

Early Head Start Head Start Family Handbook 2021-2022

**Children are ready for school. Families are ready to engage.
The program is ready to support. The community is ready to invest.**

Economic Security Corporation of Southwest Area



**Early
Head Start**



Economic Security Corporation Programs

Community Development

Utility Assistance

Did you know there is utility assistance opportunities for qualifying families? ESC offers 4 great opportunities from within our Utility Assistance Program.

They include: **Winter Energy Assistance** which runs Nov.1-March31 and offers a one time a year assistance to help pay your primary heating bill.

Energy Crisis is a program designed to provide financial assistance to restore or prevent disconnection of services. Heat services Nov-May; and air services June-Sept.

Red Tag Program helps qualifying residential customers with service work on appliances and piping to maintain or restore heating to their home.

Dollar Help helps households maintain their primary source of heat in the winter.

Housing Assistance

Are you experiencing homelessness, fleeing from domestic violence, or need rental assistance? There are many programs to help with your situation.

If experiencing homelessness call **Housing Connect** at 417-627-2039 they assess and refer families to local housing programs for placement. Programs like **Missouri Housing Trust Fund** provide rental assistance for families/individuals. Rental assistance is help with rental deposits, rent payments, utility deposits, utility bills.

Transitional Housing for Homeless Families with Children focuses on placement of homeless families with children for up to 2 years. They are assigned a case manager that assists with employment, permanent housing goals, parenting, and budgeting.

Rapid Re-Housing serves people experiencing homelessness. Assists with housing location, rental assistance and case management.

Home Repair Assistance

Does a major system like your roof, drainage, electrical, smoke or fire protection, plumbing, fixtures, or your heating or cooling system need repairs or replaced? Do you have siding or window repairs that need to be made? Do you have Accessibility modifications for persons with disabilities that need to be made? If so there is local community programs to provide assistance.

ESC offers the **Home Repair Opportunity Program (HeRO)** which serves homeowners in Barton, Jasper, Newton and McDonald Counties. They also offer the **Joplin Consortium HOME Repair Program (HOME)** which serves homeowners within the Joplin city limits. ESC also partners with their Weatherization Department and other local charities such as Habitat for Humanity, Catholic Charities, and The Fuller Center to better serve our community.

Program Requirements and Eligibility

To qualify for one of these programs, homeowners must own and occupy the property. Households must also meet the program's requirements, including income eligibility. If an eligible homeowner is selected, an inspection of their home is performed to determine the needs of the home.

Goal Assistance

Are you interested in reaching your employment and/or educational goals but don't know where to start? Esc offers two great programs to help you become self-sufficient.

Comprehensive Homeless Assistance for New Career Employment—CHANCE assists homeless persons find and retain employment by providing life skills training related to employment with pre-employment workshops and case management opportunities. **Case Management** assists persons who want to reach their employment and educational goals. Attend weekly meetings with your case manager to assess, set, and work towards meeting your desired goals.

Weatherization

Did you know there's a simple way to preserve natural resources, lower your energy bills, and increase the comfort level of your home?

Weatherization Assistance Program—Provides cost-effective energy-efficiency measures to low income households in our service area of Barton, Jasper, McDonald and Newton Counties. Weatherization is a cost-effective means to help low-income households reduce their energy expenses. Some of the measures include replacing incandescent light bulbs with LED's, adding insulation to attic and walls, adjusting or replacing doors, weather stripping, repairing windows, general air sealing, duct sealing, water heater jackets, pipe insulation, and repairing or replacing furnaces and water heaters due to safety reasons. Preference is given to the elderly, children, and those with physical disadvantages.

For more information on any of these programs, please feel free to contact:

Community Development

Tammy Walker—417-627-2016

Weatherization

Ryan Peterson—417-781-4437

Housing

Staci Bingham—417-627-2022

Home Repair

Curtis Scott—417-781-4437



Hello, Brain Builder!

What is Vroom?

Vroom is a global program of the Bezos Family Foundation. We believe all parents have the potential to create a bright future for their children. Our free, science-based tips and tools help parents and caregivers give children a great start in life today—and an even better future.

Babies are born ready to learn. And you have what it takes to help them!

The time you spend with your child can help their brain grow strong. Even a few minutes count!

Your child loves to learn from you. Your time together gives them a strong start in life!

Your child's brain grows the fastest from birth through age 5! Helping them learn now gets them ready for school, friends, and life.

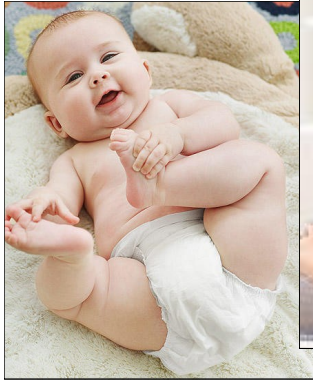
Life gets busy. Vroom stays simple.

With Vroom, it's easy to be a brain-builder. Whether you use the Vroom app, Vroom by Text™, Alexa, or even print at home, Vroom Tips can always be there when you need them. 1,000+ Vroom Tips, and the brain science behind them, are right at your fingertips!

Parents and caregivers use Vroom to help kids learn in everyday situations.



<https://www.vroom.org/>



Welcome to Head Start and Early Head Start

Jasper County:

Newton County:

Granby Head Start	417-472-7118
South Joplin Head Start	417-781-5728
South Joplin EHS Childcare	417-781-5728
South Joplin EHS Advocates	417-781-1179
Neosho Head Start	417-451-5709
Neosho EHS Childcare	417-451-5709
Neosho EHS Home Based	417-451-5507

Carl Junction Head Start	417-649-5746
Carthage Head Start	417-359-8870
Carthage EHS Childcare	417-358-7644
Carthage EHS Home Based	417-313-8550
Ewert Park EHS Childcare	417-952-2070
Joplin Midtown Head Start/EHS	417-553-3530
North Joplin Head Start	417-781-4497
Joplin Home Based	417-726-5208
Sarcoxie Head Start	417-548-7325
Webb City Head Start	417-673-5967

McDonald County:

Anderson Head Start	417-845-6644
Anderson EHS Childcare	417-845-2000
Anderson EHS Home Based	417-845-8971
Longview Head Start	417-628-320
Noel Head Start & EHS	417-475-6450
SW City Early Head Start	417-762-3456

Barton County:

Lamar EHS Childcare	417-681-0451
Lamar Head Start	417-682-5744
Lamar Home Based	417-681-0451



Welcome

A Message from your Director

Head Start and Early Head Start includes the total family— not just the child, in fun and learning activities. Families should become involved through volunteering their time and talents. Volunteers are needed not only in the classroom, but also at parent meetings, educational family nights, on the bus, at Policy Council meetings and within the community.

Active involvement by Head Start and Early Head Start parents is essential to the program. We need your help! Plus, your child will receive lifelong benefits from your involvement in their education. Remember, you are the most important influence in your child's life. Your interest in their school-work sends a powerful and motivating message to your child. Please become involved in your child's education at home and at school.

Our Head Start and Early Head Start program is a comprehensive preschool/childcare program that includes services in education, health, parent involvement and social services teamed with community support. Head Start and Early Head Start can make an important impact in the areas of child development, school readiness and family self-sufficiency.

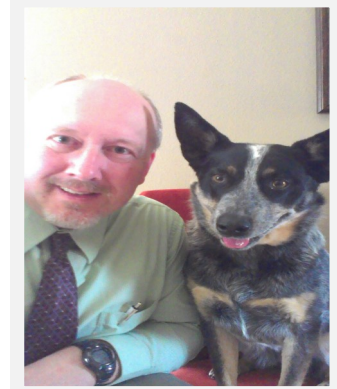
While participating in Head Start/Early Head Start, your child and family will receive over \$9,000 in quality child and family development services. Here are some of the other features which make Head Start unique:

- parent involvement in decision making
- federal performance standards ensure quality
- multi-cultural principles
- nutritious meals and snacks
- community involvement
- staff and parent training
- comprehensive services
- health and developmental screenings

Congratulations on your decision to participate in Head Start/Early Head Start!

Jeff Goldammer

Director, Head Start/Early Head Start



Jeff and his dog Gypsy

Our promise:

We will make a difference in the lives of children and families.

Our Values:

- 1) Treat every child and parent with respect and dignity.
- 2) Do your best work every single day.
- 3) Develop a positive attitude.
- 4) Embrace innovation.

Who's Who at Head Start & Early Head Start



Main Office Address:
Economic Security Corporation
302 S. Joplin Ave., Joplin, MO 64801
417-781-0352



Family Resource Specialist/Family

Advocate: _____

Teacher: _____

Teacher Aide: _____

HDA (Health & Development) _____

Bus Driver: _____

Cook/Cooks Helper: _____

Area Supervisor: _____

Center Support Assistant: _____

Center Phone Number: _____

Facebook Group: _____

Director of Head Start & Early Head Start

Jeff Goldammer

Operations and Development Director

Leisa Harnar

HS Education Coordinator Southern Area

Cindy Ladbasri

HS Education Coordinator Northern Area

Kim Goddard

EHS Classroom Education Coordinator

Jenae Polok

EHS Childcare Partnership Services Coordinator

Connie Gillock

Enrollment Coordinator

Jennifer Warmoth

Family Development Coordinator

Paige Caddy

EHS Mental Health and Wellness Coordinator

Crystal Overfelt

HS Mental Health and Wellness Coordinator

Devona Williams

Health Services Coordinator

Kandi Griffith

Nutrition Services Coordinator

Karl Kecskemethy

Special Services Coordinator

Stormy Miller

Transportation & Facilities Coordinator

Mike Bell

Area Supervisors:

North Joplin, Carl Junction

Michelle Cook

Anderson, Noel, Southwest City

Misty Shafer

Carthage, Lamar

Kathy Miller

South Joplin, Sarcoxie, Ewert

Amber Nicholson

Webb City, Midtown

Greta Murphy

Longview, Granby, Neosho

Kim Richmond

EHS Home Based Education Services

Stephanie Massey



Attendance Policy

Attendance matters! Students who do not attend class regularly are more likely to be chronically absent in Kindergarten. Missing just 10% of the school year in the early grades can leave many students struggling through elementary.

Federal regulations require Head Start/Early Head Start centers to show they are at 85% average daily attendance. For our classrooms, at-risk for moderate chronic, moderate chronic, and severe chronic absenteeism are defined as:

At Risk for Moderate Chronic Absence: 95-91%.

Moderate Chronic Absence: 90-81 **Severe Chronic Absence:** 80% or less.

Your child may be dropped from the program after three months of attendance at 80% or less, or if they attend less than 50% of class days in any month.

Your child is considered "tardy" if they arrive more than one hour past their class start time in Head Start or their scheduled time of arrival in Early Head Start.

Your child is considered as "left early" if they leave more than one hour prior to their class dismissal time in Head Start or their schedule time of departure in Early Head Start.

Missing 1 or 2 days per week doesn't seem like much, but...

If your child is going to be absent, call the center and let your Family Resource Specialist/Family Advocate or Teacher know why they will be gone and for how long.

If your child is unaccounted for two consecutive days and attempts to reach you go unanswered, the Family Resource Specialist/Family Advocate will make a home visit no later than the morning of the third day.

Every day counts! If you want your child to be successful in school, YES, attendance does matter!



If your child misses...	That equals...	Which is...	And over 13 years of schooling, that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late per day? Surely that won't affect my child?

If your child misses...	That equals...	Which is...	And over 13 years of schooling, that's...
10 mins per day	50 mins per week	Nearly 1.5 weeks per year	Nearly 1/2 year
20 mins per day	1 hr 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
30 mins per day	1/2 a day per week	4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	8 weeks per year	Over 2.5 years

Who is eligible for Head Start/Early Head Start?

Head Start: A child between the ages of 3-5. (Child must be 3 to apply and cannot be old enough for Kindergarten).

Early Head Start: A child must be an infant or a toddler, 29 months or younger, or a pregnant mother.

Get involved—Family Involvement Matters!

YOU ARE PART OF THE TEAM

WELCOME
PARENTS!

Head Start and Early Head Start depends on you to make our program successful! Head Start and Early Head Start's mission is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program. To reach this goal, we need to work with you to make sure that your child is ready to be successful in Kindergarten and beyond. There are many opportunities for you to get involved. We welcome your participation in the many activities that will be available to you.

How Can I Help In The Program and Get Involved?

- ◆ Bring your child to Head Start/Early Head Start on time and every day because attendance is the key to success.
- ◆ Be present and ready to participate in all home visits with your Family Resource Specialist, Teacher, or Family Advocate at regularly scheduled times.
- ◆ Enjoy curriculum activities (Family School Readiness Connection) at home with your child and track your time on the forms provided. These activities will strengthen your child's development and your relationship with your child as well as help our program meet goals.
- ◆ Read with your child every night to encourage a love of learning and build their vocabulary.
- ◆ Attend Family Leadership Meetings and Family Fun Events, participate in Literacy Events and Training.
- ◆ Volunteer at least 24 hours (HS only, per program year) of your time to help your child learn and support Head Start programs. You can help in the classroom and at parent meetings. You can help us with:

Preparing materials, helping in the kitchen, making easy repairs to the center, doing yard work, reading a story, singing a song, playing an instrument, sharing a tradition, helping set up and/or putting away, cleaning toys at the center, helping children wash hands, setting tables for meals, eat with the children, and encouraging conversation, helping with art activities, decorating bulletin boards, sharing a special talent or hobby or helping with menu planning.



Head Start will do the following for you and your child:

- *Provide an excellent education program—everyday—for all of our students.
- *Work with you to set goals that will support your child's education at home.
- *Help identify your strengths and skills and work with you to reach your own goals.
- *Offer many ways for you to participate and volunteer at Head Start.

DOING
GOOD
TOGETHER

Join in on our Program Planning:

- *Represent your Family Leadership Team by serving on Policy Council
- *Assist with the program Self-Assessment
- *Participate on the Health Services Advisory Committee
- *Participate on the Family Leadership Team

****Regular volunteers will be asked to sign a Standards of Conduct, complete the Volunteer Orientation and complete a background screening and TB Risk Assessment***

Parents as Decision Makers

Family Leadership Team

Every parent/guardian is a member of the Family Leadership Team.

The main functions of the Family Leadership Team are to:

- ★ provide feedback to staff at monthly meetings
- ★ make new friends
- ★ plan activities for the children
- ★ plan special programs for parents
- ★ elect a parent/guardian to represent your center on the Policy Council
- ★ help your representative by telling them how you feel about things to be discussed at Policy Council

Health Services Advisory Committee

Attend 2-3 luncheons a year. Discuss Health topics with area professionals that support our program.

Special Programs for Parents

Head Start will be offering programs such as Conscious Discipline parenting classes, literacy nights, Dads & Kids, budgeting, or other special programs of interest. You can help determine which programs will be offered.



Child Care Licensing

All Head Start/Early Head Start centers meet or exceed the requirements of the State of Missouri Child Care Licensing Standards. A copy of the Child Care Licensing Rules is available for review at your center and can be found online at: <https://health.mo.gov/safety/childcare>.

Ask a staff person if you would like to see a copy or your child's file.

Policy Council

We want you, the family, to be fully involved in program governance and decision-making. The Policy Council is made up of Early Head Start & Head Start parents/guardians and community representatives. Each site will elect a representative to serve on the Policy Council.

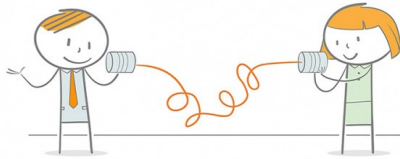
What are some of the things Policy Council will do?

- ☒ Review and approve grants, budgets and policies
- ☒ Approve hiring or dismissal of staff
- ☒ Offer suggestions and ideas for program improvement
- ☒ Establish goals of the program and develop ways to meet them within Federal Standards
- ☒ Approve the criteria for selection of children into the program
- ☒ Communicate with the Family Leadership Teams to keep the parents/guardians informed
- ☒ Assist with employment interviews

As a Policy Council representative, you will have an opportunity to learn how to conduct meetings, enhance leadership skills, and gain self-confidence in a supportive environment of friends. This experience can be a starting point for future leadership roles in school organizations, the workplace, and in the community.

Policy Council meetings are held once a month on the fourth Tuesday at 6:30 pm at the North Joplin Head Start center. Transportation, a meal and childcare will be provided. Staff members or members of their families may not serve on the Policy Council.





Family Engagement



Communication Plan

You are welcome to visit the center anytime, but in between your visits, a variety of methods will be used to maintain on-going communication:

- ☐ Monthly Parent Meetings
- ☐ Family Connection—monthly newsletter for parents
- ☐ Monthly Calendar Updates from your center
- ☐ 2 Parent/Teacher Conferences and 2 Parent/Teacher Home visits
- ☐ Home Visits with FRS/FA
- ☐ Notes & Flyers, Text Messages/Emails & Phone Calls
- ☐ In each center you will find the Parent Manual containing the minutes of the parent meetings and Policy Council, and Head Start/Early Head Start Policies relating to children, parents and volunteers.
- ☐ Social Media

Home Visits. EHS and HS families will be participating in quarterly home visits. These home visits will be scheduled at the convenience of both the families and the Family Resource Specialist/Family Advocate. The purpose of home visits is so that our program can support our families by providing assistance in all areas, including family goal setting and needs assessments. Our needs assessments allow us to make necessary and relevant referrals in order to best support our EHS/HS families. Our program uses a holistic approach to family development and family engagement. By serving the whole family, we are not only benefiting the children and families in our programs, but also our communities as a whole.

Fathers & Father Figures. Head Start and Early Head Start value the passion each father or father figure has for his child and respect his relationship with his child. We encourage fathers & father figures to attend home visits, parent meetings, special events at the center for fathers like Donuts with Dudes, volunteer in the classroom, and participate as part of the center's Family Leadership Team or Policy Council!

Social Media



Follow us on Facebook!

Each classroom has a unique Facebook group that is designed for the school family (please refer to page 6 for the name of your site's Facebook group). We welcome and encourage all families to join their center's Facebook group to stay up-to-date on program announcements, celebrations, resources within your community, and so much more! Membership within these groups is limited to those who live with the enrolled child. This could include parents, grandparents, or other family members, as well as all staff within the site. Please feel free to share pictures and/or celebration stories of your child in the Facebook group. We love to see what you are teaching your child at home.

To become a member of your center's Facebook group, follow these steps:

1. Read, sign, and date the Parent Standards of Conduct (page 24 & 25).
2. Go to Facebook on a desktop or mobile device, type in the search bar the name of the group. (This has to be typed out exactly how it shows on page 6 or it will not show up).
3. Click "join group," and answer the membership questions. A staff member from your center will approve the membership request and then you're in!

Family Goal

We want to partnership with you to support the goals you have for yourself and for your family. We will help you identified a goal and steps, help you find the needed resources, check on your progress and cheer you and your family on along the way. Goals can include budgeting/building a savings, find housing that meets the needs of the family, finding stable employment, obtaining reliable transportation, accessing health care, increasing positive parenting practices, participate in activities with child(ren) everyday, obtaining GED or higher education, so much more!

Head Start/Early Head Start prepares a family partnership process that includes a family partnership agreement to support family well-being, including family safety, health, and economic stability. HS/EHS embodies a two-generation approach that addresses prevalent needs of families. (Head Start Performance Standard 1302.50) Our program is committed to working in collaboration with your family in order to support your and your child.

1. We will collaborate with your family in a partnership process that identifies needs, interests, strengths, goals, and services and resources that support you and your child's well-being, including family safety, health, and economic stability.
2. We will work together for what your family desires to accomplish while at EHS/HS.
3. We will agree to work together to achieve desired goals.
4. We will provide support and resources to assist the family in achieving their goal/s.
5. We will communicate with you regularly at Home Visits and formal phone contacts to follow-up on the progress.
6. A new goal will be set if the current goal is no longer needed or if the goal is completed. This process will continue throughout the program year to reinforce in order to support your and your child.



In-kind—What is it??

When Head Start & Early Head Start were designed, it was decided that Head Start and Early Head Start would need to be supported by the community to be as successful as possible. The Federal government decided that 20% of the grant amount that each Head Start and Early Head Start program received would come from parents and the community giving back to the program in volunteer services and/or goods, which is called "in-kind" for our program. In-kind is an important part of our program and everyone can help! How can you help contribute in-kind to our program?

- Completing Family School Readiness Connections (weekly homework)
- Attending parent meetings for menu or event planning
- Volunteering in the classroom or at the center
- Being a representative of the Policy Council and attending the meetings
- Driving to & from required well-child exams, dental exams, and/or eye doctor appointments

give in kind

You are your child's first and best teacher. Our program is here to support the goals you want to see your child achieve. One way we support your family to provide activities for you and your child to do together. Once a week your child's teacher will give you new activities to support your child's development. At end of the week, fill out how much time you spent with your child completing the activity, sign and date and return it.

Head Start/Early Head Start Family School Readiness Connection

Parent(s): Please complete this form after performing the activities with your child each day.

Teacher: MS Frazzle

Child: Phaedra Research () of years in DHS + HS (Select one)

Parent: Wynnda Research Birthdate: Aug 1 2019

The activities listed below have been selected to help you reach family goals, to identify learning projects that you enjoy with your child, and for your child to develop his/her skills.

Description of Activity & Length of Time (include: Related to Curriculum)	What will my child or I learn from this activity?	Parents, please fill out the area below																								
<p>5 Little Monkeys (See description on back)</p> <p>Curriculum Objectives: <u>5.20a</u></p> <p>Length of Time: <u>5 mins x 4/days</u></p>	<p>Movement activities that involve counting help your child to learn number sequences while developing motor skills.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Time Spent Today</th> <th>Parent's Rate Only</th> </tr> </thead> <tbody> <tr><td>8/1</td><td>120</td><td></td></tr> <tr><td>8/2</td><td>110</td><td></td></tr> <tr><td>8/3</td><td>80</td><td></td></tr> <tr><td>8/4</td><td>130</td><td></td></tr> <tr><td>8/5</td><td>90</td><td></td></tr> <tr><td>8/6</td><td>120</td><td></td></tr> <tr><td>8/7</td><td>50</td><td></td></tr> </tbody> </table>	Date	Time Spent Today	Parent's Rate Only	8/1	120		8/2	110		8/3	80		8/4	130		8/5	90		8/6	120		8/7	50	
Date	Time Spent Today	Parent's Rate Only																								
8/1	120																									
8/2	110																									
8/3	80																									
8/4	130																									
8/5	90																									
8/6	120																									
8/7	50																									
<p>Read and look at book's together</p> <p>Curriculum Objectives: <u>18a</u></p> <p>Length of Time: <u>15 mins x 4/days</u></p>	<p>Your child will learn more words and enjoy spending time with you.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">AGENCY USE ONLY</th> </tr> </thead> <tbody> <tr> <td>Total Time</td> <td><u>640</u></td> <td><u>4.44</u></td> </tr> <tr> <td>Rate of Pay</td> <td><u>\$ 0.350</u></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> </tr> <tr> <td>IN-KIND \$</td> <td><u>172.50</u></td> <td></td> </tr> <tr> <td>SPACE \$</td> <td></td> <td>(EHS ONLY)</td> </tr> </tbody> </table>	AGENCY USE ONLY			Total Time	<u>640</u>	<u>4.44</u>	Rate of Pay	<u>\$ 0.350</u>		TOTAL			IN-KIND \$	<u>172.50</u>		SPACE \$		(EHS ONLY)						
AGENCY USE ONLY																										
Total Time	<u>640</u>	<u>4.44</u>																								
Rate of Pay	<u>\$ 0.350</u>																									
TOTAL																										
IN-KIND \$	<u>172.50</u>																									
SPACE \$		(EHS ONLY)																								

Parents Comments: _____

I understand that the volunteer time shown above is to be used as non-Federal match as a condition of a funding contract with the Federal government and I attest to the fact that the time was spent and the work was done as shown.

Parent's Signature: Wynnda Research Date: 8-8-19

EHS/HS Staff: MS Frazzle Date: 8-8-19

[illegible]

Protecting Your Personal Information

The Head Start and Early Head Start program is committed to protecting your personal information. We want you to feel assured that your privacy will be respected by all employees, volunteers, and consultants. If at any time you do not wish to share certain information, you have the right to decline.

You will be asked to sign an Authorization of Disclosure of Confidential Information on an annual basis. This release allows the program to share certain types of information with agencies/persons you have authorized.

The program may disclose information from your child's file without your consent under the following conditions:

- Information required by a legal subpoena or judicial order
- Situation that poses an immediate or serious health or safety risk for your family, program staff, or a partnering agency
- Child abuse/neglect report and follow-up
- Information required by officials from governmental agencies, including the Department of Health and Human Services and the Child Adult Care Food Program
- Information required by the agency auditors
- Legal action initiated by the program against a participant or vice versa

If at any time you have any questions about the protection of your personally identifiable information, please contact the Operations and Development Director at 417-627-2069.

Confidentiality means that we keep what parents and children share with us private. No information regarding a Head Start/Early Head Start child or family will be shared with persons outside our agency. It is extremely important that confidentiality be upheld at all times.

Grievance Procedure

The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. The Economic Security Corporation Board of Directors and Policy Council have established this system to resolve complaints quickly, fairly, and informally in order to devote maximum time, resources, and energy to our mission.

1. When a parent or member of the community brings a concern to a staff person, they must immediately begin efforts to understand and informally resolve the concern.
2. Failing resolution at that level, the person with the complaint may bring the concern to the next appropriate supervisor.
3. If the informal discussion process does not lead to a satisfactory outcome, the person with the complaint may file a formal grievance by using the agency form or by providing the Head Start Director with: 1) a statement identifying the concern; 2) an outline of the facts surrounding the grievance; and 3) the remedy requested.
4. The Head Start Director will investigate the matter and make a decision within 5 days.
5. If the decision of the Head Start Director is not satisfactory, it may be appealed to the Agency Chief Executive Officer by sending or mailing the agency form or the written statement described above to: ESC-CEO, 302 Joplin Street, Joplin, MO 64801
6. The Chief Executive Officer will review the matter and will give a response within ten working days.
7. If the finding is appealed to the Agency Board of Directors, the Board has a maximum of thirty working days to review the matter. If the Agency Board determines that this grievance procedure was followed, the matter is closed as far as the Agency is concerned and the recommendation of the Agency Chief Executive Officer shall remain in effect.
8. Anonymous complaints will not be accepted.

Health Requirements, Policies & Procedures

Immunizations and Physical

To meet Childcare Licensing requirements, children must be up-to-date on their immunizations before their first day of classroom attendance. You have **45 days** to provide the **Child Medical Exam Report** form completed by a physician stating your child has had a physical exam in the last 12 months and is able to attend childcare. (**EHS childcare partner site have 30 days**). In addition, we will assist you in obtaining well child exams for your child based on the State's schedule of frequency. If your child falls behind on immunizations, they will not be allowed to attend childcare until we have obtained proof of up to date immunizations from a health care provider.

Medication Administration

If your child needs to receive medication, including emergency medication, while at the center, you must complete a Medication Authorization form. We must have doctor instructions for giving medication. You must bring medication directly to the center. The only medications allowed on the bus are rescue medications such as an inhaler or Epi-Pen.

Hand Washing

Head Start will encourage good hand washing techniques to prevent the spread of illness.

Sunscreen Policy

Sunscreen will be applied from May 1st to September 30th when children will be outside more than 20 minutes. Sunscreen will be provided for classroom use. Sunscreen will be applied 30 minutes before going outside. Sunscreen is not for children under 6 months of age. Infants will be kept in a shaded area as much as possible.



EHS/HS Classrooms follow the Child Care Weather Watch posted in each classroom/center.

Outdoor play is essential for children's health and well-being. The time children spend outdoors every day is just as important to their learning as the time they spend in the classroom. Children will have the opportunity to choose from a variety of outdoor activities which help develop large and small motor skills. Children will go outside every day **unless** the following weather conditions occur: **Rain, Wind-chill falls below 20 degrees, Heat index rises above 95 degrees**

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

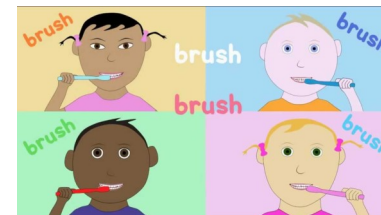
Wind Speed in mph

	Calm	5	10	15	20	25	30	35	40
50	50	48	46	44	42	40	38	36	34
40	40	37	34	32	30	28	26	24	22
30	30	27	24	21	19	17	15	13	11
20	20	17	14	11	9	7	5	3	1
10	10	7	4	1	-1	-3	-5	-7	-9
0	9	-1	-4	-7	-10	-13	-16	-19	-22
-10	-10	-13	-16	-19	-22	-25	-28	-31	-34
-20	-20	-23	-26	-29	-32	-35	-38	-41	-44
-30	-30	-33	-36	-39	-42	-45	-48	-51	-54

■ Comfortable for outdoor play
 ■ Caution
 ■ Danger

Head Lice

We have a **No Live Lice** policy. When a child is found to have live head lice, a staff member will contact you to pick up your child. Your child may return once their head has been treated. Your FRS/FA will provide you with information on how to get rid of lice and prevent future cases.



Tooth Brushing Policy and Dental Exam

We brush teeth once daily in all EHS/HS classrooms. Every child will be provided with a toothbrush. Infants without teeth will have their mouths wiped out with a silicone fingertip brush. Tooth brushing is part of the daily classroom schedule.

Children ages 2 and over must have a dental exam within 90 days of enrollment in the program and every 6 months thereafter. All children should see a dentist regularly for preventative care.

Individualized Plan of Specialized Care (Health Plan)

If your child has a medical or nutritional condition that will require special attention while in our care, an Individualized Plan of Specialized Care, Health Plan, will be obtained from their physician. A meeting can be held with you, the Health or Nutrition Coordinator, and your FA/FRS to ensure that everyone understands the plan and how to care for your child's needs.

No Backpack/Diaper Bag/Car Seat Policy

Backpacks/diaper bags/car seats create storage and safety issues in the classroom and may not be left at the center or on the bus. For HS families, your bus driver/monitor will give you your child's artwork, papers, newsletters and notes to you when your child gets off the bus. HS and EHS families, your child will have a *cubby* in the classroom to hold their papers, coat, mittens and hat. When you transport your child to school, please check the cubby on a daily basis for important papers so you won't miss anything!

Other items that should be left at home: food, candy, knives, lighters, matches, syringes, videos, toys and toy guns.

Health Policies Continued

Communicable Disease Policy—If your child is not well, please keep them home.

If your child is diagnosed with a communicable disease, they must have a doctor's note to return to school. If they have a temperature of 100.1 or higher, they must be fever free for 12 hours without fever lowering medication. If the temperature is 100.4, the CDC recommends the child stay out of child care for 72 hours fever free without fever reducing medicine.

According to childcare licensing rules, if your child has any of these symptoms while at the center, you will be asked to pick them up:

- Axillary temperature (under the arm) of 99.1 or higher; Oral temperature (under the tongue) of 100.1 or higher
- Diarrhea—more than one (1) abnormally loose stool
- Vomiting more than once
- Severe coughing—if the child gets red or blue in the face or makes high-pitched croupy/whooping sounds after coughing
- Difficult or rapid breathing (especially important in infants under six (6) months)
- Yellowish skin or eyes
- Pinkeye—tears, redness of the eyelid lining, irritation, following by swelling or discharge of pus
- Headache and stiff neck
- Unusual spots or rashes

When children are physically healthy, they are ready to learn.



- Severe itching of the body or scalp, or scratching of the scalp (these may be symptoms of scabies or lice)
- Sore throat or trouble swallowing
- An infected skin patch(es) - crusty, bright yellow, dry, or gummy areas of the skin
- Unusually dark, tea-colored urine
- Grey or white stool

Well-Child Healthcare—Why is it important?

Well-Child Schedule

Newborn to 1 month

2-3 Months

4-5 Months

6-8 Months

9-11 Months

12-14 Months

15-17 Months

18-23 Months

24-35 Months

Once a child turns 3, yearly

Well-child healthcare helps to keep children healthy. The earlier your child's health needs are identified and met, the better it is for your child and your family. The cornerstone of well-child healthcare is a partnership of children and families with a source of accessible medical care. This source of healthcare is termed, "Medical Home."

If you do not have a Medical Home for your child, your FRS/FA will assist you in locating one and getting an appointment scheduled to start your child's schedule of routine healthcare. The Early Head Start and Head Start programs keep track of your child's well-child exams to help support you in keeping them up-to-date on their schedule of healthcare.



Parts of a Well-Child Appointment

Growth Assessment

Health History

Hearing and Vision Screening

Nutrition Assessment

Developmental Assessment

Lead Questionnaire

Dental Screening

Blood Lead Level (12 & 24 Mths)

Hemoglobin—Iron Level (9-14 Mths)

Dental Exams—Children should start seeing a dentist after their first tooth erupts.

Immunizations—Why do them?

Immunizations protect children from serious illness and complications of vaccine-preventable diseases which can include amputation of an arm or leg, paralysis of limbs, hearing loss, convulsions, brain damage, and death. Since the development of vaccines, many illnesses that cause severe illness and death, especially in children, have been prevented. Below are the requirement for childcare licensing.

2021 Missouri Child Care and Preschool Immunization Requirements

All children must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending child care/preschool. The Advisory Committee on Immunization Practices allows a 4-day grace period. Children may receive immunizations up to four days before the due date. Immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).

Parent/Guardian (Imm.P.11) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from child care/preschool when outbreaks of vaccine-preventable diseases occur.

To remain in child care/preschool, children “in progress” must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the facility. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e. Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series).

Early Head Start/Head Start program are supposed to be tracking the Rotavirus, Hepatitis A, and the Influenza vaccines, because they are required by the State of Missouri. The Rotavirus is required at 2 months, 4 months and sometimes at 6 months depending on which type of vaccine your child receives. The Rotavirus series should be completed by 8 months. The Hepatitis vaccine is a two dose series that should be completed at 24 months and 48 months. The Influenza vaccine is required each flu season starting at 6 months. Children receiving the flu vaccine for the first time should be given 2 doses – 4 weeks apart. We know that it is a parental choice about getting the Influenza vaccine. If you are declining any of the vaccines, we will need a Parental Exemption Form that you can get from any Health Department. Just a reminder that the Parental Exemption Form will expire yearly, so you will have to get a new one every year your child is in the program.

Excerpt from our Immunization Policy:

Rotavirus, Hepatitis A, and Influenza vaccines are not required for Missouri Childcare Licensing and will not be required for a child to be accepted into EHS or HS.

For children enrolled in Head Start or Early Head Start child care; if one or more immunizations become due, the child will not be allowed to attend the center, until the immunizations required for Missouri Childcare Licensing are up-to-date. Upon the child's return, the parent must provide documentation that the immunization was received. Without proof of up-to-date immunizations, the child will not be allowed to attend the center. The child's slot will be held for 2 weeks before the child is dropped from the Early Head Start/ Head Start program.

Protect your child right from the start.

Immunization is the single most important way parents can protect their children against serious diseases.

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.

	Birth	2 Months	4 Months	6 Months	12-15 Months	15-18 Months	19-23 Months	4-6 Years	11-12 Years
Hepatitis B	✓	✓	✓ If not @ birth.	✓					
Diphtheria, Tetanus, Pertussis (DTaP)		✓	✓	✓		✓		✓	
Haemophilus Influenzae B (Hib)		✓	✓	✓	✓				
Poliovirus (Polio)		✓	✓	✓				✓	
Pneumococcal Conjugate (PCV)		✓	✓	✓	✓				
Measles, Mumps, Rubella (MMR)					✓			✓	
Varicella (Chickenpox)					✓			✓	
Hepatitis A					✓		✓		
Rotavirus (RV)		✓	✓	✓					
Tetanus, Diphtheria, Pertussis (Tdap)									✓
Meningococcal Conjugate (MCV)									✓
Human Papillomavirus (HPV)									✓
Influenza									

Some of these vaccines may be given in combination, meaning fewer shots.

Each flu season starting at 6 months.

6 month through 8 year olds who receive a flu vaccine for the 1st time should be given 2 doses - 4 wks apart.

✓ Can be given as early as 12 months, if there is six months since third dose.

Missouri's immunization schedule is compatible with the current recommendations of the Advisory Committee on Immunization Practice (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). For more information, please call the Missouri Department of Health and Senior Services' Immunizations Program at 800.219.3274 or visit www.health.mo.gov.

713 10-11

Parents, you have the legal right to ask if there are children in your child's center that are not fully immunized. Staff can tell you yes or no but cannot give details.

Early Head Start Fluoride Varnish

We wanted to let you know of a service we provide to all our Early Head Start children. All of our Family Advocates and Family Resource Specialist in Early Head Start are trained in the application of topical fluoride varnish. Your child will receive this service 4 times a year.

Frequently Asked Questions Question: What is *Fluoride Varnish*? *Answer: Fluoride varnish is a topical fluoride used to prevent tooth decay. Fluoridated toothpaste is another type of topical fluoride. Both are used on the surface of teeth.*

Question: How is *Fluoride Varnish* applied? *Answer: The varnish is painted onto the front and back, top and bottom of the teeth with a tiny brush. It forms a sticky covering over the tooth and becomes hard as soon as saliva in the mouth touches it. It takes less than 2 minutes to varnish the teeth.*

Question: Will *Fluoride Varnish* make the teeth look different? *Answer: Some brands of fluoride varnish coat the teeth with a yellow film. Other brands are white and may make the teeth look dull. This is normal and does not hurt the teeth. When the varnish comes off the next morning when the teeth are brushed, the teeth will be white and shiny.*

Question: How does *Fluoride Varnish* work? *Answer: Fluoride in varnish enters the tooth enamel and makes the tooth hard. It prevents new cavities and slows down or stops decay from getting worse. If tooth decay is just starting, it repairs the tooth.*

Question: Do I need to do anything special after my child has *Fluoride Varnish*? *Answer: Your child does not have to wait to eat and drink. Food should be soft and not crunchy the rest of day. Do not brush or floss the teeth until the next morning.*

Question: Is *Fluoride Varnish* safe? *Answer: Fluoride varnish is safe. It is used on babies from the time they have their first tooth. Because the varnish is painted onto teeth and only a very small amount is used, almost no fluoride is swallowed.*

Question: How often should my child get *Fluoride Varnish*? *Answer: Fluoride varnish can be applied 4 times a year or every 3 months. Studies show that children who get fluoride varnish every 3 months have fewer cavities than those who get it less often or not at all.*



Early Head Start Hearing and Vision Screenings

Hearing:

We wanted to let you know of an exciting improvement in the area of hearing and vision screening for all children, birth to three-years-old, in our program. Our program recently purchased two new devices that will allow us to get a more accurate and research based measure of your child's hearing and vision.

Our hearing screening uses otoacoustic emissions (or OAE) technology. This highly effective screening technique is already being used in many states across the country to screen newborns for potential hearing problems. During OAE screening, a small microphone is placed in the child's ear. This microphone makes a series of soft clicks or tones. A micro-computer then measures how well the inner ear is working. For us, this technique represents an opportunity to screen young children in our program in a much more effective and reliable manner than ever before.

The hearing screening process we are using is a simple and totally painless process. It takes only a few minutes to complete. In some cases, we may even screen your child while he/she is sleeping. If you want to be present while your child is being test let your Family Resource Specialist or Family Advocate know. If your child does not pass the screening, we will either recommend that we re-screen your child in two weeks or that your child be examined by either a doctor or an audiologist (hearing specialist) for a more complete evaluation.

Vision:

Our Vision screening is completed using the Plus Optix. The Plus Optix is designed to detect the most prevalent childhood vision disorders, including:

- ☐ Hyperopia (farsightedness)
- ☐ Myopia (nearsightedness)
- ☐ Astigmatism (blurred vision)
- ☐ Anisometropia (unequal refractive power)
- ☐ Anisocoria (unequal pupil size)
- ☐ Strabismus (eye misalignment)

This device looks like a camera. We simply have your child look at the device and it takes a "picture" of the child's eyes. This takes only a few seconds once we can get the child to focus on the device.

If you want to be present while your child is being test let your Family Resource Specialist or Family Advocate know. After your child is screened Early Head Start staff will share the results with you within 10 days.



Nutrition Services

Mealtime

Meals are served “family style”. Children learn a lot at the table when they pass foods, serve and pour for themselves, and take part in conversations. They are even willing to try foods that they might not eat at home! Please, be positive and expect your child to eat new foods.

You Are Invited

Parents are welcome to come enjoy breakfast or lunch with your child. We can use your help before, during, and after mealtime! Please notify the center by 9:00 if you will be joining us for lunch so we can prepare enough food.

Our Head Start Center-based program contracts with the Child Adult Care Food Program (CACFP) which provides reimbursement for meals under these regulations.

- ☉ Menus are high in nutrients and low in fat, sugar and salt.
- ☉ Menus are reviewed by a registered dietitian.
- ☉ The menu plan for each month will be sent home with your child.
- ☉ Parent meetings are held to enlist parent’s help in creating menus based on the Missouri Eat Smart Program
- ☉ Candy and other ‘snack’ foods are not approved to serve at Head Start/Early Head Start



Nutrition In Head Start means...

- ☺ Children are provided with nutritious meals following the Missouri Eat Smart Guidelines!
- ☺ Children learn about food and how it helps our bodies grow
- ☺ Children have a food experience in the classroom once a month
- ☺ A special diet will be provided with documentation from a doctor.

Special Services

Screening and Referral

Children enrolled in Head Start and Early Head Start receive developmental and behavioral screenings within the first 45 days of enrollment. In Early Head Start these screenings are done in the home with you, the parent or guardian. In Head Start, the developmental screening is conducted at your child’s center and the behavioral screening will be conducted with your child’s Family Resource Specialist at their first home visit. Children will be screened in their home language to get the most accurate picture of their development. If you have concerns with the results of your child’s screening, Head Start and Early Head Start staff will support you throughout the referral process to access further assistance and support for your child and family.

Inclusion

Head Start and Early Head Start are fully inclusive programs. This mean that we will work with you to make accommodations in the classroom, at home visits, socializations, and parent meetings in order to meet the needs of your child and family. If you are currently aware of any special accommodations that your child will need, please discuss this with Head Start and/or Early Head Start staff.

Support

Head Start and Early Head Start staff are here to support you and your child no matter what unique needs your child may have. We will work with you to obtain services and supports your child needs to be successful. We can’t wait to get started!!









If a child can’t learn the way we teach, maybe we should teach the way that they learn. — Ignacio Estrada

Pick up, Drop off, & Visitation



Pick Up and Drop Off

-  You, the primary physical custodian, will complete the Emergency Contact Form (ECF). This form will identify those adults 14 years and older who are authorized to meet your child at the bus or to pick up your child. Your child may only be released to adults who are listed on the EFC.
-  Any changes to the form must be made by you, the primary physical custodian, in writing and include your signature and the date. Changes or exceptions to this list of approved adults will not be accepted by phone.
-  The HS/EHS staff must verify the identity of the adult picking up your child by asking who they are and by checking their ID.
-  If an adult who is not listed on the EFC attempts to pick up your child, the staff will not release your child. Staff will contact you, the primary physical custodian to tell you who attempted to pick your child.
-  If no approved adult is available to meet your child at the bus, or pick-up your child at the center, staff will attempt to contact you and the authorized emergency contacts. If no contact is made, staff will call the Child Abuse and Neglect Hotline for instructions. If you call and notify staff of the delay, staff will make every effort to work with you on the pick-up arrangements.
-  Native American children will not be released to tribal authorities unless the procedures listed above are met.

Transportation by Bus

Our program will make every effort to provide bus transportation for your child in Head Start. However, when the bus route extends beyond the one hour limit you may be asked to transport to a 'bus stop' or to the center. The safety of the children being transported to Head Start is our number-one priority. As we share this responsibility, here is what you can do to help keep the children safe:

Loading Procedure

- The bus driver has a 2-minute limit to wait at each stop. Have your child ready when the bus arrives.
- Our policy is **not** to blow the horn as notification of our arrival (unless necessary).
- Your child's hand must be in your hand, or in an approved adult's hand, until the bus is stopped, the passenger door is opened and the monitor steps outside the bus to receive your child.
- There is a 10-foot area that surrounds the bus called the *Danger Zone*. Parent/guardian, child, siblings and pets are not allowed in this area except when the bus passenger door is open.
- The monitor will direct your child to their designated seat and assist them with their restraint.

Unloading Procedure

- You are responsible for being present & ready to receive your child when they arrive home.
- You must greet the child at the bus passenger door when it opens and take your child's hand and move at least 10-feet from the bus –out of the *Danger Zone*.
- Be sure each adult that will be assisting your child to the bus is also familiar with this procedure.

Federal regulations and the Head Start transportation policy require that children be escorted, **hand in hand** by an adult, to and from the bus. Since this regulation is for the safety of the children, the consequences of not escorting your child by the hand to the bus are severe.

1st time: Warning letter

2nd time: Final Warning Letter

3rd time: Loss of transportation privilege

You will be expected to transport your child to and from Head Start.

Remember: Hand in Hand to be safe!



Visitation by Non-Custodial Parent

Head Start/Early Head Start encourages the involvement of non-custodial parents. If a non-custodial parent, or a parent with joint custody, but who does not have primary, physical custody, wishes to visit their child during the HS/EHS day, this may be allowed. HS/EHS staff will notify the primary, physical custodian the first day the other parent visits the center. If the primary, physical custodian objects to this visitation, the non-custodial parent or parent without primary, physical custody, will not be allowed access to the child. If disputes arise from this decision, HS/EHS staff will encourage the child's parents to resolve the matter on their own, as HS/EHS will follow the primary physical custodian's instructions.

EARLY HEAD START PARTICIPANTS ARE TRANSPORTED BY A PARENT/GUARDIAN. BUS SERVICE IS NOT AVAILABLE FOR EHS PARTICIPANTS.

Pedestrian Safety—Keeping your child safe!

Safe Riding Practices:

- Always be sure your child uses a proper restraint device when riding in a vehicle.
- Teach your child that the vehicle doesn't move until they are "buckled up."
- Children should always keep their body parts inside the window.
- Never allow your children to throw items out the window. The item could blow back in and hit them or injure someone outside the vehicle.
- Never leave a child alone in a vehicle, even for a minute!

Safety Procedures for loading and unloading a vehicle:

- Always walk hand in hand with your young children to the vehicle and when you arrive at your destination. This is the most important safety tip you can practice.
- Children may need assistance when entering and leaving a vehicle due to slippery surfaces.
- Take care that loose clothing or drawstrings do not get tangled in the door.
- Never allow children to run from the vehicle to the building door in parking lots or across streets.

Safety Procedures in the Streets:

- Do not allow children to play in the street. In addition to being a dangerous location, children may begin to associate streets with play and become careless and ignore oncoming vehicles.
- Teach children to stop and wait. Children can become excited and rush toward traffic.
- Teach children how pedestrian cross the street using walk signals. Help them understand the meaning of the red, green, and yellow signals.

Recognizing Danger Zones Around Vehicles:

- Teach children to stay away from the wheels of a vehicle.
- Never allow children to reach, look, or play under a vehicle.
- Teach children to never walk or cross behind a vehicle and to always stay where a driver can see them.
- The Danger Zone is a ten-foot area surrounding a bus or a vehicle. All pedestrians must stay at least 10 feet away from an oncoming vehicle until it is stopped and a door is opened. Be strict about enforcing the Danger Zone!

Emergency Evacuation Procedures: Talk with your child about emergency procedures and practice them as soon as the child is old enough to understand and participate.

Emergencies happen and we have a plan.

Monthly our centers have unannounced emergency preparedness drills. We practice for tornadoes, fires, and intruders. When you are in the center, it is important that the children see you participate in these emergency drills. Each classroom has procedures for the emergency drills posted and a map of the evacuation routes. Look for these items in your child's classroom so you will know the plan.



Emergency Contact Form In the event of an emergency situation, such as fire, bomb threat, chemical exposure, or flood, it may become necessary to evacuate the center. Staff will make every attempt to notify you in the event of an emergency. It is **vital** that you keep your emergency contact information current so we can keep you informed. **If your emergency contact information changes, please notify your Family Advocate (FA) or Family Resource Specialist (FRS) to update the information.**

In case of bad weather Even though the public school may close during bad weather days in the winter, **we will be open.** On days when the public school is closed due to bad weather, there will be **no bus service** for the Head Start classrooms. **If you can travel safely to the center, we will be there to care for your child.**



Medical pandemic. If a medical pandemic occurs, Head Start & Early Head Start will follow the guidance of the CDC and the local authorities. We will follow the direction of the local school districts regarding school closures and reopening.

We also encourage you to have an emergency plan at home and practice it often with your children. There are great resources for families at www.ready.gov

Mental Health and Wellness

The purpose of mental health services in our Head Start Birth to Five Program is to promote the mental and emotional well-being of children, families and staff. For infants and young children, mental health refers to social and emotional development. Healthy socio-emotional development begins with nurturing and responsive interactions and supportive environments. Mental health services are available through our Mental Health Consultants who are licensed professionals. They are available to our program participants and staff. Mental Health Consultants visit classrooms, as well as conduct trainings, to provide helpful information and feedback to staff and families. They are also available to meet with families regarding mental health issues upon request.

CONSCIOUS DISCIPLINE®



Conscious Discipline is a research-based program that helps adults stay calm enough to see misbehavior and upset as a signal to teach. It provides effective strategies for teaching social-emotional and life skills to children. Using brain research, it empowers adults with an array of behavior management skills and strategies that turn everyday situations into learning opportunities. The goal is to create safe, connected, problem-solving classrooms and homes. This is why we not only implement the program in our classrooms, but also provide **Conscious Discipline Parent Education Curriculum** to our families through parent meetings, home visits, and socializations.

*Founder, Dr. Becky Bailey, defines discipline not as something you **do to children**, but something you **develop within them**.*

Preparing for Social/Emotional Success

Our program partners with parents to promote positive interactions and social emotional well-being. The Head Start Birth to Five Behavioral System of Support provides a framework for promoting the social emotional and behavioral development of young children and the adults who guide them. The tiers are designed to help staff and parents visualize and consider how to help each individual child achieve successful outcomes. This model can generally be divided into 4 levels:

The **foundation** is an **effective workforce** who have been trained in evidence-based social emotional practices and procedures.

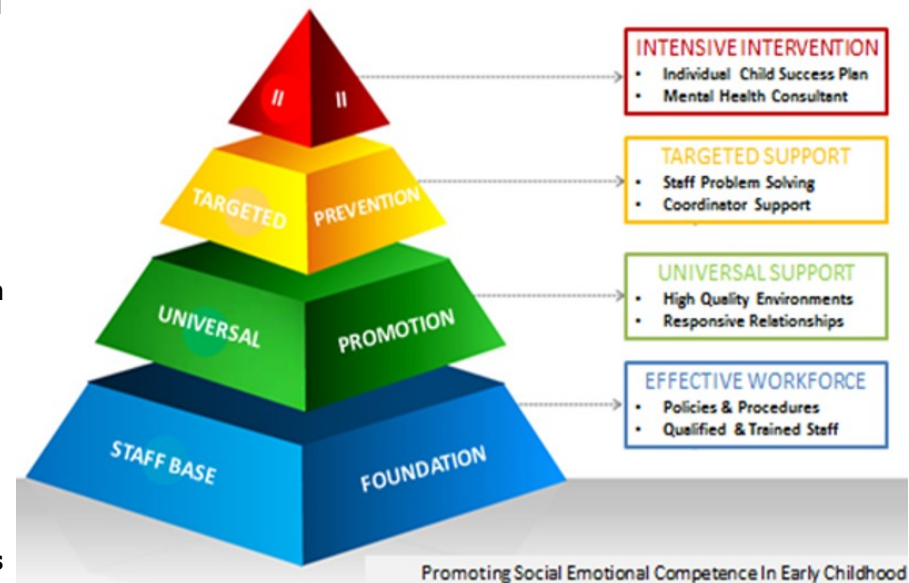
The **second tier** represents social emotional **promotion** for all children by providing supportive, high-quality environments and responsive relationships.

The **third tier** represents support and **prevention** to address the needs of children at risk for social-emotional challenges and the targeted teaching of social skills.

The **top tier** represents **intensive individualized intervention** services for children with persistent challenges. Staff are trained in de-escalation techniques to provide safety.

It is our goal for children to be prepared for kindergarten when they complete our program. Social and emotional skills including behavior development are the foundation of this goal. With both staff and parents working together, ALL children have the ability to succeed.

Multi-Tiered System of Support



Promoting Social Emotional Competence In Early Childhood



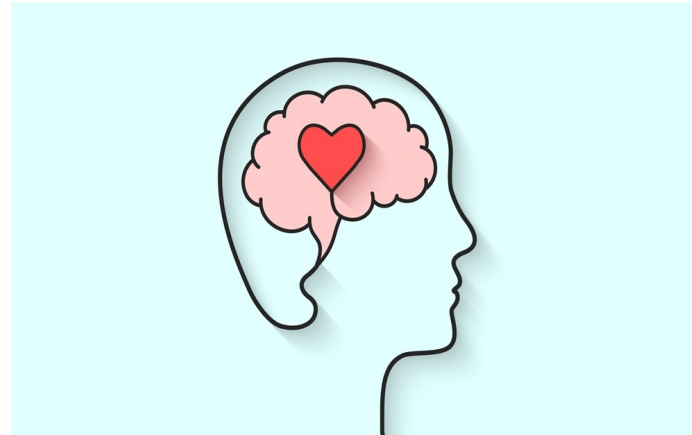
I'm Juliann McFall and I've been blessed to work with Head Start since 2008. I'm a Licensed Professional Counselor with College Skyline Center in Joplin where I meet with people, AND I get to visit lots of Head Start classrooms to connect with the students, their families and the staff. It's such a privilege to work with everyone.



Mental Health Providers

Resources:

- **Child Abuse Neglect Hotline:** 1-800-392-3738
- **ParentLink WarmLine:** 1-800-552-8522
(For people searching for answers to parenting questions.)
- **Will's Place:** 417.347.7580
(Family/children therapy services)
- **Ozark Center Urgent Behavior Solutions:** 417-347-7800
(Adult Walk-in Mental Health Clinic)
- **College Skyline Center:** 1-800-624-1054
(Adult/Children Mental Health Services)



Hello! I'm Angie Gaston and I am a Licensed Clinical Social Worker in a private therapy practice at College Skyline Center. I have been blessed to work with Early Head Start since 2011 and now with Head Start since 2019. These programs are amazing and touch the lives of so many. It is my goal to be a piece of that in helping children, parents and families to enjoy healthy and productive lives.



About College Skyline

Serving Joplin and the 4-State Area since 1976, College Skyline Center is privately owned and operated by the professional staff. The primary emphasis of our independent professionals is upon counseling, evaluations, and assessments for children, adolescents, adults, and the elderly. Central to this emphasis is a strong commitment to assisting dedicated psychologists, counselors, and social workers whose services represent more than just a job to them. Our professional contractors are well trained and have strong dedication to their profession and to helping others navigate the problems of living. College Skyline Center LLC is committed to creating a comfortable environment in which caring professionals meet with people in need and facilitate growth.

Address: 1230 N Duquesne Rd. Joplin, MO 64801

Phone: 417-782-1443 Toll Free 800-624-1054 Fax: 471-782-3240

The Early Head Start Classroom

Early Head Start classrooms are a place where infants and toddlers receive high quality child care services in rich learning environments. Qualified staff use every routine and experience throughout the day to support and develop children's learning. All of this creates a foundation to make learning fun by using our child development, research-based curriculum **"The Creative Curriculum for Infants, Toddlers, and Twos"**! "Check it out below!

Routines and Experiences	How is my child's learning and development supported?
Hellos & Good-byes	Hellos and Good-Byes are your child's first step on a lifelong journey of learning how to separate from and reunite with the most important person in their life, you.
Diapering & Toileting	Diapering and toileting is approached as an opportunity to spend time with your child to teach them that bodily functions are a normal, healthy part of life.
Eating & Mealtimes	Snacks and meals give your child a chance to feel cared for and to develop personal care, communication, and good social skills.
Sleeping & Nap-time	When your child is well rested, they enjoy and benefit from learning opportunities throughout the day.
Getting dressed	Dressing time is a routine that is rich in learning possibilities. Children are talked to about the colors and patterns of their clothes. They learn sequencing when asked what do we put on first, what comes next, and they enjoy one-on-one time with their teacher.
Playing with toys	When your child plays with toys, they learn how to move, how things work, and how to communicate and relate to others.
Imitating & Pre-tending	Imitation and pretend play are among the most important ways that your child will learn about the world and relationships with people.
Enjoying stories and books	Children who learn to love books are more likely to become successful learners and lifelong readers.
Connecting with Music & Movement	When your child is soothed by soft music, he/she is learning to comfort himself. When they hold hands and dance with other children they are learning how to play with someone else.
Creating with Art	When your child covers paper with paint, they are learning about cause and effect, when they poke holes in playdough they are learning how objects can be used.
Tasting & Preparing Food	Building on your child's interest in food experiences helps your child develop many skills and concepts such as shapes, colors, part and whole, cause and effect, sustaining attention, hand-eye coordination, and fine motor skills.
Exploring sand & water	When your infant splashes water, he learns that slapping it makes the water move. When your toddler pours sand into a bucket, he is learning about shape, size, and quantity.
Going outdoors	While playing outdoors, your child can stretch their large muscles, breathe fresh air, take in the sunshine, and enjoy the freedom of open space. They are learning through all of their senses.

What Will My Day Look Like?

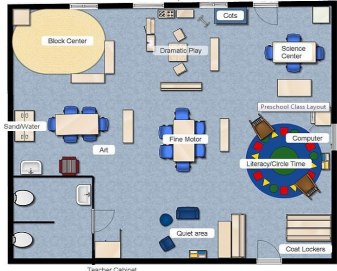
- 🍏 Arrival and Center Play
- 🍏 Reading/Music Time
- 🍏 Breakfast
- 🍏 Center Time
- 🍏 Outside Play
- 🍏 Group Time
- 🍏 Lunch
- 🍏 Nap Time
- 🍏 Snack Time
- 🍏 Music and Movement
- 🍏 Outside Play
- 🍏 Center Time
- 🍏 Goodbyes

What Will I Wear?

- 🍏 Wash and wear clothes that can get dirty ...sometimes we get messy!
- 🍏 Shoes that are safe for running, climbing and playing; tennis shoes are the most safe.
- 🍏 Jackets and coats with large zippers are easier for small fingers to operate.
- 🍏 Dress for the weather, including hats and mittens. We go outside daily.
- 🍏 Print your child's name on all clothing they may take off while at Head Start...we don't want to lose anything!
- 🍏 Provide an extra set of clothes to be left at the center...sometimes we have accidents!



The Head Start Classroom



Head Start classrooms are buzzing with children's learning, making predictions, comparing, discovering, reading and exploring books, developing rich language and conversations, working together and making friends to create **lifetime learners!** All of this creates a foundation to make learning fun by using our child development, research-based curriculum "**The Creative Curriculum for Preschool**"! Head Start classrooms are a place where children's imaginations and discoveries are as big as they can imagine...a place where children's learning can be nurtured and grown! All of this happens through meaningful **Investigations** carried out through **Units of Study** using many **Open-Ended Questions!** The Creative Curriculum for Preschool promotes School Readiness learning by dividing the classroom into ten "**Interest Areas**" which are the hub of children's work! Check it out below!

10 Interest Areas + Outdoors	What does my child learn in each area?
Blocks	When your child builds with blocks your child begins to understand math concepts. Ex: volume, height, geometric shapes.
Dramatic play	Pretend play helps your child make sense of their experiences. It deepens their understanding about the world through make-believe.
Toys & Games	Toys & Games encourage your child to solve problems, explore how things work, work cooperatively with others, and strengthen & control muscles in their hands.
Art	Art is a way for your child to express their ideas and feelings, improve coordination, learn to recognize colors/textures and develop creativity & pride in their accomplishments.
Library	The Library is a place where your child can gain the foundation for reading and writing and develop a love of reading for enjoyment!
Discovery	Discovery is a place where your child can explore and investigate to answer questions. Your child can do what <i>scientists</i> do...ask questions, experiment, predict, gather information, and communicate findings!
Sand & water	Sand and/or water create calming forms of play through natural materials and exploration.
Music & Movement	Singing and moving to music gives your child a chance to hear and appreciate different kinds of music through song, dance and musical games.
Cooking	When your child cooks he/she has opportunities to learn about nutrition, be creative and prepare his/her own healthy snacks. It develops reading, writing, math and science skills!
Computers & Technology	Your child will become comfortable with technology; computers / tablets extend learning through reading, writing, math, problem solving and expressive creativity.
Outdoors	When your child plays outside he/she will begin to "notice" and develop an appreciation for the natural world! Fresh air and exercise are important for your child's health and well-being!

What Will My Day Look Like?

- 🍏 Arrival & Greeting
- 🍏 Sign-In
- 🍏 Breakfast
- 🍏 Brush Teeth
- 🍏 School Family Meeting-Unit of Study
- 🍏 Music
- 🍏 Interest Area's & small Group
- 🍏 Lunch
- 🍏 Story Time
- 🍏 Journals & Daily Reflection
- 🍏 Outdoor Play
- 🍏 Recap the Day....What did we learn?
- 🍏 Farewell

What Will I Wear?

- 🍏 Wash and wear clothes that can get dirty ...sometimes we get messy!
- 🍏 Shoes that are safe for running, climbing and playing; tennis shoes are the most safe.
- 🍏 Jackets and coats with large zippers are easier for small fingers to operate.
- 🍏 Dress for the weather, including hats and mittens. We go outside daily.
- 🍏 Print your child's name on all clothing they may take off while at Head Start...we don't want to lose anything!
- 🍏 Provide an extra set of clothes to be left at the center...sometimes we have accidents!



What Head Start education activities are available for parents?



Family Activities

Literacy and STEM activities occur throughout the year. These activities will prepare and motivate your child to enjoy reading and explore and investigate topics with you. Here is what you can look forward to:

- **Lending Library**– Each center has a lending library with books your child may check out and bring home so you can spend some cozy time reading together.
- **STEM (Science, Technology, Engineering, and Math) and Literacy Olympic activities** team up with teachers, parents and the community to create fun learning activities, games and experiences with your child. **Come help us plan these activities!**

Classroom Celebrations

There will be many opportunities throughout the school year for you to join us for celebrations within the classroom. We celebrate:

- Birthdays (held monthly)
- Completion of a Study
- Celebration of Learning
- The End-of-the-Year

Head Start has an open door policy. You are always welcome to come and visit in your child's classroom and/or join your child for a meal!

Private Birthday Parties: To protect confidentiality, personal birthday party invitations may not be given out on Head Start premises.

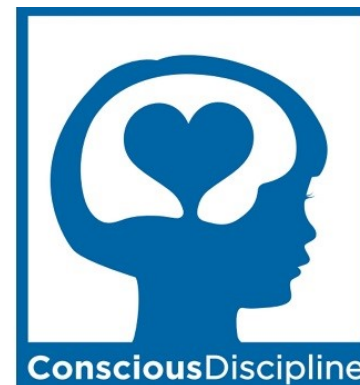
School Readiness

As a parent you will have many opportunities to participate in your child's school readiness. You will play an important part in:

- **Home Visits** and setting **Child Development Goals**
- Attending **Parent-Teacher Conferences** to learn, discuss and share about your child's school readiness skills.
- Signing up for **Teaching Strategies Email and/or APP** to share and view observations of your child's development.
- Extending learning from the classroom to your home by working with your child on **Family School Readiness Connection Plans** sent home weekly!

Parent Care Conscious Discipline Parenting Workshops

Throughout this year, you will receive information on our Parent Care Conscious Discipline Parenting Workshop at a center near you. This is a 7-session workshop in which each session focuses on a key Conscious Discipline topic. These sessions allow you to gain insight into the behavior method we use in the Head Start and Early Head Start classrooms, as well as lets you socialize and connect with other parents experiencing the same parenting struggles and celebrations as you. Childcare and a meal will be provided with each Conscious Discipline class. To learn more about when and where Conscious Discipline classes will be offered, please contact your Family Resource Specialist or your Family Advocate today!



Dual Language Learners (DLL)



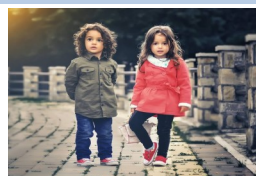
Learning: School readiness and success for children who are dual language learners (DLLs) is tied directly to mastery of the home language. Bilingual children benefit academically in many ways. Research shows that bilingual people have an easier time:

- Understanding math concepts & solving word problems
- Developing strong thinking skills
- Using logic
- Focusing, remembering and making decisions

The ability to read & think in two different languages promotes higher levels of abstract thought which is critically important in learning.

Global: One-half to two-thirds of adults around the world speak at least two languages. Becoming bilingual supports children to maintain strong ties with their entire family, culture and community.

Early Head Start Transition to Head Start



Preschool is right around the corner for our little ones at Early Head Start. Early Head Start and Head Start staff will work together with you during the transition process!

- You will work closely with Early Head Start & Head Start Staff once your child turns 2-1/2 years old.
- Your Early Head Start, FRS or Family Advocate will help walk you through the application process for Head Start.
- You will receive a Transition Packet with great information to help you along the way.
- Your Early Head Start FRS/Family Advocate will help you start a Transition Book to share with your child's Head Start teacher and classroom.
- You will take a tour of a Head Start Classroom at the time you enroll your child.

Head Start Transition to Kindergarten



This is an exciting time of year that can also be a little scary for your soon to be Kindergartener! Head Start will be helping you and your child prepare to become a Kindergartner with the following activities:

- Your child will watch a Kindergarten Video at Head Start.
- You will receive a booklet "The Journey From Head Start to Kindergarten" that will help guide you.
- Head Start will share your child's TS GOLD School Readiness Assessment with you and your child's Kindergarten public school.
- You will be given a packet of summer activities to do with your child to continue building kindergarten school readiness skills.

Head Start Early Learning Outcomes Framework

Domains are broad areas of early learning and development from birth to 5 years that are essential for school and long-term success. The central domains are:

Approaches to Learning

Approaches to learning focuses on **how** children learn. It refers to the skills and behaviors that children use to engage in learning.



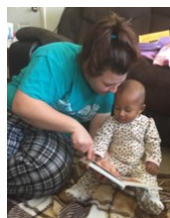
Social and Emotional Development

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.



Language and Literacy

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.



Cognition

Cognitive development includes reasoning, memory, problem solving, and thinking skills that help young children understand and organize their world.



Perceptual, Motor, and Physical Development

Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to fully explore and function in their environment.



Child Developmental Goals

Early Head Start/Head Start Child Development Partnership Agreement

We value you as your child's first and foremost teacher...and we need your input! We want to partner with you to make this year meaningful and successful for your child! Help us know how to better meet your child's development by setting a goal we can work on together! It's as simple as letting us know what you would like your child to learn from Head Start this year! Your response will be our goal to work on together in the classroom and in the home.

1. Early Head Start (EHS)/Head Start (HS) recognizes you, the parent, as your child's primary teacher and nurturer. We agree to collaborate with you in a family partnership and provide opportunities for you to participate in your child's school readiness learning and development.
2. Parent/s will share with their Family Resource Specialist/Family Advocate and Teacher what they desire for their child to learn at EHS/HS.
3. EHS/HS staff and parent/s agree to work together to help their child achieve this desired goal.
4. The Teacher will work with the child during EHS/HS hours in the classroom and provide Family School Readiness Connection activities for parents and their child to do together in the home to reinforce learning.
5. The parent/s will work with their child using materials in the home and activities provided by their Teacher to reinforce the goal.
6. The Family Resource Specialist/Family Advocate and Teacher will meet regularly at Home Visits, Parent/Teacher Conferences and Family Contacts with the parent/s to follow-up on their child's progress.
7. A new goal will be set by the parent/s if the current goal is no longer needed or if the child has completed the current goal. This process will continue throughout the program year to reinforce parent/child school readiness learning.

My child's goal is:

_____.



STANDARDS OF CONDUCT FOR PARENTS

When I volunteer/participate in the Early Head Start/ Head Start program, I agree to the following Standards of Conduct:

1. I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
2. I will follow program and Agency confidentiality policies concerning information about children, families, and other staff members.
3. I will treat every child, parent, co-worker and volunteer with respect and dignity as I perform my daily responsibilities.
4. I will not maltreat or endanger the health or safety of children. I understand the following actions are not allowed for any reason:
 - Taping a child's mouth, binding or tying a child to restrict movement or other physical abuse
 - Corporal punishment, isolation or using physical/outdoor activity as a punishment or reward
 - Using or withholding food as a punishment or reward
 - Using toilet training methods that punish or demean a child
 - Public or private humiliation, including rejecting, extended ignoring, terrorizing or corrupting
 - Verbal abuse, including profane, sarcastic language, threats or derogatory remarks about child or their family
5. I will make a concerted effort to welcome parents to the Head Start center and provide them with a variety of opportunities to become involved in ways that are comfortable and responsive to each parent's individual needs.
6. I understand that any violation of these standards will be subject to disciplinary action up to and including termination. Each case will be evaluated on an individual basis and acted on in accordance with Agency policies.

During Home Visits:

- a. I will secure any pets away while EHS/HS staff is present.
- b. No one in my home will use drugs or alcohol while my home visitor is present.
- c. Any weapons will be put away in a secure location.
- d. An adult that is familiar to the home visitor will answer the door.
- e. Everyone present in my home will be dressed appropriately while home visitor is present.
- f. I will allow my Home Visitor/Family Advocate/FRS to bring other Economic Security Staff with them when they visit, provided I am notified prior.
- g. I will inform my home visitor of everyone present in my home during their visit.
- h. If I have concerns for the safety of my home visitor I will inform them prior to the home visit whenever possible.
- i. I understand that engaging in any illegal and/or unsafe activity that may place my home visitor in danger could result in temporary or permanent discontinuation of Early Head Start/ Head Start Services.

At the center:

- a. No child will be left alone or unsupervised while on Early Head Start/ Head Start premises or sponsored events. Program staff is responsible for supervision of the children in the classroom and on the bus and volunteers are never to be left alone with children.
- b. I will be a positive role model when volunteering for Early Head Start or Head Start.
- c. I will familiarize myself with Early Head Start/ Head Start procedures and function in accordance with these guidelines whenever serving as a representative of the program.

- d. I understand that all regular volunteers will complete a TB screening and background screenings.
- e. I understand that volunteering with the Early Head Start/ Head Start program does not qualify me for benefits normally received by employees of the company including but not limited to wages, health insurance, worker's compensation, un-employment insurance compensation, retirement, FICA and any other benefits that may be available to employees in the future.
- f. Economic Security Corporation is not responsible for accidents or injuries I may incur as a result of my volunteer activities.

As an Early Head Start/ Head Start parent, I agree to:

- 1. Attend scheduled home visits, center visits and socializations according to my child's enrolled program option.
- 2. Share observations and information about my child with staff.
- 3. Assist Early Head Start/ Head Start in keeping my child's medical and dental records up-to- date and in making appointments for my child.

Social Media: A closed Facebook page may be available for my site. This platform is used to share the great things happening in the program. By choosing to participate, I agree to the following:

- 1. I agree to create a positive online experience for others in my language and conduct.
- 2. I agree to make this a safe place for others by not sharing photos of other children and families without their permission.
- 3. I understand this site is not monitored at all times. If I have an urgent question or emergency need, I will call the center.
- 4. I understand the site is operated under the complete discretion of ESC.
- 5. I understand photos and/or videos may be shared for the purpose of safety/monitoring and supporting my child's development.
- 6. I understand photos and videos of me, my family and/or my child will be uploaded to Facebook.

I acknowledge that my FRS/Family Advocate/Home Visitor reviewed each section of the parent handbook and orientation module with me.



Head Start/Early Head Start Volunteer Handbook

The job you are about to begin is a special job. You will add so much to the program. If you have chosen to work in a classroom, on the bus, in the office, or in the kitchen, there will always be important and gratifying work to be done. We hope you experience personal growth and satisfaction, as the gift you give of yourself is priceless!

Economic Security Corporation—Southwest Area

Head Start/Early Head Start Parent/Consultant Volunteer Handbook

ECONOMIC SECURITY CORPORATION Job Description

Job Title: Volunteer
Division: Head Start/Early Head Start
Reports to: Area Supervisor
Date: August 5, 2013

Volunteer Job Description:

General/Summary: This person will be responsible for assisting the professional staff in the general management of the center/site volunteer position.

Qualifications: The person filling this position must meet the following criteria: Be a EHS/HS parent, grandparent or legal guardian, in addition, community members may volunteer in HS classrooms. This person must present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children or staff and be willing to support the programs educational and non-punitive philosophy. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities: Responsibilities will include but will not be limited to the following...

- Assisting as needed under the direction of the professional staff
- Gives primary consideration to safety and health of students
- Maintaining professional attitudes at all times
- Allow staff to deal with problem situations
- Supports the philosophy of the program
- Treat children with dignity and respect
- Support cultural differences



Volunteer responsibilities may change as the school year progresses. To accomplish this volunteer work successfully, an individual must be able to perform each essential duty satisfactorily.

The complexities of contemporary families impose a great deal of stress on everyone including children, staff as well as volunteers. The values of home and school are becoming increasingly important. It is important that staff and volunteers set the tone of professionalism and wholesome interpersonal relationships as well as standards of excellence.

When a volunteer performs duties that are valuable to the program, the time is recorded at a reasonable value and documented for our non-federal match.

**ECONOMIC SECURITY CORPORATION HEAD START (PRENATAL-5)
STANDARDS OF CONDUCT & ORIENTATION POLICY**

Policy Number: AD1514	Revised 3.14.17	Policy Council Review Date: 3.28.17 Effective Date: 8.1.17
------------------------------	------------------------	---

PERFORMANCE OBJECTIVE: The program must ensure that all staff, consultant/contractors, and regular volunteers receive orientation training and instruction on program policies and Head Start regulations regarding standards of conduct, confidentiality, child abuse/neglect, safe-sleep, and active supervision ((CFR 1302.90 (c))).

The following items must be completed with staff, regular parent and community volunteers, and program consultants/contractors i order to meet requirements of the Head Start Program Performance Standards in relation to Standards of Conduct and volunteer participation

STAFF	PARENTS	COMMUNITY VOLUNTEERS	CONSULTANTS/ CONTRACTORS
Prior to having direct contact with a participant:	Once 60 hours of volunteer time has been completed the following will be conducted:	Once 60 hours of volunteer time has been completed the following will be conducted:	Prior to having direct contact with a participant:
Fingerprint screening and background checks through HR Department.	Background screening through Missouri Case.net and National Sex Offender Registry **Only available to obtain on persons over age 18 years	Background Screening through Missouri Case.net and National Sex Offender Registry **Only available to obtain on persons over age 18 years	Fingerprint screening and background checks through HR Department.
Completed Physical & TB Risk Assessment	Complete TB Risk Assessment	Complete TB Risk Assessment	Complete TB Risk Assessment
Training within 90 days on: *Confidentiality Requirements *Child Abuse/Neglect & Reporting *Safe-sleep & SIDS *Active Supervision	Review of Parent Calendar Handbook Volunteer Orientation section which contains: *Confidentiality Requirements *Child Abuse/Neglect Information *Safe-Sleep Information *Active Supervision Requirements	Review of Parent Calendar Handbook Volunteer Orientation section which contains: *Confidentiality Requirements *Child Abuse/Neglect Information *Safe-Sleep Information *Active Supervision Requirements	Review of Parent Calendar Handbook Volunteer Orientation section which contains: *Confidentiality Requirements *Child Abuse/Neglect Information *Safe-Sleep Information *Active Supervision Requirements
Sign Off on Standards of Conduct for Staff, Volunteers, and Consultants form	Sign Off on Standards of Conduct for Parents form	Sign Off on Standards of Conduct for Staff, Volunteers, and Consultants form	Sign Off on Standards of Conduct for Staff, Volunteers, and Consultants form
Annually reviewed with staff and new form signed	Annually reviewed with parents and new form signed	Annually reviewed with volunteer and new form signed	Annually reviewed with consultant/contractor and new form signed

Mandated Reporting

Reporting child abuse is everyone's responsibility.



Any person may report suspected child abuse, neglect, or exploitation. Anonymous reports are accepted from individuals who are not mandated by occupation to report, but please consider identifying yourself. Being able to contact you later helps the Children's Division staff complete a more thorough investigation. They may also need to ask you for more information during the investigation process.

To make a report you may call: **1-800-392-3728.**

When making a report, be sure to have the following information:

- Name of the child
- Name of the parent(s) neglect?
- Name of the alleged abuser
- Where the child can be located how can

You will be asked:

- Is the child in a life-threatening situation now?
- How do you know about the abuse/
- Did you witness the abuse/neglect?
- Were there other witnesses, and if so, they be contacted?

Mandated Reporters

Members of certain occupational groups, such as teachers, social workers, and physicians are mandated by law to make reports to the hotline and are considered mandated reporters.

All Head Start/Early Head Start employees are Mandated Reports.

Mandated reporters are required by law to report suspicions of child abuse and neglect to those agencies designated by the state to investigate such reports. As a mandated reporter you will be required to leave your first name and position.

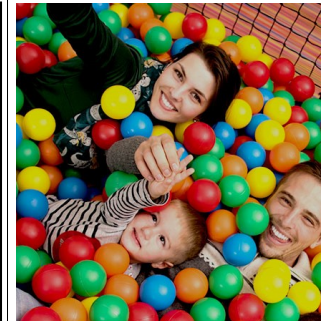


Confidentiality Policy

Confidentiality means that we keep what parents and children share with us private. It is especially important that you not discuss any child or family when children are present. Many times children hear more than adults think they will. No information regarding a Head Start/Early Head Start child or family will be shared with persons outside our agency. It is extremely important that confidentiality be upheld at all times.

Dress Code

In order to set a good example, we request that you wear appropriate clothing for the classroom. Please do not wear shirts that have profanity or other inappropriate writing on it. You may be sitting in small chairs, on the floor, and going outside so please dress accordingly. Jewelry must be such that the length, shape and texture would not cause safety hazards for volunteers or children in the day-to-day operation of volunteer duties. Also, sandals must have a strap around the ankle; no flip flops.



Behavior Policy

All discipline of the children will be handled by Head Start or Early Head Start Staff only. If you see a problem needing discipline, please bring it to the attention of a staff member. To better understand our discipline policy, please see the Parent Manual in the family room at the center. Use of physical punishment will not be permitted. Use of loud or abusive tones, shaming or any other inappropriate language is not allowed from staff, parents or volunteer.

Health & Safety Policies & Procedures

Active Supervision Policy

Active Supervision requires focused attention and intentional observation of child at all times. Children will never be left unattended. Children will not be left alone with a volunteer.

Home Visits are a time for parent and child interactions. Your child should not be left alone with your Home Visitor.

Six Strategies to Keep Children Safe

1. Set up the environment
2. Position staff
3. Scan and count
4. Listen
5. Anticipate children's behavior
6. Engage and redirect

**ADULT
SUPERVISION
REQUIRED**

Volunteers who have provided more than 60 hours of service must complete a TB Risk Assessment.

Classroom Safety Drills

If there is a safety drill at the time you are at the center, you will follow the prescribed procedure with children and staff, and follow the safety measures.

Mealtime

Mealtime at Head Start and Early Head Start is served family style. A part of the Head Start learning process is for the children to serve the food themselves, pour their milk, clean up their own spills and clean up after the meal. Our Early Head Start and Head Start centers serve breakfast and lunch (am) or lunch and snack (pm); Early Head Start serves an afternoon snack. Ask the teacher, Family Advocate/Family Resource Specialist for the times. If you wish to join us for a meal or snack, please tell the teacher so she can notify the cook as early as possible.

Tobacco and Nicotine Free Policy

Head Start and Early Head Start provides a Tobacco free environment for all children and adults. Tobacco use is prohibited at all times in all space used by the HS/EHS program and in view of children. Keep your home and car smoke free. Second- and third-hand smoke is harmful to you and your child.



Communicable Disease Policy—Are you well?

Running a fever, vomiting, diarrhea, severe coughing, sore throat, etc.

If you have a home visit scheduled but you and/or your child, or anyone else in the home, is ill, please notify your FRS'FA before your visit so they can reschedule when you're feeling better.

Parent Meetings: If your child or members of your family are not feeling well, please do not attend Parent Meetings.

This will help prevent the spreading of illnesses.

Playground Rules...



So we can be happy and safe!

Outdoor Play

1. Gates on playground should be closed and latched.
2. Sand and rocks are not for throwing.
3. Trikes and scooters may be ridden only on paved areas with helmets.
4. Staff will administer first aid.

Safe Sleep Policy

Infants less than 12 months old are always placed to sleep on their backs. Infants will only sleep in a safety approved crib. There will be nothing in the crib but the baby and a pacifier, if baby uses one.

A staff member will be within sight and sound of sleeping babies. Staff will physically check on an infant while they are sleeping.

Safety for Transporting children to and from the Center (Head Start Only)

Remember to hold your child's hand to and from the bus.

Note: If you are an EHS family or you transport your child, you will walk your child hand-in-hand in and out of the building.



25 THINGS VOLUNTEERS CAN DO

In the classroom:

1. Give a child a smile to start their day.
2. Read or tell a story.
3. Work with one child or a small group.
4. Get materials ready to use.
5. Play a game with one child or a small group.
6. Notice a child who needs special attention.
7. During group times, you can sit with the children and join in singing, listening to a story, etc.
8. Assist with art activities: mix paint, prepare materials
9. Assist with cleaning the center and toys.
10. Help children put away materials (make it fun).
11. Help children wash and set tables for meals.
12. Eat with the children and help clean up.

On the playground:

13. You can be "traffic cop" for the trikes.
14. You can start a game on the playground: T-ball, catch, kickball, etc.
15. Teach the children a new game: Follow the Leader, Mother May I, Duck-Duck-Goose, etc.

At the Center:

16. Be a bus monitor. (HS)
17. Help on field trips. (HS)
18. Prepare activities and games for teacher.
19. Help teacher make Family School Readiness Connection home activities. (HS)
20. File papers & notes in cubbies.
21. Help in the kitchen.
22. Do repairs.
23. Do yard work.
24. Snow removal.
25. Share a special talent or hobby with parents.

Bus Monitor—We need your help!

The Federal Performance Standards for transportation require that every HEAD START bus have a Bus Monitor on board. Could you volunteer to help us? You will receive special training to prepare for this important job. Volunteer bus monitors will receive awards according to the number of rides:

At the time that a volunteer reaches \$600.00 in a calendar year a 990 form will be submitted for tax purposes.

Sign up today to be a bus monitor!

TIPS WHEN GUIDING LITTLE CHILDREN



1. Be Positive! Tell children what to do instead of what not to do. Say, "You may walk indoors," instead of, "Don't run indoors."
2. Use calm appropriate language.
3. Do not pick up children or carry children.
4. Praise the behavior you want. Praising a child's desirable behavior emphasizes the behavior you want and the undesirable behavior will gradually drop out of sight.
5. Set a good example. Children learn by imitating others. Model the behavior you want; they learn very little through verbal instruction.
6. Encourage children to do things for themselves and play in their own way (building, drawing, painting, etc.) We want them to develop initiative, imagination, and self-reliance.
7. Be alert to individual differences. No two children are the same.
8. When a child shows you art work, say, "Tell me about it," instead of "What is it?" This gives the child the opportunity to express him/herself by telling a story about their picture.
9. Avoid discussing children's negative behavior in front of them.

Milestone	Prizes
Complete Monitor Training	Framed Certificate and a special name badge
30 Bus Monitors rides	\$50 Check
60 Bus Monitor rides	\$50 Check
100 Bus Monitor rides	\$100 Check
130 Bus Monitor rides	\$50 Check
160 Bus Monitor rides	\$50 Check
200 Bus Monitor rides	\$100 Check
230 Bus Monitor rides	\$50 Check
260 Bus Monitor rides	\$50 Check
300 Bus Monitor rides	\$100 Check
330 Bus Monitor rides	\$50 Check
360 Bus Monitor rides	\$50 Check
400 Bus Monitor rides	\$100 Check
430 Bus Monitor rides	\$50 Check
460 Bus Monitor rides	\$50 Check
500Bus Monitor rides	\$100 Check

How children learn

- ☺ Children learn by doing; this builds self-confidence.
- ☺ Children learn by asking questions and searching for answers to their questions.
- ☺ Children learn by discovery.
- ☺ Children learn by using all their senses when possible.
- ☺ Children learn by experimenting.
- ☺ Children learn by sorting and combining objects.
- ☺ Children learn by repeating experiences.



How you can help children learn

- ☺ Observe what children do and show you are interested by describing what you see.
Ex: I notice you put all the red pegs in a row."
- ☺ Follow children's lead without taking over.
Ex: I'm going to try making the waterwheel turn just like you did.
- ☺ Ask open-ended questions to find out what a child is thinking.
Ex: How many ways can you use this? How did you decide to do it that way?
- ☺ Offer assistance when it is needed.
- ☺ Let children discover materials by themselves. Ask questions "How does it feel? Is it squishy, hard, fuzzy, heavy, slick, etc.?"
- ☺ Encourage children to use their five senses of look, feel, smell, taste and listen.
- ☺ When children play together, let them brainstorm to come up with a solution.

BE A PLAYFUL ADULT!

In doing so you are supporting the active learning process and children's spontaneous desire to learn.

"Playful adults get down on the floor and build with blocks. They get 'rescued' from the 'burning house' and rushed to the 'hospital' in the 'ambulance'. They eat pinecone soup and blast off in rocket ships. They tell and read stories, make up and sing songs, play catch, slide, climb, dig in the sandbox, play tag and hide-and-seek. Some adults play quietly, others quite boisterously. Some love to sing, some to dance, some to play with glitter, some to make things that really work. Even adults who consider themselves to be serious people are quite able to understand and participate in the intensity of children's play, once they give themselves permission and understand the value of supporting play." *Hohmann and Wiekart 1995*



Thank you for agreeing to comply with the policies and procedures provided in the Volunteer Handbook.

STANDARDS OF CONDUCT

FOR HEAD START/EARLY HEAD START STAFF, VOLUNTEERS AND CONSULTANTS

OPERATIONAL PROCEDURE: Please read the following statements and sign your name below to indicate your understanding and commitment to these principles.

1. I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
2. I will follow program and Agency confidentiality policies concerning information about children, families, and other staff members.
3. I will treat every child, parent, co-worker and volunteer with respect and dignity as I perform my daily responsibilities.
4. I will not maltreat or endanger the health or safety of children. I understand the following actions are not allowed for any reason:

Taping a child's mouth, binding or tying a child to restrict movement or other physical abuse

Corporal punishment, isolation or using physical/outdoor activity as a punishment or reward

Using or withholding food as a punishment or reward

Using toilet training methods that punish or demean a child

Public or private humiliation, including rejecting, extended ignoring, terrorizing or corrupting

Verbal abuse, including profane, sarcastic language, threats or derogatory remarks about child or their family

5. I will make a concerted effort to welcome parents to the Head Start center and provide them with a variety of opportunities to become involved in ways that are comfortable and responsive to each parent's individual needs.
6. I understand that any violation of these standards will be subject to disciplinary action up to and including termination. Each case will be evaluated on an individual basis and acted on in accordance with Agency policies.
7. Staff Only: I understand that no child will be left alone or unsupervised while under my care. This includes being left on the bus, left on the playground or left unsupervised in a bathroom or other part of the building. I have received and read a copy of the Active Supervision policy and understand the expectations of program regarding the supervision of children in my care.