Community Services of

Northeast Texas, Inc.

# Head Start/

# Early Head Start



# Parent Handbook

Policy Council Approval:

Governing Board Approval

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## 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 481 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

To provide a system of education and encouragement which results in school-readiness for young children and their families.

# CSNT Head Start Campus Directory

## Atlanta Head Start

505 Rabbit Blvd

Atlanta, Texas 75551

903-796-4118 Fax 903-796-4110

## Bloomburg Head Start

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

903-645-6036

## Hughes Springs Head Start

809 Russel

Hughes Springs, Texas 75656

903-639-3881

Fax 903-639-1783

## Hughes Springs Early Head Start

903 E. 1st Street

Hughes Springs, Texas 75656

903-639-1914

903-639-1783

## Hughes Springs ISD

871 Taylor Street

Hughes Springs, TX 75656

430-701-4038

## 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

2500 College Drive

Texarkana, Texas 75503

903-794-3786

Fax 903-798-7903

## Department of Health and Human Services Child Care Licensing Division

You are entitled to see the required postings from Texas Child Care Licensing. You may ask the Campus Director to view: 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), 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, 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

**Mount Pleasant**
**Jamee Mars**
303 East 11th Street
Mount Pleasant, Texas 75455
903-490-8259

**Paris**
**Tina Pipkins**
143019 19th Street NW
Paris, Texas 75460
903-243-8547

### 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, and COVID.

### Emergency Preparedness Plan

Each Licensed Campus will have their Emergency Preparedness Plan posted in the entry way to the Campus. This will be available for parents to view at any time. This provides the details of our evacuation plans, as well as, procedures for shelter in place. Our relocation sites are listed on page 7.

# 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. 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us

E. Actions that the parent of the 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

## Emergency Evacuation Plan

In the event of a situation requiring relocation outside the local area of the facility such as hazardous spill, brush or forest fire or other dangers threatening the safety if the occupants of the immediate area of the facility, all staff and children will relocate as a group to the pre-designated relocation site unless otherwise directed by emergency services personnel. The Campus Director/Designated Staff will notify the Administrative Office of the situation and buses will be dispatched to transport children and staff to pre-designated locations. Program Staff as assigned by the Education Coordinator will contact the parents to inform them of the situation and directions to the relocation site. Telephone numbers will be obtained from the Head Start Case Managers

.

Campus Directors/Designated Staff will be responsible for up the emergency pack, parent contact information and ensuring the notification posted is attached to the facility entrance providing the relocation site and contact information. Children will not be released except to an identified authorized pick-up person. **Pre-designated relocations (to verify or ask questions contact your Campus Director)**

| Attendance Site | Relocation Site | Relocation Address | Relocation Telephone # |
|---|---|---|---|
| Atlanta Head Start | AISD Bus Pen | HWY 43 Atlanta, TX | 903-796-4194 |
| Bloomburg Pre-K Academy | Queen City Hugh School Football Field | 905 Houston Street Queen City, TX | 903-796-8259 |
| Daingerfield Head Start | Daingerfield Church of Christ | 818 West Watson Blvd. Daingerfield, TX | 903-645-2896 |
| Hughes Springs Head Start/Early Head Start | 1st Location—Hughes Springs Community Center<br>2nd Location—Hughes Springs Elementary Gym | 1st Location—902 East 1t Street Hughes Springs, TX<br>2ns Location—809 Russell Street Hughes Springs, TX | 1st Location—903-639-4484<br>2nd Location—903-639-3881 |
| Pittsburg Head Start | 1st Location—Pittsburg Primary<br>2nd Location—First United Methodist Church | 1st Location—405 Broach Street Pittsburg, TX<br>2nd Location - 109 College Street Pittsburg, TX | 1st Location—903-856-6482<br>2nd Location—903-856-2839 |
| Paul Laurence Dunbar Early Education Center | Mount Orange Baptist Church | 2510 W 10th Street Texarkana TX | 903-792-6001 |

## Parent Committee and Policy Group Participation

You will have an opportunity to serve in the following capacities:

1. Parent Committee: This committee is set up at the local campus level and is composed of all parents with children enrolled in the Head Start (HS)/ Early Head Start (EHS) Program. As a HS/EHS parent you automatically become a member of this committee.

2. Head Start Policy Council: This group is set up at the agency level and is composed of at least 51% parents, plus community representatives. The parents are elected from the local parent groups annually.
3. Board of Directors: This is the grantee agency for the operation of the Head Start Program. The Agency has a 12– member Board of Directors, including one member from Policy Council.

## DISCIPLINE/GUIDANCE POLICY

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

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 us 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.

## 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, Head Start Case Manager 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 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.

No unassigned EPI pens are kept on campus.

### What can the Head Start Program Offer to Your Family?

- ✓ The program provides children with activities that help them grow mentally, socially, emotionally, and physically.
- ✓ Staff members offer a nurturing environment, and understanding, the opportunity to learn and to experience success. Your child will leave this program more prepared for kindergarten, excited about learning and ready to succeed.
- ✓ We provide health and developmental screenings/assessments for your children and any follow-up services needed.
- ✓ Head Start Program offers you a sense of belonging, other support services, and a chance to be involved in activities to help your whole family.

## Parent Code of Conduct

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

- ✓ Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion or disability.
- ✓ Follow program confidentiality policies concerning information about children, families, and staff members.
- ✓ Not allow a child to be left alone or unsupervised while under their care.
- ✓ 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.
- ✓ 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 with words or pictures inappropriate for young children

## A parent or guardian of a child at a child care facility has the right to:

(1) enter and examine the child care facility during the facility's hours of operation without advanced notice;

(2) review the child care facility's publicly accessible records;

(3) receive inspection reports for the child care facility and information about how to access the facility's online compliance

history;

(4) obtain a copy of the child care facility's policies and procedures;

(5) review, at the request of the parent or guardian, the facility's:

(A) staff training records; and

(B) any in-house staff training curriculum used by the facility;

(6) review the child care facility's written records concerning the parent's or guardian's child;

(7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided

that:

(A) video recordings of the alleged incident are available;

(B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own;

and

(C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before

allowing a parent to inspect a recording;

(8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the

parent's or guardian's child;

(9) be provided the contact information for the child care facility's local Child Care Regulation office;

(10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and

(11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

## CONFIDENTIALITY POLICY—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, 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 Head Start Case Managers 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 most 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 Engagement Coordinator at 903-756-5596 ext. 218.

## Education

Early Head Start/ Head Start Preschool will provide your child with an individualized educational program based upon Frog Street 2020/Three's/ Infant/ Toddler. A lesson plan will be developed for your child on a weekly basis. Frog Street Curriculum addresses the Head Start Child Development and Early Learning Framework.

This means that your child's needs will be met in a responsive manner by his/her primary teacher. Infants and toddlers learn through play and exploring their environment. Your child's teacher will be provided activities and materials that encourage your child's development. Activities for children in the room will vary according to their own needs.

Early Head Start children will be provided a daily report on your child about your child's days. A minimum of two parent conferences and two home visits will be scheduled during the year to discuss your child's progress. However, your child's teacher is available to meet with you at any time if you have a question or concern.

Head Start Preschool/ Early Head Start staff provide an initial developmental, vision and hearing screening for your child. This screening is conducted within 45 days of enrollment into the Program. Early Head Start Developmental screening is Ages and Stages. Head Start Preschool uses Dial 4. The results are used to begin individual planning for each child.

## Indoor/Outdoor Play

Early Head Start/ Head Start Preschool will promote indoor and outdoor physical activity throughout the day. A minimum of two daily opportunities for outdoor play, weather permitting (follow weather chart posted at the operation), in which a child makes use of both small and large muscles for a total of 60 minutes daily. A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors for a minimum of 60 minutes daily for toddlers and 90 minutes daily for pre-kindergarten

age children. There will be child initiated activities that include equipment, materials and supplies needed that are within reach of the child and the child will be able to choose the activity. The Teacher will also plan at least two activities daily to promote movement.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. I am moving, I am Learning is a program we use to address obesity. This will include activities in the CSNT Head Start Classroom for indoor play that is a nutritious program that emphasizes healthy choices and movement.

THE TEACHER'S RESPONSIBILITY IS TO:

- Interact with your Child.
- Develop a relationship with your child.
- Consistently respond to your child's needs
- Know your child individual schedule.
- Know your child's moods and best way to comfort.
- Work with you to ensure that your child's needs are met.
- Ensure that you and your child are happy and comfortable in our program.

YOUR CHILD NEEDS:

- To build close trusting relationships.
- To explore a room that is safe and inviting.
- To engage in stimulating age-appropriate activities.

Sample Schedule

7:30-8:30 – Arrival Time/Handwashing/ Breakfast/ Tooth Brushing/ Free Choice Activities
8:30-8:50 - Circle Time/ Preview Centers/ Music/ Conscious Discipline Strategies
8:50-9:15 – Learning Centers/ Individualization/ Small Group
9:15-9:35 – Circle Time/ Language and Literacy
9:35- 9:50 – Learning Centers/ Individualization/Small Group
9:50- 10:20 – Outdoor Activities/ IMIL (I'm Moving, I'm Learning)
10:20-10:35 – Circle Time/ Math
10:35- 10:50 – Learning Centers/ Individualization/ Small Group
10:50- 11:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for Lunch.
11:00- 11:30 – Family Style Lunch
11:30- 11: 45 – Read Aloud/ Transitions from ISD Teacher to Head Start Preschool
11:45- 12:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for rest/ Read Aloud.
12:00- 1:00 – Rest/ Quiet Time/ Nap
1:00 – 1:15 – Cognitive Transition/ Restroom/ Hand Washing/ Music
1:15- 1:30 – Circle Time/ Science/ Social Studies
1:30- 2:00 – Outdoor Activities
2:00- 2:15 – Learning Centers/ Individualization/ Small Group
2:15- 2:30 – Snack
2:30- 3:00 – Circle Time/ Health Nutrition/ IMIL/ Recap/ Dismissal
3:00-4:00 – Teacher Planning Time

## Field Trips

Field trips are a fun and important part of the Head Start Preschool experiences. We encourage parents to participate whenever possible. Please notify your child's teacher if you would like to be a chaperone. Parent chaperones must follow the same nutritional guidelines children are offered during the field trips. The purchase of outside food is not allowed while on the field trip. All food provided for children will also be provided for the chaperones. If you have a food allergy, please notify your child's teacher ahead of time so we can provide a substitute. Parent are asked to complete a request form giving permission for their child to participate prior to all field trips.

Field trips support the classroom educational experience, current curriculum, and the developmental level of the children. Head Start Preschool/Early Head Start is prohibited from asking parents for money for a field trip, therefore community sponsorships are welcomed.

## Technology/Screen Time

Technology is important to your child's education. Technology may be used to supplement an activity or learning experience that your child has the classroom. In order to use technology, it must be a planned activity that meets an educational goal, is age-appropriate, does not exceed one hour per day, is not used during mealtime, snack times, naptimes, or rest times, does not include advertisements or violence and is turned off when not in use.

### 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. Head Start Case Managers 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/Enrollment

Enrollment in the Head Start Program is limited to:

Families that met Federal Head Start/Early Head Start eligibility requirements.

Availability of the age-appropriate classroom slot Parents will be notified in writing of changes to eligibility and enrollment criteria.

### Drop Off and Pick Up Procedures:

⇒ Sign in sheets will be available at the drop off location or in each child's classroom. When dropping off your child in the mornings, please sign your child in. Daily sheets for parent/teacher communication are located in the classroom for Early Head Start students. The parent portion needs to be filled in completely. This includes who will pick up your child.

⇒ When picking up your child, be sure to sign your child out.

⇒ Your child will be released only to the parents or a person (18 years of age or older) designated by the parent on the Enrollment information form.

⇒ If it is necessary for a child to be picked up by someone other than those designated, the parent must call the Campus giving permission. A photo ID will be required. Whenever possible, we will ask you to notify us in writing by fax or email if someone else picks up your child.

⇒ Once your child is signed out of the Campus and left the classroom, the parent or person picking the child up assumes responsibility for the child.

### Hours of Operation

- All Campuses are open Monday thru Friday from 7:30 am to 4:00 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.
- No child is accepted in the Campus after 8:30 a.m., unless approved by the Campus Director or other designated staff person.

### Late Pick-Up

Children will 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.

### Severe Weather Conditions

Head Start Preschool/Early Head Start classes abide by the public districts decision to keep schools open or to close them. Please tune into your local radio or television broadcasts. If your local school district cancels school, then your Head Start Preschool/Early Head Start classes will also be cancelled.

### 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 you 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.

If your child is out 3 times, parent must meet with the Head Start Case Manager. Continual absenteeism without a documented reason may result in your child being dropped from the Program after 10 consecutive days. We do not wish to drop any child from the program; however, there is a waiting list of children who would like to attend school and are willing to attend sessions on a regular basis.

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

## 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 Head Start Case Manager immediately if 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 Administrative Assistant to the Head Start Director at 903-756-5596 ext. 213.

### Suspension and Expulsion

No child will be suspended or expulsed 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.

### Transition Tips—Head Start

Is your child starting preschool" During transitions, children often need a little extra time, attention and support from their parents. School transitions also signal a new stage of family life for everyone.

Children may feel….

 Sadness at the loss of the old school, friends, neighbors ( and if a preschooler or kindergartner, separation from parents)

 Anxiety about the unknown

 Fear of not making friends, being accepted

 Apprehension about their ability to do their work or master the logistics involved ( getting lost, getting lunch, learning the rules, finding the bathrooms, etc.).

Parents may feel….

 Sadness about their child growing up and moving on to the next stage

 Anxiety about whether the new school and/or teacher are the best for their child

 Uncertainty about what their own role should be in the new setting and how the new school views parent involvement

 Awareness that their child's growing up is linked to a new stage of life for parents too, ad that family will change.

## Health and Nutritional Services

Health, wellness, safety, and nutrition education for families and children

Vision and hearing screenings

Hemoglobin/Lead Screening

Blood Pressure

Height and weight measurements are completed twice during the year

Nutritious breakfast, snack (standalone Campuses only) and lunch served to each class daily. ISD Campuses will receive a supplemental snack if the child is hungry after lunch before leaving for the day. Daily menus and nutrition education are provided.

Child nutrition screening

Family nutritional counseling

### Required Screenings

Occasionally you may receive a notice that your child will be screened. Head Start/Early Head Start is required to track height, weight, hearing, vision, nutrition, anemia, developmental and speech/language screenings. It is your responsibility as a parent to review the results for your child and follow-up with any necessary referrals or appointments for your child as requested by Head Start/Early Head Start. Your Head Start Case Manager is available to assist you.

### Accidents/Illness

In the event of an accident, illness or an emergency, the Head Start Program will notify you and provide detailed information, including a written report. If a critical illness or emergency requires the immediate attention of a physician, the HS/EHS Staff will:

Þ Call 911 for emergency medical services to assess and transport your child to the nearest emergency room, if required;

Þ Give your child first aid treatment or CPR, if required;

Þ Contact the physician of record in your child's record;

Þ Ensure supervision of all other children in your child's group.

## Physical Examination

Before your child can enter the classroom, parents must provide a copy of the child's last physical exam signed by the doctor/clinic to the Head Start Case Manager. The exam must be appropriate to the child's age as recommended by the Texas Health Steps and Texas Department of State Health Services schedule (see below):

**Physical Exam Schedule**

| 12 months Exam | 30 months Exam |
|---|---|
| 15 months Exam | 36 months Exam |
| 18 months Exam | 4 year Exam |
| 24 months Exam | 5 year Exam |

### Dental Exam

Dental exams are required at age 1 year and every 6 months after. Parents are responsible for providing a copy of this exam to your child's Head Start Case Manager and complete all follow-up appointments.

If you are having difficulty obtaining a copy of your child's exam, please notify the Head Start Case Manager at your Campus and we will work well with you to get one.

## Daily Health Observations

A daily health check of each child is made upon arrival in the presence of the parent or caregiver. Communication between teachers and parents about the child's health status is vital to identify any specific signs or symptoms of illness and to prevent the spread of infection.

Head Start Preschooland Early Head Start Children with any symptoms of illness will not be allowed to remain in the campus and will not be allowed back on campus until fever/symptom free for 24 hours.

Temperature over 100 degrees and also has pain, behavior changes, or other symptoms of illness will not be allowed to remain in the Campus.

| | |
|---|---|
| An unexplained rash | Conjunctivitis or pink eye, exclude with additional symptoms |
| Vomiting (in the past 24 hours) | Lice or nits |
| Diarrhea (in the past 24 hours) | A contagious disease (ex. Chicken Pox, Flu, Strep Throat, Corona Virus) |
| Blood or mucus in stools | Mouth sores with drooling |

## 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.)

· Catheterization—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 repellant:

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.

## 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.

### Immunizations (Shots)

Before the child can enter the classroom or receive direct services (for example, home visits or center-based services) immunizations must be current and appropriate to the age as recommended by Texas Department of State Health Services schedule.

Parents are required to submit updated immunization records after each appointment to the Head Start Case Manager.

## Nutrition

### Meals

Nutritional needs and requirements are met by a variety of healthy foods, which are adequate in all nutrients. Meals are funded by USDA. USDA guidelines are followed to ensure each child gets 2/3 of the daily requirements (breakfast, lunch and an afternoon snack). Children are not to bring food from home. No homemade or home baked foods can be allowed due to health concerns.

### Policy for Children Requiring Medically Based Diets or Special Dietary Requirements

1. Children who have certified medical or special dietary needs will be served appropriate substitutions. This includes children with food intolerance (s).
2. The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:
3. The medical or special dietary needs that restricts the child's diet.
4. The major life activity affected by the disability.
5. The foods that must not be served to the child.
6. The foods that must be substituted.
7. The Food Allergy Action Form will be used to obtain special diet information needed from the child's medical doctor, as stated in the policy on special diets.

Breastfeeding mothers have the right and are encouraged to come to the program setting to feed their children when possible. The program will provide a comfortable place with a seat that enables a mother to breastfeed her child.

### 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

Coordinator.

## Disability Services

Since 1972, Head Start has operated under the requirements of a congressional mandate to make available, at a minimum, ten percent of its enrollment opportunities to children with disabilities. Head Start staff plays an important role in helping to identify children who may need special services. Staff actively recruits families and offers enrollment opportunities for children with disabilities. The Program collaborates with other agencies that assist children with disabilities to ensure that children are identified and provided a full range of services to meet individual needs. Head Start's philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities.

### Children with Special Needs

All children enrolled in the Head Start Program program will receive a Developmental Screening within forty-five (45) days of the child's enrollment date with parental consent.

The purpose of the Dial 4 Screener is to obtain a snapshot of a child's development in order to identify the children wo may need more comprehensive evaluation. When the decision is made to refer a child for further assessment because of failed screening assessments and/or previous services, the classroom teacher will conduct a conference with the parent of the child and discuss the developmental screenings and assessments.

Children, ages six weeks to three years, also receive the Ages and Stages Screener. Any child needing further assessments will be referred to Opportunities, Inc. upon written permission from the parent. The Mental Health Advocate will assist the family throughout this process.

Children three to five years of ages with suspected disabilities are referred to the Local Educational Agencies (LEA's), once the parental consent has been obtained. Services will be provided to address developmental needs through the implementation of an Individual Educational Plan (IEP).

### Mental Health Services

In the over-arching goal of Head Start Program to aid in the development of growth of the whole child, we strive to monitor, assess, and provide intervention related to the social, emotional, and behavioral learning needs of participating children. All Head Start Preschool/Early Head Start children will receive a social emotional screening within the first 45 days of entry using the Ages and Stages Social Emotional Screener.

We focus on developing healthy relationships with children and their caregivers, creating a supportive, nurturing, safe environment, and using age appropriate social/emotional curriculum to help children develop greater awareness and improved social functioning.

These strategies are typically effective at helping children reach social, emotional, and behavioral milestones, but for those children and families identified through early screening, teacher or parent referrals as needing additional support, more intensive

individual and family interventions are available from trained mental health professionals and paraprofessionals, including observations, screenings, assessments, and treatment services for the child and family.

## Transportation

Early Head Start DOES NOT provide transportation*

Head Start Transportation is very limited. Transportation to the Head Start Campus is provided only to those children with no transportation, or transportation issues. No bus services will be provided for children with adequate means of transportation. Families that are found with adequate transportation will be denied bus services or dropped from the bus route.

### Bus Safety

Riding on the Bus

⇒ Students must go to a seat and be seated immediately upon boarding.

⇒ The bus will not move until all children are seated and buckled.

⇒ Students must remain seated while the bus is moving.

⇒ Students should keep arms, hands, legs and heads inside the bus at all times.

⇒ Fighting, scuffling and the use of profane or inappropriate language is not allowed.

⇒ The emergency doors and exit window controls should be used only during frills or actual emergencies.

Unloading from the Bus

⇒ All students will remain seated until the bus comes to a complete stop. DO NOT RUSH!

⇒ All students and Bus Monitor will move away from the bus immediately upon leaving the bus.

⇒ If a child must cross the street or road after getting off the bus, he/she should walk to the front of the crossing arm, hen stop and look to the driver for a signal to cross in front of the bus with the Bus Monitor.

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

## In-Kind

The Federal Government requires that twenty percent (20%) of the Head Start grant will be matched with contributions from parents and the community. These contributions are called “in-kind” and consist of volunteering, attending Head Start activities, donating materials, working on your child’s educational goals at home, serving on Policy Council or Head Start Committee’s and many other ways. You will be asked to fill out an “in-kind” form when services or materials are provided to the Head Start Preschool/Early Head Start Program. If goods or materials are purchased, please submit receipt.

Volunteering or becoming active at the campus or with home activities is a great way to be

engaged in your child's education and is included with the Head Start Performance Standards. All of the activities listed) but not limited to) n this handbook are ways for parents to lend a helping hand and volunteer. The activities also count a "In-Kind" for the program. See chart below

| Classroom of Campus Activities | Non-Classroom Activities | Home Activities |
|---|---|---|
| Reading or telling stories to children | Working on parent or classroom bulletin boards | Cutting out items for collages, arts and crafts items |
| Assisting the teacher in preparing a class activity (large or small group) | Attending Parent Committee, Policy Council and Agency Committee Meetings | Typing Campus meeting minutes |
| Participating in Circle Time | Attending Parent Training | Scheduling Reading Time in the Home |
| Assisting with office task or call other parents to encourage engagement | Chaperone Field Trips | Telling your neighbors about Head Start/posting flyers in your community |
| Working on the Newsletter | Assisting with Annual Self—Assessment | Completing Home Activities with your child |

**If you want to volunteer on a consistent basis we will need you to complete a background screening and a TB skin test. ***

## Head Start Parent Responsibilities

My responsibilities as a parent/guardian in the Head Start Preschool/ Early Head Start program includes;

1. Ensure my child attends the program consistently and on time to support his/her development.
2. Participate actively in the program and take advantage of the opportunities that the program offers.
3. Work with teachers, faculty, and other families in a cooperative manner.
4. Be open to new ideas and experiences that can benefit me and my children.
5. Help make the HS/HS program better by offering my opinions, constructive criticism, and suggestions.
6. Ask questions of my child's Teacher, Head Start Case Manager, and the Campus Director or other members of the staff.
7. Reinforces what my child learns at the program by working with my child at home.
8. Ensure that my child is up to date on all required medical and dental needs.
9. Participate in two home visits each year with my child's Teacher and Head Start Case Manager.
10. Participate in two Parent/Teacher Conferences per year.

11. Ensure that my child has extra clothing at the center and has items for nap time.

OMB Control No: 0508-0002
Expiration Date: 09/30/2027

# U.S. Department of Agriculture

## USDA Program Discrimination Complaint Form

| Complainant Information | | |
|---|---|---|
| First name | Middle Initial | Last Name |
| Mailing Address (Include Full City, State and Zip Code) | | |
| Primary Phone Number | Alternate Phone Number | Email |
| Best way to reach you: ☐ Mail ☐ Phone ☐ Email ☐ Other | | |
| If you have difficulty understanding the English language, you may request language assistance services by calling 866-632-9992. Assistance will be available for individuals who are not proficient in English. Persons with disabilities who require alternative means of communication (e.g., braille, large print, American Sign Language) should contact the responsible State or local Agency that administers the program or contact the United States Department of Agriculture (USDA) through the Federal Telecommunications Relay Service at 711 (voice TTY). | | |

| Representative Information | |
|---|---|
| Do you have a representative? ☐ Yes ☐ No | Do you have written authorization from representative? If so, please attach. ☐ Yes ☐ No |
| First name | Last Name |
| Mailing address (Include Full City, State and Zip Code) | |
| Phone | Email |

**Complaint Information**
*(attach additional pages and supporting documentation as needed)*

1. Provide the name of the program you applied for (if known/applicable).

2. Select the USDA agency that conducts the program or provides Federal financial assistance for the program.
   - ☐ Agricultural Marketing Service, AMS
   - ☐ Foreign Agricultural Service, FAS/Trade and Foreign Agricultural Affairs, TFAA
   - ☐ Food and Nutrition Service, FNS
   - ☐ Forest Service, FS
   - ☐ Farm Service Agency, FSA
   - ☐ National Institute of Food and Agriculture, NIFA
   - ☐ Natural Resources Conservation Service, NRCS
   - ☐ Rural Development, RD
   - ☐ Other ☐ Unknown

| 3. Date of recent alleged discrimination (mm/dd/yyyy) | 4. Location and/or address of the office where discrimination occurred |
|---|---|

5. Who do you believe discriminated against you? Include the name(s) of person(s) involved in the alleged discrimination (if known).

# U.S. Department of Agriculture
## USDA Program Discrimination Complaint Form

6. What happened to you (please include dates of each allegation)?

7. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs). Reprisal is prohibited based on prior civil rights activity.

I believe I was discriminated against based on:

| | | |
|---|---|---|
| ☐ Race | ☐ Sex | ☐ Marital Status |
| ☐ Color | ☐ Disability | ☐ Family/Parental Status |
| ☐ National Origin | ☐ Age | ☐ Income from Public Assistance |
| ☐ Political Beliefs | ☐ Religion | ☐ Retaliation (prior civil rights activity) |

**Remedies**

8. How would you like to see this complaint resolved?

9. Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?

| 10. If yes, with what agency or court did you file? | 11. If yes, when did you file? (mm/dd/yyyy) |
|---|---|
| | |

Complainant Signature _____ Date _____ Representative Signature _____ Date _____