR EARLY EDUCATION CENTER	2315 WEST TENTH STREET	TEXARKANA			BOWIE	903-794-8112
HIGHLAND PARK ELEMENTARY	401 WEST TWENTY FIFTH STREET	TEXARKANA			BOWIE	903-794-8001
MARTHA & JOSH MORRIS MATHEMATICS & ENGINEERING ELEMENTARY SCHOOL	4826 UNIVERSITY PARK	TEXARKANA			BOWIE	903-791-2262
NASH ELEMENTARY SCHOOL	100 BURTON	NASH			BOWIE	903-838-4321
SPRING LAKE PARK ELEMENTARY SCHOOL	4324 GHIO-FISH BLVD	TEXARKANA			BOWIE	903-794-7525
THRON JONES EARLY LITERACY CENTER	2600 WEST FIFTEENTH STREET	TEXARKANA			BOWIE	903-793-4871
WAKE VILLAGE ELEMENTARY SCHOOL	400 WILDCAT DRIVE	WAKE VILLAGE			BOWIE	903-838-4261
WESTLAWN ELEMENTARY SCHOOL	410 WESTLAWN DRIVE	TEXARKANA			BOWIE	903-223-4252
Private Schools						
ABC KINDERGARTEN	3505 BEECHWOOD LANE	TEXARKANA	TX	75501	BOWIE	903-793-1453
FIRST BAPTIST CHURCH WEEKDAY	3015 MOORSE LANE	TEXARKANA	TX	75503	BOWIE	903-831-6000
LIBERTY EYLAU CHRISTIAN SCHOOL	4903 EYLAU LOOP ROAD	TEXARKANA	TX	75501	BOWIE	903-838-8080
SAINT JAMES DAY SCHOOL	5501 NORTH STATE LINE AVENUE	TEXARKANA	TX	75503	BOWIE	903-793-5554
Special Education Directory						
Cass County SSA	701 Rabbit Boulevard	Atlanta			Cass	903-799-1040
	Atlanta ISD					
	Avinger ISD					
	Bloomburg ISD					
	Hughes Springs ISD					
	Linden-Kildare CISD					
	McLeod ISD					
Morris County SSA	200 Tiger Drive	Daingerfield			Morris	903-645-3121
	Daingerfield-Lone Star ISD					
	Pewitt CISD					

RESOURCE DIRECTORY

Special Education Directory						
Northeast Texas Tr-District SSA	768 Macedonia Road	TX	75501	Bowie	903-832-6599	
Liberty-Eylau ISD						
Maud ISD						
Redwater ISD						
Pittsburg ISD	PO Box 1189	Pittsburg TX	75686	Camp	903-856-1142	
Pleasant Grove ISD	8500 N Kings HWY	TX	75503	Bowie	903-831-4086	
Queen City ISD	PO Box 128	TX	75572	Cass	903-796-7910 ext. 23	
Texarkana ISD	2020 College Drive	TX	75503	Bowie	903-793-7561 ext. 13	
Western Bowie County SSA	700 North Bowie	New Boston		Bowie	903-628-6574	
Avery ISD						
DeKalb ISD						
Hooks ISD						
Hubbard ISD						
Leary ISD						
Malta ISD						
New Boston ISD						
Red Lick ISD						
Simms ISD						
Services for the Deaf						
Texarkana RDSPD Carmel Lynn Bragiel Special Education Director		TX			903-793-7561	
Texarkana RDSPD Beverly Moss Regional Deaf Contact	Texas High School 2112 Kennedy Ln	TX	75503	TTY: 903-794	903-794-3891	

RESOURCE DIRECTORY

Government Services			
Area Information Centers Centers for Disease Control and Prevention (CDC)	Place to call to find local health and social services.		211
National Dissemination Center for Children with Disabilities	National Center on Birth Defects and Developmental Disabilities		800-CDC-INFO
Department of Education			
National Institute of Mental Health State Health Insurance Program (SCHIP)			1-866-615-6464
Citizen's Assistance Hotline (Texas Governor's Office)	Information and referral for Texas citizens about state government issues		1-877-KIDS-NOW
Family Health Services Information and Referral Hot Line	A statewide information and referral for women and children with special health care needs searching for health and family support services in their area		1-800-843-5783
Special Resources			
American Academy of Pediatrics			1-847-434-4000
Parent to Parent - USA			
Texas Parent to Parent	A statewide non-profit developed by parents: provides parent to parent matches, emotional support, information, resources, newsletter, training, etc.		1-866-896-6001
Autism Spectrum Disorders (ASD)			
Autism Society of America (ASA)			1-800-3-AUTISM
Cure Autism Now			1-888-8-AUTISM
National Alliance for Autism Research			1-888-777-NAAR
Organization for Autism Research			1-703-351-5034
Autism Coalition			1-914-935-1462
First Signs			1-978-346-4380
National Institute of Child Health & Human Development		www.nichd.nih.gov/autism	
CDC's National Immunization Program:	"Vaccines and Autism" Internet Site	www.cdc.gov/nip/vaccsafe/concerns/autism/default.htm	

RESOURCE DIRECTORY

Cerebral Palsy			
United Cerebral Palsy			1-800-872-5827
National Institute of Neurological Disorders and Stroke	(NINDS)		
Disability			
Learning Disabilities Association of Texas	Parent/Professional organization to promote the education and general welfare of individuals with learning disabilities		1-800-604-7500
Texas Council on Autism and Developmental Disorders(PDD)	www.dads.state.tx.us/autism		512-438-3512
DADS Consumer rights inservices			1-800-458-9858
Texas Center for Disability Studies	http://uap.edb.utexas.edu		1-800-828-7839
Disability Rights Texas	www.disabilityrightstx.org		1-800-252-9108
Texas Council for Developmental Disabilities	www.txddc.state.tx.us		512-454-4816
Opportunities, Inc.	ECl - Texarkana		1-800-262-0334
Region VIII Education Service Center	Mount Pleasant		903-791-2270
Every Child, Inc.	www.everychildtexas.org		903-575-8551
			1-877-742-8844
			512-342-8844
Mental Disability			
The Arc of the United States			1-301-565-3842
The Arc of Texas	48 Chapters in Texas working to provide additional support & Services to Families		1-800-252-9729
National Down Syndrome Society			1-212-460-9330
Department of Assistive and Rehabilitation Services (DARS)	Therapies for children, birth to 3-years-old, provided in home; evaluation of child's physical and mental development. Provision of services related to disability (OT, PT, and Speech)		1-800-250-2246
ECl (Early Childhood Intervention)	Formerly MHMR (Mental Retardation & Mental Health)		877-438-5658
Department of Aging and Disability Services			
CSHCN-Children with Special Health Care Needs			
Community Health Core (Intake# for services)			1-800-446-8253
Healing Begins	www.healingbegins.com	Longview/Texarkana	1-800-832-1009

RESOURCE DIRECTORY

Hearing Loss	
Centers for Disease Control and Prevention (CDC)	Early Detection and Intervention Program
American Academy of Audiology	1-800-AAA-2336
American Academy of Pediatrics Bright Futures	1-847-434-4223
American Speech-Language-Hearing Association	1-800-638-8255
Office of Deaf and Hard of Hearing Services	Formerly Texas Commission for the Deaf TTY: 512-407-512-407-3250
Vision Loss	
National Federation of the Blind	1-800-424-8666
American Council of the Blind	1-800-424-8666
American Foundation for the Blind	1-800-232-5463
Division for Blind Services (DARS)	Formerly Texas Commission for the Blind 1-800-628-5115
Attention-Deficit/Hyperactivity Disorder (ADHD)	
Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD)	1-800-233-4050
CHAD National Resource Center	1-800-233-4050
Attention Deficit Disorder Association (ADDDA)	1-484-945-2101
Education	
Parent Training and Information Center (PTI)	Parent Training and Information Three regional projects together provide statewide coverage for services to parents of infants, toddlers, children, and youth with all types of disabilities throughout Texas.
PATH Project Coordination Office	1-800-866-4726
WrightsLaw	Information about special education law and advocacy for children with disabilities 1-800-866-4726 1-866-398-1022
Advocacy	
Advocay Inc.	A Federally funded agency that advocates for people with disabilities. State offices located in Austin, with branches around the state
Texas Department of Assistive and Rehabilitative Services (DARS)	www.dars.state.tx.us 1-800-252-9108 1-800-250-2246
Individuals with Disabilities Education Act (IDEA)	
Americans with Disabilities Act(ADA)	

RESOURCE DIRECTORY

Insurance			
The Texas Health Insurance Pool	Risk pool for those persons who are uninsurable		1-888-398-3927
CHIP-Children's Health Insurance Program	Designed for families who earn too much money to qualify for Medicaid, yet cannot afford to buy private insurance. Provides access to preventative care for children ages 6 - 18, whose family isn't eligible for Medicaid., yet cannot afford private health insurance		1-800-647-6558
Caring for Children Foundation of Texas			1-800-258-5437
HIPP-Health Insurance Premium Payment Reimbursement Program			
	This is a Medicaid program that pays for the cost of premiums, coinsurance, deductibles, and other cost sharing. The program reimburses the policy holder due to private health insurance payroll deductions for Medicaid eligible persons when it is determined to be cost effective.		1-800-440-0493
Medicaid			
	Low-income families may qualify for this program by income or in extreme situations when medical expenses exceed income.		1-800-252-8263
SSI (Supplemental Security Income)			
	Monthly payment and Medicaid; based on family income and resources if child is under age 18; based on individual if over age 18.		1-800-772-1213
Medically Needy Program (MNP)			
	<ul style="list-style-type: none"> Available statewide Any Age Individual must meet Medicaid income/ resource requirements 		For 1-800-252-8023 ext. 3040
	Persons applying for MNP must submit unpaid medical bills to show that their family's income is not enough to pay those medical exp		ext. 3038
Early Childhood Intervention Program (ECI)			
	<ul style="list-style-type: none"> Available statewide For children younger than 3 For children with a developmental delay No Cost May be coordinated with Provides a variety of services such as physical therapy, speech therapy, and services for the family.		1-800-250-2246
Program for Amplification for Children in Texas (PACT)			

RESOURCE DIRECTORY

	<ul style="list-style-type: none"> • Available statewide • For Medicaid-eligible or low-income children • Serves children from birth to 21 years of age • May be coordinated with MDCP. Provides early diagnosis of hearing problems and related services, including hearing aids. 		
Head Start			
Texas Regional Office (Region VI)	Comprehensive preschool program for children, ages 3-5, of low-income families, including children with disabilities		214-767-9648
Texas Department of Insurance			
	<ul style="list-style-type: none"> • Available statewide Assist parents of children with disabilities with problems they encounter with their insurance company. 		

PROVIDER DIRECTORY

Name & Address of Program	Telephone Number	Description of Services	Office Hours
Bowie County			
Singh, Balbir, MD 212 N Center New Boston, Texas 75570	903-628-5564	Treats patients ages 2 to 99 Atiende pacientes de 2 a 99 años de edad	M-F / L-V 9am to 5pm
Collom & Carney Clinic 5002 Cowhorn Creek Drive Texarkana, Texas 75503	903-614-3000	Treats patients ages 0 to 16 Atiende pacientes de recién nacidos a 16 años de edad.	
Genesis Primecare 1400 College Dr. Texarkana, TX 75503	903-791-1110	Family Medicine, Pediatric, Dental, Behavioral Health	M-F 8 am - 5 pm
Rush, Ronald, MD 1002 Texas Blvd Suite 322 Texarkana, Texas 75503	903-794-7874	Texas Health Steps provider Provider accepting current patients only	M-F / L-V 7am to 5pm
Southwest Family Practice 300 E 6th Street Texarkana, AR 71854	870-779-6004	Texas Health Steps provider Proveedor de Pasos Sanos de Texas. Multi specialty clinic Clinicas con varias especialidades pueden tener servicios Spanish/Español	
Camp County			
UT Health 2701 Hwy 271 N Pittsburg, Texas 75686	903-946-5000	Texas Health Steps provider Proveedor de Pasos Sanos de Texas. Multi specialty clinic Clinicas con varias especialidades pueden tener servicios	Mon. - Fri. 7:30 am - 6pm Sat. 8am - Noon
CASS COUNTY			
Hughes Springs Clinic 201 E 2nd Street Hughes Springs, TX 75656	903-639-2004	Texas Health Steps provider Multi specialty clinic	Mon - Fri 8am - 5pm
Genesis Primecare 1011 S William Street Atlanta, Texas 75551	903-796-2868	Family Medicine, Pediatric, Dermatology, Behavioral Health	Mon - Fri 8am - 5pm Sat - 8 am - 12 pm
Linden Life Center 402 N Kaufman Street Linden, Texas 75563	903-756-5581	Texas Health Steps provider Multi specialty clinic	Mon - Fri 8am - 5pm

PROVIDER DIRECTORY

MORRIS COUNTY			
Bourdon, Lynn, MD Dickinson and Wells PLLC 231 A Scurry Street Daingerfield, Texas 75638	903-645-2044	Family Practice, Family Medicine	M-Thur 8am to 4:30pm Fri 8am - Noon
Family Care Center 1402 Linda Drive Daingerfield, Texas 75638	903-434-8066	Urgent Care and Minor Emergencies, Disease Management Primary and Sick Care, Lab, X-Ray & EKG, Drug Screening, Physicals, Occupational Medicine	Mon - Thur 8am - 6pm
East Texas Clinic 101 Willis Ave Naples, TX 75568	903-897-5684	Family Practice, Family Medicine	Mon - Fri 8am - 5pm
<p>All providers have regular hours (Monday to Friday, 8a.m. - 5p.m.) unless other hours are listed. All provider speak English. Other languages spoken are noted. All providers are accepting new patients and patients of all ages unless indicated differently Providers are independent contractors.</p> <p>Todos los proveedores atienden de lunes a vienes, de 8a.m. a 5p.m., a menos que se digan otras horas. Todos los proveedores hablan ingl,s. En la lista se indica si hablan otros idiomas. Todos los proveedores aceptan a nuevos pacientes y a pacientes de todas las edades, a menos que se indique lo contrario. Los proveedores son contratistas independientes.</p>			
IMPORTANT PHONE NUMBERS			

PCCM Client Helpline	1-888-302-6688	Community Health Services	1-888-276-0702
The Nurse Helpline	1-800-304-5468	TDD (Texas Relay for Hearing Impaired)	1-800-735-2988
Interpreter or Translation Service	1-888-302-6688	Star Program Helpline	1-800-964-2777
Behavioral (Mental) Health and		STARLink	1-866-566-8989
Substance Abuse	1-88-302-6688	STARLink TDD	1-866-222-4306
Texas Health Steps (THSteps)	1-877-847-8377	Medical Transportation	1-877-633-8747

2019-2020 Calendar



Linden-Kildare Head Start



Student Days:
Full Day—7:30-3:30

Student Days-1275 hrs

Staff Training/ Students out

- August 1-16
- Jan. 6

Staff Work Days/Students out

- Sept. 30
- Oct. 21
- Jan. 6
- Mar. 16

Student & Staff Holidays

- Labor Day - Sept. 2
- Columbus Day - Oct. 14
- Thanksgiving - Nov. 25-29
- Christmas - Dec. 23-Jan. 3
- Martin Luther King— Jan. 20
- President's Day—Feb. 17
- Spring Break - Mar 9-13
- Memorial Day - May 25

Weather Days

- Apr. 10
- Apr. 13

Early Release

- Dec. 19
- Dec. 20

Staff Last Work Day

T, TA, Cook -
May 28
CD, FSW & Custodian—
June 1
Specialists, Managers
& Monitors -
June 11

Campus Director:
Carlin Johnson

Family Services:
Carlin Johnson
Samantha Moores

Contact Number:
(903)756-7248

August 2019							September 2019							October 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2019							December 2019							January 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30						26	27	28	29	30	31	
February 2020							March 2020							April 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		
May 2020							June 2020							July 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				