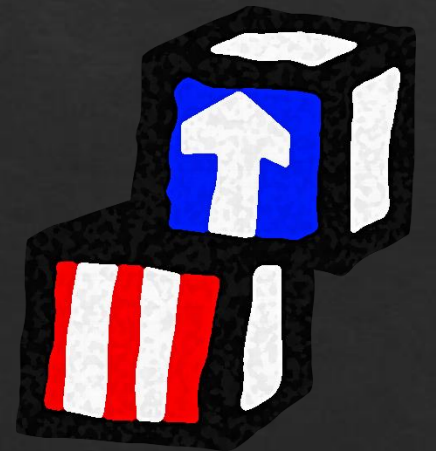


Welcome to Head Start and Early Head Start

2022-2023 School Year

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



Head Start and Early Head Start Program Structures

Head Start is a federal program that promotes prenatal education and the school readiness of children from birth to age five by enhancing their cognitive, social, and emotional development. Head Start & Early Head Start emphasizes the role of parents as their child's first and most important teacher. These programs help build relationships with families that support family well-being and many other important areas.

Head Start Center Based

Head Start operates half and extended day preschool classrooms. These programs provide a learning environment that supports children's growth in many areas such as language, literacy, and social and emotional development. Our class sizes are no more than 18 children. The ratio of children to teacher is 10:1. All classrooms are licensed by the state of Missouri. Our teachers must have their child development associate (CDA) credential or a college degree that meets education requirements.

Early Head Start Center Based

Early Head Start operates infant/toddler classrooms and partners with local childcare centers and homes in Jasper, Newton, McDonald and Barton counties. Our class sizes are no more than 8 children. The ratio of children to Teacher is 4:1. Our teachers must have their child development associate credential or a college degree that meets education requirements. All classrooms are licensed by the state of Missouri. We are open at least 10 hours per day and parents must be working and/or going to school full-time to qualify.

Early Head Start Homebased & Prenatal

Early Head Start offers a **Home Visiting** program for pregnant women and children under the age of 3 years. Families receive bi-weekly or weekly visits in their home with a child development specialist. The visits focus on helping you build your child's brain through fun child-friendly experiences, providing you with information on the latest research regarding early childhood education. You also have an opportunity every month to meet other parents who have infants and toddlers, just like you, and build your network of friends!



The Whole Family Approach

The Head Start and Early Head Start program is more than just a daycare or preschool for your child. By serving the whole family, we are not only benefiting the children and families in our programs, but also our communities as a whole. There are many ways you can be involved in the program and support your child's development and learning.

Volunteer

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.

Home Visits

The purpose of home visits is to allow our program to support our families by assistance in all areas, including family goal setting and needs assessments. Our needs assessments allow us to make necessary and relevant referrals to best support our EHS/HS families.

Family Engagement

- Enjoy curriculum activities (Family School Readiness Connection) at home with your child and track your time on the forms provided.
- 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.

Parent F.I.R.S.T. Commitment

You know your child better than anyone else. You are not only your child's first teacher, you are your child's permanent and most important teacher. HS and EHS will work with you to explore all the ways you can succeed at being your child's first and most important teacher.

Family Partnership

The Head Start/Early Head Start Program is excited to partner with you by supporting the goals that move your family forward in life, and by encouraging you as your child's first and important teacher.

We will work with you and your family to identify goals and steps, find the needed resources, check on your progress and cheer you on along the way.

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!

Attendance Policy

Thank you, parents, for choosing to give your children the best start with Head Start!

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.

If your child is going to be absent, call the center and let your Family Resource Specialist 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 will make a home visit no later than the morning of the third day.



Health and Medication

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.

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 abnormally loose stool
- Vomiting more than once
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Headache and stiff neck
- Unusual spots or rashes
- Severe itching of the body or scalp
- Sore throat or trouble swallowing
- An infected skin patch(es)
- Unusually dark, tea-colored urine
- Grey or white stool



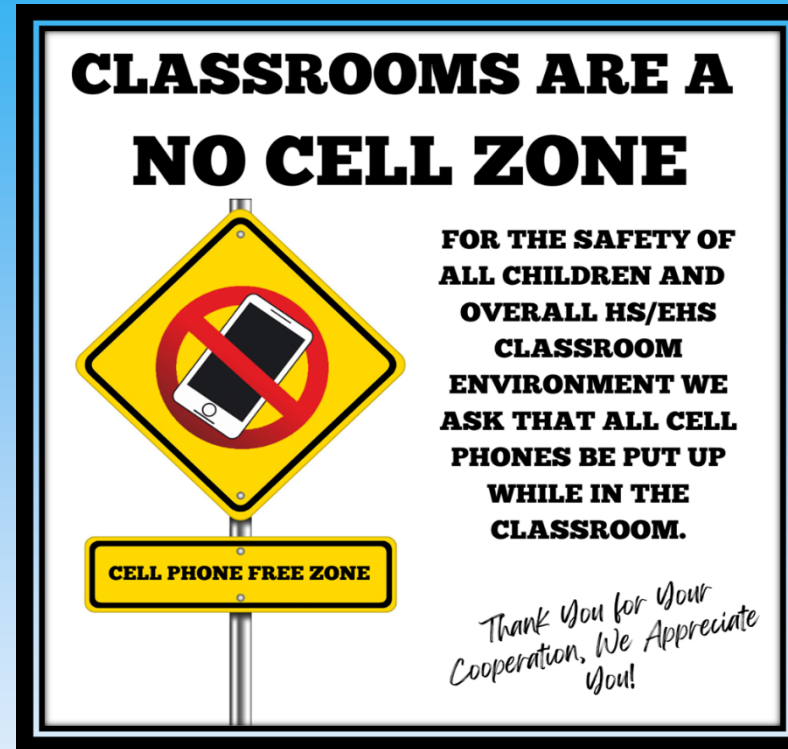
For children enrolled in Head Start or Early Head Start child care; if one or more immunizations become due, the child will not be allowed to attend the center, until the immunizations required for Missouri Childcare Licensing are up-to-date. A health physical is also required within 30 days of enrollment.

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.

Safety

- ◆ **Monthly Drills:** 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.
- ◆ **Bad Weather:** Even though the public schools 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



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.



- Federal regulations and the Head Start transportation policy require that children be escorted, **hand in hand** by an adult, to and from the bus and/or classroom.
- Never leave a child alone in a vehicle, even for a minute!
- 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.
- Always be sure your child uses a proper restraint device when riding in a vehicle.



Remember: Hand in Hand to be safe!

EHS & HS Support Services

◆ Fluoride Varnish

◆ Hearing Screening

◆ Vision Screening

◆ Health/Nutrition Screenings

◆ Developmental Screenings



◆ Social Emotional Screenings

◆ Parenting Curriculum

◆ Dual Language Learning

◆ Transition Services

◆ Individual Care Plan



Inclusion

Head Start and Early Head Start are fully inclusive programs. This means that we will work with you to make accommodations in the classroom, at home visits, socializations, and during 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!!



Child Development and Learning

Learning Domains used in all classroom activities 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.



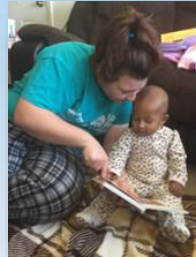
Social and Emotional

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.



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.



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.



Meals and Nutrition

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!

You Are Invited—Classroom Connections with a Side of Love

Parents are welcome to come enjoy breakfast or lunch with their child. We can use your help before, during, and after mealtime! Sign Up Sheets are available at each center to attend a classroom connections meal, or you can notify the center by 9:00 that you will be joining us for lunch. We want to be sure to 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.



WELCOME
PARENTS!

Communication Plan



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

- Monthly Family Engagement Events
- 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/HV
- Notes & Flyers, Text Messages/Emails & Phone Calls
- Social Media

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.

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.

Each classroom has a unique Facebook group that is designed for the school family.

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 legal guardians and 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.

Confidentiality means that we keep what parents and children share with us private. No information, within legal guidelines, 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

Welcome to the Head Start & Early Head Start Family

We look forward to growing with you and your child this year!



More Information on Policies and Procedures can be Found on
our Website at: www.esccswa.org