

Early Head Start Home-based 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 Assistant 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.

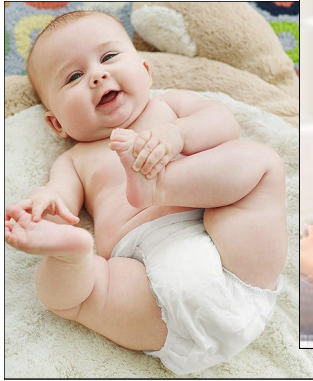
With Vroom, it's easy to be a brain-builder. Whether you use the Vroom app, Vroom by Text™, Alexa, or even print at home, Vroom Tips can always be there when you need them. 1,000+ Vroom Tips, and the brain science behind them, are right at your fingertips!

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

The Vroom logo consists of two overlapping orange circles. The word "vroom" is written in a white, lowercase, sans-serif font across the center of the circles. The 'v' is on the left circle, and the 'oom' is on the right circle.

vroom

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



Welcome to Head Start and Early Head Start

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

Barton County:

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

Jasper County:

- 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



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.

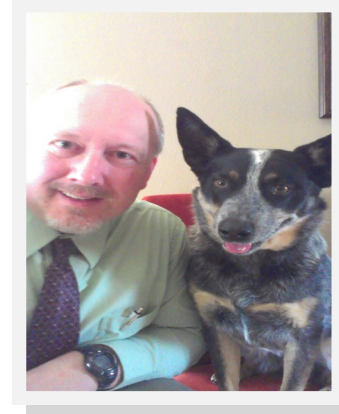
While participating in Head Start/Early Head Start, your child and family will receive over \$9,000 in quality child and family development services. Here are some of the other features which make Head Start unique:

- 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

Home Visitor: _____

Area Supervisor: _____

Family Support Assistant: _____

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 Keczemethy |
| Special Services Coordinator | Stormy Miller |
| Transportation & Facilities Coordinator | Mike Bell |
| <u>Area Supervisors:</u> | |
| North Joplin, Carl Junction | Michelle Cook |
| Anderson, Noel, Southwest City | Misty Shafer |
| Carthage, Lamar | Kathy Miller |
| South Joplin, Sarcoxie, Ewert | Amber Nichelson |
| Webb City, Midtown | Greta Murphy |
| Longview, Granby, Neosho | Kim Richmond |
| EHS Home Based Education Services | Stephanie Massey |

Get involved—Family Involvement Matters!

WELCOME PARENTS!

YOU ARE PART OF THE TEAM

Early Head Start depends on you to make our program successful! 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 Early 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?

- ◆ Be present and ready to participate in all home visits with your Home Visitor 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, Family Fun Events and socializations (twice a month), participate in Literacy Events and Training.
- ◆ Help at Family Leadership Meetings or Family Fun Events. You can help us with:
 - Preparing materials, helping in the kitchen, making easy repairs to the site, doing yard work, reading a story,
 - singing a song, playing an instrument, sharing a tradition, helping set up and/or putting away, cleaning toys, helping children wash hands, setting tables for meals, eat with the children, and encouraging conversation, helping with art activities, decorating bulletin boards, or sharing a special talent or hobby.

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 in Early 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

Early 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.



Policy Council

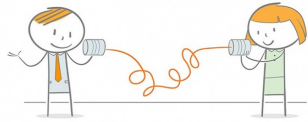
We want you, the family, to be fully involved in program governance and decision-making. The Policy Council is made up of Early Head Start & Head Start parents/guardians and community representatives. Each site will elect a representative to serve on the Policy Council.

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
- Home Visits with Home Visitor
- Notes & Flyers, Text Messages/Emails & Phone Calls
- Social Media

Home Visits. EHS families will be participating in home visits. These home visits will be scheduled at the convenience of both the families and the Home Visitor. 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, socializations, and participate as part of the site’s Family Leadership Team or Policy Council!

Social Media



Follow us on Facebook!

Each homebased site 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!

Attendance Policy



Attendance matters! Families with children in the Home-based option are expected to participate in weekly, 90-minute home visits, with a minimum of 46 home visits completed per year. Prenatal participants are expected to participate in bi-weekly, 60-minute home visits. Home Visitors will make every effort to support your family and address any barriers preventing completion of home visits.

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

CONFIDENTIAL

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 Policies

Communicable Disease Policy—If anyone in your house is not well, please reschedule your home visit.

- 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
- 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

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

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 Home Visitor will assist you in locating one and getting an appointment scheduled to start your child’s schedule of routine healthcare. The Early Head Start program keeps 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 requirements 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 Child-care 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 | ✓ | ✓ | ✓ <small>If not @ birth</small> | ✓ | | | | | |
| 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 | | | | | | | | | |

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.

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.

Some of these vaccines may be given in combination, meaning fewer shots.
 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 800.219.3224 or visit www.health.mo.gov.
 713 10-11

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)



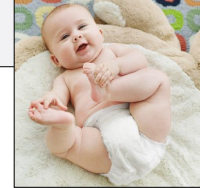
This device looks like a camera. We simply have your child look at the device and it takes a "picture" of the child's eyes. This takes only a few seconds once we can get the child to focus on the device.

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.

Prenatal Health and Education

Prenatal participants receive comprehensive prenatal education, through the Before Baby Arrives curriculum from Florida State University. Home Visitors discuss with expecting parents ways to ensure a health baby. During 60-minute visits, twice a month, the following topics are discussed:

- Prenatal Care & Fetal Development
- Risks during pregnancy: smoking, alcohol, drugs
- Importance of Nutrition
- Labor and Delivery
- Postpartum Recovery
- Parental Depression
- Infant Care
- Safe Sleep Practices
- Benefits of Breastfeeding



We also encourage and support participants in receiving physical and dental exams throughout pregnancy. <http://www.cpeip.fsu.edu/PHB/>

Infant Massage

Home Visitors are also trained in Infant Massage through the WINC (World Institute for Nurturing Communication). WINC focuses on the Triad Model of:

- Nurturing Touch
- Compassionate Communication
- Safe, Positive, and Creative Environment



Studies show that touch is vitally important for an infant's survival, growth, and development; physically and emotionally.

Parents are offered infant massage as a means to support a health infant, strengthening the family unit, and fortifying the bonding and attachment process.

<http://www.infantmassagewinc.com/home.html>

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!

Nutrition Services

During our Family Fun Events and socializations, we cover a comprehensive services: physical health, oral health, mental health, nutrition, child development, and school readiness. We also serve developmentally appropriate foods that are high in nutrients and low in sugar, salt, and fat.

Our home-based option also has nutrition experiences that take place at Socializations. These nutrition experiences are used to build the child’s language and knowledge about food, to introduce families to culturally diverse foods, to improve children’s fine motor skills, and to introduce families to new recipes!

My Plate

For more information on making healthy choices for your family, go to <https://www.myplate.gov>. Here are some of the options you can “click” on:

- 🎯 Get a personalized meal plan
- 🎯 Learn healthy eating tips
- 🎯 Get weight loss information
- 🎯 Plan a healthy menu



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 home visitor. 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 your 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

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.

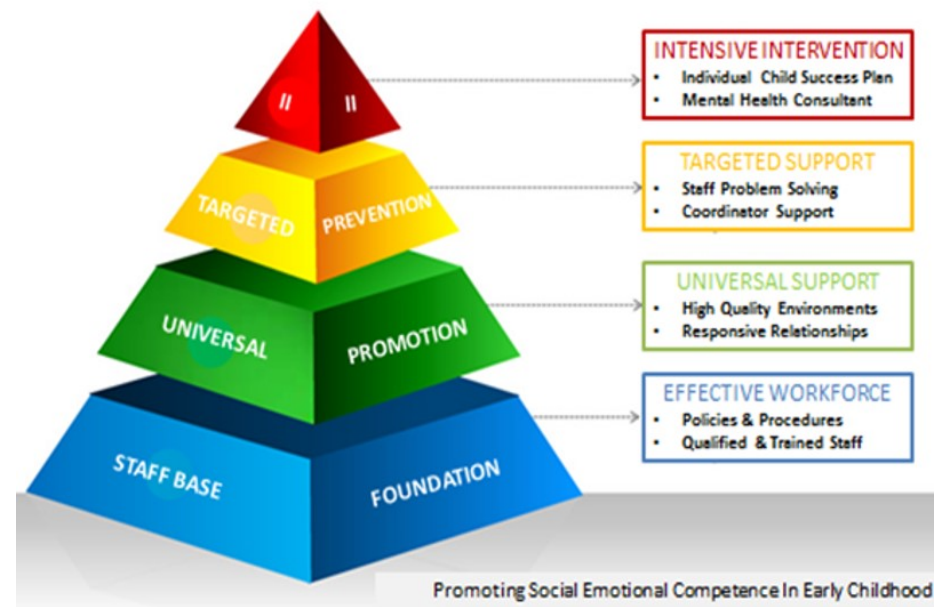
The **second tier** represents social emotional **promotion** for all children by providing supportive, high-quality environments and responsive relationships.

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



Early Head Start Services

Services for you include:

- EHS weekly or bi-weekly home visits to discuss your needs and goals, and to plan activities to promote family development
- Transportation assistance for appointments to connected EHS service areas
- Opportunities to meet with a Registered Dietician and a licensed Nurse.

Benefits for you include:

- Opportunities to discuss your needs and goals, and to plan activities to promote family development.
- Monthly Family Leadership Team meetings, parent trainings, Fatherhood activities.
- Bi-monthly Family Fun Events to attend with your child and other families!
- Vocational, Educational, and Housing referrals
- Family Support Services and Counseling
- Parents know their child better than anyone else—we are here to support you as the child’s first and best teacher.

Services for your child include:

- Developmental Screenings & Activities
- Health, Nutrition, and Dental Screenings/Clinics
- Assistance with Well Baby/Well Child Exams
- Special Services Referrals (if applicable)
- Developmentally appropriate activities using the Early Learning Outcomes Framework.
- Activities to do in the home with your child that promotes development and school readiness.
- Nutrition experiences and activities

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:

| | | | | |
|---|--|---|---|--|
| <p>Approaches to Learning</p> <p>Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage in learning.</p>  | <p>Social and Emotional Development</p> <p>Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.</p>  | <p>Language and Literacy</p> <p>Communication is fundamental to the human experience, and language and literacy are essential to children’s learning.</p>  | <p>Cognition</p> <p>Cognitive development includes reasoning, memory, problem solving, and thinking skills that help young children understand and organize their world.</p>  | <p>Perceptual, Motor, and Physical Development</p> <p>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.</p>  |
|---|--|---|---|--|

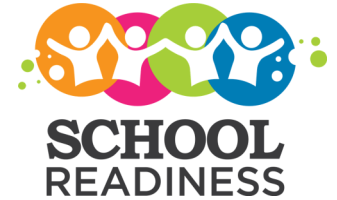
Ways You Can Support Your Child's School Readiness

The Office of Head Start defines **School Readiness** as: "children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life."

Research demonstrates that critical role early relationships play in fostering developmental competence in the earlier years. Children learn best within the loving relationships of parents and supportive caregivers. Healthy relationships provide the security children need to explore, play, and learn. Positive early experiences influence the architecture of the brain and set a secure foundation for later learning.

Suggestions to start off right:

- **Read Daily:** By reading every day to your child you are increasing language development, instilling a love for reading in your child, building vocabulary and future reading skills, giving and sharing knowledge about the world, and creating a strong bond with your child.
- **Talk to Your Child:** Just talk about what you are doing or what they are doing. When you are in the car, talk about the things you see outside and as they get older ask questions.
- **Play, Play, Play:** Children are learning whenever they are playing—their brains are making connections through repeated experiences—so get down on the floor and play!
- **Get Enough Sleep:** Sleep is necessary for your child's body and also your child's brain. No one knows for sure what work the brain does when your child is asleep; some scientists think that the brain sorts through and stores information, replaces chemicals, and solves problems while we snooze.
- **Provide Nutritious Foods:** Getting the proper nutrients is essential to your child's brain development.



Home Based 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 the Home Based Program this year! Your response will be our goal to work on together in the classroom and in the home.

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.

Parent/s will share with their Family Resource Specialist/Family Advocate/Home Visitor and Teacher what they desire for their child to learn at EHS/HS.

EHS/HS staff and parent/s agree to work together to help their child achieve this desired goal.

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.

The parent/s will work with their child using materials in the home and activities provided by their Teacher to reinforce the goal.

The Family Resource Specialist/Family Advocate/Home Visitor 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.

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.

Transition to Head Start

This is an exciting time of year that can also be a little scary for your soon to be Preschooler! Early Head Start and Head Start staff will work together with you!

- You will work closely with Early Head Start and Head Start staff once your child turns 2 1/2 years old.
- Your Early Head Start Home Visitor 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 Home Visitor 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.

Emergencies happen and we have a plan.

In case of bad weather Even though the public school may close during bad weather days in the winter, **we will be open. If your Home Visitor can travel safely to your home, your home visit will still happen. Socialization cancellations will be communicated to you from your Home Visitor.**

Medical pandemic. If a medical pandemic occurs, 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 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



Home Enhancement Project Participation

Early Head Start is pleased to offer the Home Enhancement Project to all enrolled participants in the Home Based program option. This project will allow families to choose items from a selected list to enhance the family's home as a safe learning environment for their child(ren).

By signing this form, I/We agree to participate in the project and promise to use the items as intended. I/We will not hold Early Head Start responsible for damages or risks occurred during use of item(s).

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.



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 in 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 Require- | 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

You will be asked:

- Is the child in a life-

threatening situation now?

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

- How do you know about the abuse/neglect?
- 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.

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.

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.

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!

| Milestone | Prizes |
|---------------------------|---|
| Complete Monitor Training | Framed Certificate and a special name badge |
| 30 Bus Monitor 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 |
| 500 Bus 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.