



WELCOME

# BACK TO SCHOOL

2022-2023

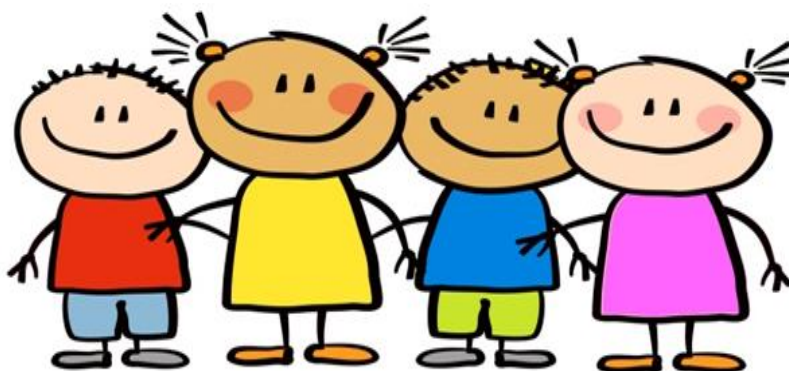


COMMUNITY SERVICES OFFICE

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COMMUNITY SERVICES OFFICE

## WELCOME

Dear Parents:

To some of you, welcome back to another great year with the Community Services Office (CSO) Head Start/Early Head Start (HS/EHS) program. To the rest of you, we are excited you chose CSO to become a part of your child's education. We are looking forward to a wonderful year of exciting learning experiences with your child and partnership with your family.

You, as a parent, have been, and will continue to be, the most important influence in your child's development. We, the HS/EHS staff, are here to enhance that development and provide a pleasant and successful beginning to your child's formal education.

HS/EHS is a comprehensive child development program, which provides the necessary activities to meet the educational, health, parental engagement, and social services goals of each family. It is not only a birth to five-year program for your child, but a program which provides services to the family as a whole.

The educational component of the HS/EHS program is designed to meet each child's individual needs. We have a low child-staff ratio, and every child receives a variety of learning experiences to foster intellectual, social, and emotional growth. Most often, this is accomplished through play, which is a child's primary mode of learning at this age.

At HS/EHS, emphases are also placed on developing healthy habits. For example, nutritious meals are served daily, and dental and medical examinations are necessary for each child. You, as a parent, can reinforce the staff's efforts by encouraging your child to try new and different foods. You can also assist the staff by making sure that copies of the dental and medical examinations are turned into the nurse's office before school begins.

We cannot stress enough the importance of parent participation. Your presence will be helpful to the teacher and most important to the children. There are many avenues for you to become involved: the policy council, classroom meetings, and volunteering in the classroom or office are just a few.

This handbook will help you become familiar with the HS/EHS program. We, the staff, are always willing to assist you in any way that we can.

HS/EHS is a truly remarkable program. It is our desire that you will take full advantage of all the services it provides.

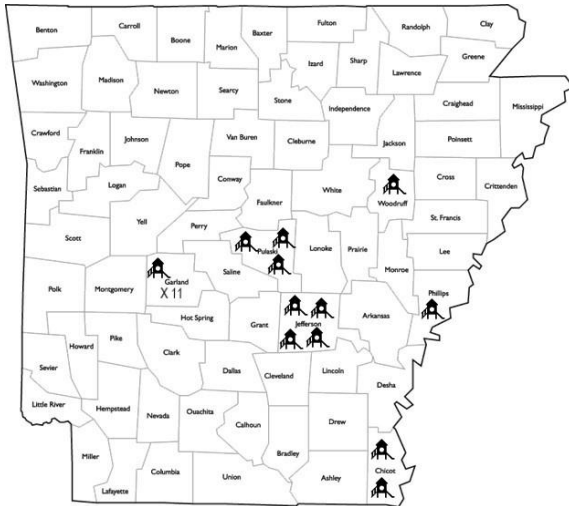
Sincerely,

Leslie Paschal Barnes  
CSO Executive Director



**better beginnings**  
EVERY CHILD DESERVES OUR BEST

# PROGRAM IDENTIFICATION



## **Community Services Office – Administrative Offices**

Mailing Address: P.O. Box 1175, Hot Springs, AR 71902

Phone: 501-624-5724, Fax: 501-624-1645

Email: [executivedirector@csoarkansas.org](mailto:executivedirector@csoarkansas.org)

2254 Albert Pike, Hot Springs, AR 71914

1201 West Pullen Avenue, Pine Bluff, AR 71601

## **Community Services Office – Early Head Start (ages from 6-weeks to 3-years) Childcare Sites**

ARcare – 800 Main Street, Augusta, AR 72006

David Vaughn – 2101 West 11<sup>th</sup> Avenue, Pine Bluff, AR 71603

Hot Springs Childcare I – 600 Main Street, Suite A, Hot Springs, AR 71913

Hot Springs Childcare II – 1125 Malvern Avenue, Hot Springs, AR 71901

Hot Springs Childcare III – 802 Emory, Hot Springs, AR 71913

Jellybean Junction – 849 North Gabbert Street, Monticello, AR 71655

Lake Hamilton – 248 Aldridge Road, Pearcy, AR 71964

Leon R. Massey – 315 Whittington Avenue, Hot Springs, AR 71901

Mother Goose – 239 Swanigan Street, Eudora, AR 71640

Mountain Pine – 300 Main Street, Mountain Pine, AR 71956

Pat Longinotti – 220 Tom Ellsworth Drive, Hot Springs, AR 71901

Pullen – 1201 West Pullen Avenue, Pine Bluff, AR 71601

St. Peters – 1515 South State Street, Pine Bluff, AR 71601

Val's Little Angels – 303 Columbia Street, Lake Village, AR 71653

Wallace Childcare – 131 Quarls Lane, West Helena, AR 72390

## **Community Services Office – Head Start (ages from 3-years to Kindergarten) Childcare Sites**

Blake Street – 310 South Blake Street, Pine Bluff, AR 71601

David Vaughn – 2101 West 11<sup>th</sup> Avenue, Pine Bluff, AR 71603

Garden Street – 401 Garden Street, Hot Springs, AR 71901

Lake Hamilton – 248 Aldridge Road, Pearcy, AR 71964

Mountain Pine – 300 Main Street, Mountain Pine, AR 71956

Pat Longinotti – 220 Tom Ellsworth Drive, Hot Springs, AR 71901

St. Peters – 1515 South State Street, Pine Bluff, AR 71601

South West Plaza – 600 Main Street, Suite M, Hot Springs, AR 71913

## **INTRODUCTION TO HEAD START / EARLY HEAD START**

HEAD Start / Early Head Start (HS/EHS) is a Federal program for birth to five-year-old children from low-income families or families in need of assistance. The program is operated by Community Services Office (CSO), which is a non-profit organization. CSO has operated the program since its inception in 1965.

To be eligible for the HS/EHS program, the family's income must meet either the poverty guidelines set forth by the U. S. Department of Health and Human Services, be in Foster Care, receive SSI, TANF, TEA, or SNAP, or be classified as Homeless. The family must also have a child between the ages of birth to five. Currently the CSO HS/EHS is funded for 954 children. We serve 388 children through Early Head Start Child Care Partnerships. There are an extensive number of eligible families in Arkansas who can and do benefit from this program.

Children who attend HS/EHS participate in a variety of educational activities. Each child receives free healthy meals and snacks. Each child enjoys playing indoors and outdoors in safe and supervised settings. HS/EHS services are also offered to meet the needs of children with disabilities.

HS/EHS provides support and programs for parents. Parents may receive social services and/or referrals. Some of the services with which the HS/EHS program provides assistance are: G.E.D. training, literacy training, parenting skills training, and ongoing health services. Parents are encouraged to improve their education, living situation, and home environment for the long-term benefit of their children.



**Eligibility for the Head Start / Early Head Start Program is based on these criteria:**

1. The child resides in one of the counties served by CSO.
2. The child is older than 6-weeks but not yet eligible for Kindergarten.
3. The child's family income does not exceed the federal income guidelines, is Homeless, is in Foster Care, or any family member receives SSI, TANF, TEA, or SNAP.

HS/EHS does not have a monetary fee for participation. Diapers and formula are provided to EHS students. Participating families contribute to the operation of the program by volunteering their time and assisting in activities and events.

HS/EHS welcomes all parents and visitors to the program at any time. All visitors and parents must follow check-in protocols at their site location.

## **GOALS OF HEAD START / EARLY HEAD START**

The HS/EHS Program approach is based on the philosophy that a child can benefit most from a comprehensive, interdisciplinary program that fosters development and remedies problems through a broad range of services. The child's entire family, as well as the community, are utilized. The program maximizes the strengths and unique experiences of each child. Family members, who are the principal influencers in their child's development, are encouraged to be direct participants in the program.

The overall goal of the HS/EHS Program is to bring about greater social competence in children of low-income families or families in need of assistance. Social competence refers to the child's everyday effectiveness in dealing with both the present environment and future responsibilities of school and life. Social competence development takes into account the relatedness of cognitive and intellectual development, physical and mental health, nutritional needs, and other factors that will enable a developmental approach to helping children achieve social competence.

Toward the accomplishment of this goal, HS/EHS objectives and performance standards provide for:

- The improvement of the child's health and physical abilities, including appropriate steps to correct physical and mental problems;
- The encouragement of self-confidence, spontaneity, curiosity, and self-discipline;
- The enhancement of the child's mental processes and skills;
- The establishment of patterns and expectations of success for the child; and
- An increase in the ability of the child and family to relate to each other and their community.



## **HEAD START / EARLY HEAD START PROGRAM POLICIES**

### **ATTENDANCE POLICY**

Attendance is extremely important for a successful HS/EHS experience for your child. We would like you to commit to doing your best to ensure your child is in regular attendance. With the selection of your child and family into the HS/EHS program, another family was not selected. Therefore, we have to adhere to strict attendance guidelines to best serve the community.

### **Absences**

It is your responsibility to notify your child's teacher when your child is absent. If you have not informed your child's teacher that your child will be absent, the CSO staff is required to call you to inquire about the well-being of your child. Notifying your teacher can be done by:

1. Informing your child's teacher in person in advance
2. Phoning the center
3. Providing written notification listing the days you know your child will be absent

It is important to explain to the teacher why your child is absent. Your child is expected to attend classes when in session. When your child has been absent three or more consecutive days or four or more days in one month, a referral will be made to your Family Service Worker, who will make a parent contact. **Continual absences of your child will result in your child being dropped from the HS/EHS Program.**

## **CHILD CUSTODY POLICY**

When parents are divorced or separated, HS/EHS recognizes equal rights of the parents. Exceptions will be made only if the HS/EHS Program is furnished a valid decree issued by a court of law. Contacts about the child will be made to the custodial parent.

## **WITHDRAWAL POLICY**

In the event you wish to withdraw your child from the HS/EHS Program, please be sure to let us know. Please contact your child's teacher and sign the necessary forms to formally withdraw your child. This will allow us to quickly fill the vacancy with a child from our waiting list.

## **CLOTHING POLICY**

We know that you are proud of your child and want to "dress up" your child for school. However, you need to send clothes that can be easily washed and are comfortable. We do have some activities that may be a bit messy. Please dress your child appropriately for child play and weather conditions. We need you to send an extra change of clothing, including socks, with your Head Start child or two for your EHS child. Do not send your child to school in flip flops, as this can create a safety hazard for your child. Please only send your child in shoes with backs.

## **TRANSPORTATION POLICY**

All parents are responsible for transporting their child to and from the HS/EHS Program. If you carpool, you must authorize other adults to sign your child in and out of the facility. HS/EHS does not provide transportation.

## **CHILD PROTECTION POLICY**

The State of Arkansas requires all program staff members to report all incidents of suspected abuse and neglect to their local child protective service agency. Community Services Office HS/EHS staff are mandated reporters of any suspected child abuse or neglect. HS/EHS is **NOT** responsible for the investigation of suspected child abuse.

All children at HS/EHS staff are subject to be interviewed by Arkansas State Licensing, child maltreatment, or law enforcement for investigative purposes and/or to determine compliance with licensing requirements. Licensing compliance forms are available for review upon request.



## **SIGN IN CENTER POLICY**

Getting your child to HS/EHS on time is a vital aspect of the program and requires the cooperation of everyone. For your child to receive the optimum benefit from the program, he/she must be on time. Parents are asked to adhere to the following guidelines for sign in, so that the HS/EHS Program will run smoothly:

1. You must bring your child into the center, unless otherwise directed.
2. The school day for Head Start and Early Head Start children begins at 7:30 a.m.
3. If your child arrives later than 8:30 a.m., unless there are extenuating circumstances, a referral will be made to the Family Service Worker. A conference will then be scheduled with your family and Head Start staff. Occurrences will be handled on a case-by-case basis.



4. If your child does not arrive after an hour of the center opening, we will contact you to check on the child/family.
5. An adult 18 years of age or older must accompany your child into the center. **Do NOT allow your child to walk into the center alone.**
6. Each HS/EHS child must have a health check performed before the child is admitted to the center for the day. Please allow enough time in the morning to account for other children and parents.



***Do NOT sign your child into the center until the health check has been performed.***

#### **SIGN OUT CENTER POLICY**

The following are guidelines for children's departure procedures:

1. Be on time when picking up your child in the afternoon. Pick-up times vary per center. Parents are to pick their children up by either 3:30 p.m. or 5:30 p.m. **(Please check with your child's center to learn the pick-up time for your child)** There are no provisions for keeping a child after school hours. If your child is not picked up, every effort will be made to contact the persons on your child's emergency card. If all efforts fail, DHS will be contacted.
2. Only the individuals listed on your child's emergency contact list (Located on the Emergency Card) will be able to pick up your child. The emergency contact list is kept in your child's classroom. Both parents will be allowed to "pick up" the child, unless you provide us with a legal court decree stating otherwise.
3. Persons picking up your child will need to have proper identification, with picture ID, to present to the child's teacher.
4. In an emergency, you may call and authorize someone to "pick up" your child. The HS/EHS Program will accept this as proper notification, only if you speak with someone who recognizes your voice; if not, you will need to submit (by fax or text) a copy of your driver's license or state issued ID.
5. If an emergency arises and you cannot "pick up" your child, please phone the HS/EHS center as soon as possible to make appropriate plans.
6. Please be sure your teacher is aware that you have "picked up" your child.
7. When exiting from the HS/EHS center, please do not allow your child to run ahead of you.

#### **CONFIDENTIALITY/ PRIVACY POLICY**

Not all parents/guardians have given permission for their child(ren) to be photographed. Please refrain from taking pictures of children other than your child.

One of the most important policies that have been established at our HS/EHS Program is our policy of confidentiality. HS/EHS staff will not discuss any child or family with the parents of another child. Please do NOT ask us for information concerning anyone except your own child.

All children's files are maintained in locked cabinets. Children's files are available by appointment only to the custodial parents or guardians. Files will be released in the event of a valid court order or subpoena.

#### **DISCIPLINE POLICY**

Praise and positive reinforcement are effective methods for the behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop

positive self-concepts, problem solving abilities, and self-discipline. Based on this philosophy of the ways children learn and develop values, our centers will practice the following discipline and behavior management policy:

### **We Do...**

1. Treat the children as people and respect their needs, desires, and feelings.
2. Provide children with natural and logical consequences for their behavior.
3. Modify the classroom environment to attempt to solve problems before they occur.
4. Use short periods of "time out" no more minutes than the child's age.  
(Time out is not used for children under age two.)
5. Ask parents to accompany children with challenging behaviors on school trips.
6. Provide praise, reward, and encouragement.
7. Redirect children's behavior (i.e., hitting - use words not hands).
8. Reason with and set limits for children.
9. Model appropriate behavior.
10. Listen to the children.
11. Provide alternatives for inappropriate behavior.
12. Ignore minor misbehavior.
13. Explain things to the children on their level.
14. Stay consistent in our behavior management program.



### **We Do NOT...**

1. Shame or punish the children when bathroom accidents occur.
2. Deny food or rest as punishments.
3. Allow children to discipline other children.
4. Relate discipline to eating, sleeping, resting, or participation.
5. Leave children alone, unattended, or without supervision.
6. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.
7. Place the children in locked rooms, closets, or boxes as punishment.
8. Criticize, tease, use profanity, or belittle children or their parents, families, or ethnic groups.

### **Time Out**

Time out is the removal of a child for one minute per year of the child's age from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time out" space, usually a chair, is located away from the program activity, but within the teacher's sight. During time out, the child has a chance to think about the misbehavior that led to his or her removal from the group.

After the brief interval of time out, the teacher will discuss the incident and the appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

### **Examples of Positive Discipline for Parents**

We encourage our parents to apply the same principles of discipline in dealing with their child at home. By doing this, the home and the HS/EHS Program reinforce each other.

**Encouragement:** Give words of encouragement when the child does well, obeys the rules, and responds positively.

**Ignoring bad behavior:** Sometimes adults create a problem by making too much of an incident or the use of certain words.

**Diverting attention:** Attempt to get the child to do something else.

**Restraining the child:** Restrain the child when he or she is exhibiting behavior that can endanger him or herself or others.

This is done only in emergency situations and is accomplished by “hugging” the child to prevent their harming themselves or others. If this type of an incident occurs, the parent will be immediately notified.

**Talking to the Child:** Talk about his or her behavior and help the child understand why the behavior is unacceptable.

**Removing the child:** Remove the child from the scene of action.

**Giving special attention:** Give the child the needed attention or give the child something positive to do.



## **PARENT GRIEVANCE POLICY**

### **Grievance Procedure**

If a parent or community member feels a HS/EHS staff person has treated them unfairly or in a disrespectful manner, he or she may implement the following grievance procedure. All efforts will be made to resolve any matters as soon as possible.

1. Present, in writing, the reason and circumstances surrounding the specific incident, within ten (10) working days, to the Parent Family & Community Engagement (PFCE) Coordinator. The PFCE Coordinator will attempt to resolve the issue within five (5) working days of receipt of the grievance.
2. If attempts made by the PFCE Coordinator are unsuccessful, the grievance will be sent to the PFCE Director. The PFCE Director will meet with the PFCE Coordinator and the parent or community member in an effort to resolve the grievance.
3. If a resolution cannot be achieved at this level, the parent or community member may forward a written request to the CSO Executive Director. The written request should fully state all facts pertaining to the grievance and it should request a hearing with the Policy Council.
4. The CSO Executive Director will actively pursue a process of reviewing the presented grievance with the individuals involved toward reconciling and settling the grievance and related difficulties.
5. Only after concerted efforts fail, the CSO Executive Director will contact the Policy Council President.
6. The CSO Executive Director will obtain written statements from other employees or persons concerned and schedule a meeting with the Policy Council within ten (10) days of the date on which the Executive Director received the grievance.
7. The meeting with the Policy Council should be held within ten (10) working days of the previous meeting with the CSO Executive Director. The person filing the grievance shall be entitled to be represented by counsel at his or her own expense and, may present witnesses on his or her behalf and cross-examine any witnesses that appear on behalf of the agency.

8. The Policy Council shall review the grievance. The Policy Council will attempt to resolve the issue within five (5) working days of the meeting.
9. If the parent or community member is not satisfied with the findings of the Policy Council, he or she may request in writing that the CSO Governing Board review the case. The Governing Board shall provide a ruling based on the information gathered by the Policy Council. The findings of the CSO Governing Board shall be considered final.
10. The Policy Council shall make and retain a full record of the grievance hearing.

### **EQUAL OPPORTUNITY PROVIDER**

CSO is an Equal Opportunity Provider. If you feel you have been discriminated against, to file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (833) 256-1665 | (202) 690-7442; or Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **HEAD START/EARLY HEAD START HEALTH SERVICES**

HS/EHS's health goal is to involve your family in an on-going health care system. HS/EHS assists parents in getting health services such as medical and dental services, screenings, and immunizations for enrolled children.

### **MEDICAL/DENTAL SERVICES**

All children are required to have a complete physical/dental exam, and appropriate lead and hematocrit screenings. Any necessary follow-up services will be tracked by the Health Team.



### **DEVELOPMENTAL SCREENING**

Each child enrolled in the HS/EHS program will have a developmental screening. Further follow-up, assessment, and/or referrals will be completed as needed.

### **HEALTH RULES AT CENTER**

1. Before your child is admitted or signed into the center in the mornings, the child's classroom teacher or a representative will give a health check. Please allow time in the mornings to wait with your child or make appropriate arrangements with an alternate person that is available to wait with your child. Do NOT sign your child in until the Health checks have been completed.
2. Your child will NOT be admitted if he or she has an illness/contagious infection.
3. If your child shows signs of an illness/contagious infection, do not send him/her to the center. Always let your teacher know when your child will not be attending.

4. A child, who becomes ill during the day, shall be discharged to the care of the parent or a guardian within an hour of being notified. If the parent or guardian is not able to come to the center to take charge of the ill child within an hour, the center may discharge the child to any person who has been designated by the parent on the child's emergency card.
5. No health, dental, or mental health services will be paid for by the CSO HS/EHS program without the **PRIOR** approval of the CSO Executive Director.
6. Parents are responsible for accompanying children to ALL medical, dental, mental health, education, and disability service follow-ups for treatment.
7. Absolutely NO SMOKING of any type is permitted inside or in view of any HS/EHS Center or program activities. Be mindful of "second hand" smoke on clothing.
8. In cases of communicable disease outbreaks, the HS/EHS Program reserves the right to make the necessary adjustments to any of the health policies and procedures as deemed necessary.

## HEALTH EDUCATION

Your child will receive education about dental health, personal hygiene, nutrition, and safety. Health education for parents is provided through workshops and parent meetings. Health resources are included in the Community Resource Guide provided to all our families. Medical emergency procedures are posted in classrooms.

## HEALTH SERVICES ADVISORY COMMITTEE

Each year the Policy Council forms a Health Services Advisory Committee. This committee includes area health care professionals, HS/EHS parents, and HS/EHS staff. The committee meets annually to review all aspects of the HS/EHS health requirements. All parents are encouraged to attend.

## HEALTH/MENTAL HEALTH/DISABILITIES COORDINATOR (SCHOOL NURSE)

The H/MH/D Coordinator can help your family obtain needed services such as a mental health consultation, disability services, and health screenings.



## ILLNESS CRITERIA FOR DENIAL OF SERVICES

Your child may be denied admission to the HS/EHS Program based on, but not limited to the following:

1. **Fever:** Temperature of 100.4 degrees F° or higher
2. **Persistent diarrhea:** A noticeable or sudden increase in the number of stools, a reduction in the stool consistency with the increase in the fluid content, or a tendency for stools to be greenish in color.
3. **Persistent Vomiting:** The expulsion of stomach content once will result in the parents being contacted. The expulsion of the stomach content twice will result in the parents being required to pick the child up from school. (This is not to be confused with coughing from sinus drainage.)
4. **Impetigo:** Red, oozing erosion capped with golden yellow crust that appears "stuck on"
5. **Scabies:** Crusted wavy ridges and tunnels in the webs of the fingers, hand, wrist, and trunk
6. **Ringworms:** Flat, spreading, ring-shaped lesions.

7. **Chicken pox:** Crops of small blisters on a red base that becomes cloudy and crusted in 2 to 4 days
8. **Hand-Foot-Mouth:** Until the Primary Care Physician make a confirmed diagnosis
8. **Head Lice:** Nits (white dots) attached to the hair shafts
9. **Culture:** Proven strep throat that has not been under treatment for 24 hours
10. **Conjunctivitis:** (Pink eye) Red watery eyes with thick yellow discharge
11. **Pinworms:** Intestinal round worms, includes itching near anal area, worms may be observed in the stool
12. **Skin Rashes:** Unexplained or unusual skin rashes, skin eruptions or discharges
13. **Severe Cold Symptoms:** Accompanied by persistent coughing, fever, sore throat, or yellow or green mucus discharge from the nose or mouth
14. A child who does not feel well enough to participate in the usual daily activities
15. A child who needs more attention or individual care than the staff can give without compromising the care of the other children

### CHILD RETURN CRITERIA

A child may not return to the center following a communicable illness unless the following criteria are met: (Pandemic requirements may be different.)

1. A written statement may be required from the child's physician verifying that the child is no longer contagious.
2. Fever has been 100 degrees F° or below for 24 hours without a fever suppressing medication
2. Nausea, vomiting, or diarrhea has subsided for 24 hours
3. An antibiotic has been given over a 24-hour period for known strep infections, conjunctivitis (pink eye), impetigo, and ringworms
4. Chicken pox lesions are crusted, (usually five (5) to ten (10) days after onset)
5. Scabies is under treatment
6. Lice infestation is under treatment and nits are removed
7. Pinworm treatment has occurred 24 hours before time of requested admission, unless symptoms are still present
8. Lesions from impetigo are no longer seeping
9. Conjunctivitis treatment has occurred for 24 hours and the eyes no longer have a discharge
10. The child has completed the contagious stage of the illness as defined by the School Nurse
11. The child feels well enough to participate in the daily activities at the center including outdoor activities



### MEDICATIONS

Ask your physician to prescribe medication that can be given outside of school hours. The HS/EHS Program will require documentation from the child's physician.

If your child takes medication during school hours, please be advised that the following criteria must be met:

1. Medications are prescribed by a physician and ordered for the specific child.
2. The medication time frame cannot be arranged to be given before the child arrives or after the child leaves school.

Over-the-counter drugs such as: Tylenol, aspirin, Motrin, cough syrup, and cold medications will be administered ONLY under the directions of a physician. (We must have a written order/prescription from the doctor.)

### **Procedure**

1. Any medication brought into the Head Start/Early Head Start facility should be dated and kept in the original container labeled by the pharmacist with the following:
  - a. The child's first and last name
  - b. The date the prescription was filled
  - c. The name of the health care provider who wrote the prescription
  - d. The medication's expiration date
  - e. Specific and legible instructions for administration, storage, and disposal
2. All medications shall have child-protective caps
3. All medications shall be kept in an orderly fashion
4. All medication shall be stored separate from food.
5. All medications shall be stored at the proper temperature.
6. No medication shall be used beyond the date of expiration.
7. All medications shall be inaccessible to children.
8. All parents shall sign consent form for a HS/EHS staff to administer medications to the child.



HS/EHS staff members are prohibited from giving the initial (first) dose of any medication prescribed to a child. In the event of an adverse reaction, the parent or guardian should give the initial dose of medication.

HS/EHS staff will maintain records of the administration of the medication to your child. You may receive a copy of the record.

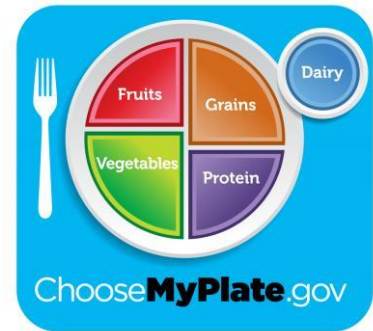
In the event that an error is made in the administration, a Medication Error Report will be completed. The parent or guardian of the child will be notified immediately.

### **PREVENTION STRATEGIES**

CSO HS/EHS recognizes that many communicable diseases can be transmitted by blood or body fluids. Therefore, the following procedures will be followed:

1. Surfaces soiled with blood, urine, vomit will be thoroughly washed with soap and water. The surface will be disinfected with a 1:10 solution of chlorine bleach and water.
2. Personnel cleaning the spill will wear gloves and wash hands thoroughly when finished.

3. Disposable towels should be used whenever possible.
4. Mops should be thoroughly rinsed in a disinfectant solution.
5. For injuries that result in bleeding such as cuts and nosebleeds, the person assisting the child should wear gloves. Direct contact with blood is potentially infectious when there are breaks in the skin such as chapping or eczema.
6. Proper hand washing significantly reduces the risk of infection from the potentially infectious body fluids. Staff and children are required to wash hand properly as designated times.
7. Gloves are available for all staff.



## **NUTRITION PROGRAM**

HS/EHS's Nutrition Goal is to provide education on proper nutrition for children and their parents. Proper nutrition is vital to the growth and development of children. Because of the importance of proper nutrition in a child's development, nutritious foods and nutrition education are stressed at center sessions and home visits.

The United States Department of Agriculture (USDA) is the nutrition provider for HS/EHS through the CACFP program. Formula is provided for EHS. All families will be required to complete paperwork as required by the USDA.

Any assistance your child or family may need regarding nutrition, food, shopping for food, or preparation of food, can be obtained by contacting your Family Service Worker.

### **NUTRITION GOALS AND POLICIES**

1. Every child will receive a quantity of food in meals and snacks that meets the recommended guidelines as set forth by the USDA.
2. Foods chosen for meals and snacks need to contribute, not only to the child's nutrient needs, but also to good dental health.
3. Overly sweet and sticky foods will not be served to the children.

### **SPECIAL DIETS**

Every effort is made to follow doctor-prescribed diets for children at the center. If your child has diagnosed food allergies, or is on a doctor prescribed diet, you must let the school know. You will be required to provide a written copy of the child's special diet, listing any/all specific foods the child should not be allowed to have and any other pertinent information. Children must have a physician diagnosed nutrition concern to accommodate special food preparation for the child, a copy of which must be provided.

### **FEEDING AND MEAL REQUIREMENTS**

1. Family style meal service is required.
2. Talk about personal dislikes of food is discouraged. Teachers and adults set a good example by their attitude of acceptance of the food served.
3. Food is not used as a reward or a punishment.



4. Good food habits are “caught rather than taught.” If a child refuses a food, it is offered again at some future time. Children are not pestered to eat foods.

### **MEALTIME**

1. Children, teachers, and staff wash hands thoroughly with soap and water before mealtime.
2. Children are encouraged to show independence when eating.
3. Children are encouraged to eat with utensils rather than fingers. However, foods that are traditionally eaten by hand are explained to the children.
4. Children are encouraged to use proper names and complete sentences in asking for food.
5. Adult and child interactions are important essentials of the “family style” mealtime. Therefore, staff members are required to sit with the children while eating.
6. Staff members are to talk to children during mealtime.
7. Adults are important determinants of children’s acceptance of foods and attitudes towards eating; therefore, teachers and staff shall eat the same food as children.
8. No food shall be eaten in the presence of a child that the child does not receive, unless a child has a modified diet as directed by a physician or clergy on file with the CSO office.

### **NUTRITION EDUCATION**

Information is given to parents and children through games, handouts, videos, etc. to increase awareness and knowledge of proper nutrition. A nutrition consultant is available through the HS/EHS program to assist you with questions you may have regarding nutrition. Parent workshops can be arranged throughout the year to demonstrate preparation of nourishing but inexpensive foods. Contact your child’s Family Service Worker.

### **NUTRITION AT HOME**

Throughout the year, plan fun and nutritious meals and snacks at home. You and your child can prepare nutritious foods together. Your child’s Teacher and Family Service Worker can assist with ideas and planning activities. Preparing food can be a wonderful learning experience for your child. While your child is helping you prepare food, he/she can learn many things. You can use the opportunity to talk with your child about good nutrition. You can also note colors, shapes, and textures of different foods, or practice math skills by counting and measuring. Conversation about food preparation can also help to expand your child’s language skills.

### **MENU PLANNING**

The Policy Council Nutrition Committee holds Menu planning meetings annually. All parents are encouraged to attend. Parents may suggest menu items for the program year.

## **PARENT ENGAGEMENT**

### **PARENT ENGAGEMENT AND PARTICIPATION**

Parent Engagement is a requirement of HS/EHS. In order to have a successful HS/EHS Program, we must have parent involvement. HS/EHS offers many ways for parents to participate. We encourage you to help in the classrooms, to help make materials to be used at school, to visit whenever possible, to serve on a



committee, etc. Every parent is expected to spend some time at the center. We urge you to become involved in your child's education. **The HS/EHS Program is for the entire family.**

*Following are ways you can participate in the HS/EHS Program:*

The Policy Council is the policy and decision-making body for the CSO HS/EHS Program. It is made up of a parent elected from each HS/EHS center. The Policy Council meets for the first time each program year in September to elect new officers. It then meets again in November and Bi-monthly thereafter. The Policy Council members work with the staff to plan for the program. Planning includes program activities, budget reviews, grant applications, personnel issues, and workshops.

Parents can work in cooperation with staff as volunteers. When parents volunteer, it is possible to increase individual attention to each child. Parents also gain knowledge about child development and improve their skills as teachers of their own children at home.

Home Visits are a part of parent engagement. Staff will visit each family twice during the year. Home visits give the parents the opportunity to discuss their concerns with their teacher, and for the child to share his or her home with the teacher.

#### **MY RIGHTS AS A HEAD START/EARLY HEAD START PARENT**

1. To take part in major policy decisions affecting the planning and operation of the HS/EHS Program.
2. To help develop adult programs that will improve daily living for my family and me.
3. To be welcomed in the classroom at any time.
4. To be informed regularly about my child's progress in preschool.
5. To be treated always with respect and dignity.
6. To expect guidance for my child from the HS/EHS staff, that will help in his/her total development.
7. To be able to learn about the operation of the program, including the budget and the level of education and experience needed to fill various staff positions.
8. To take part in planning and carrying out programs designed to increase my employment skills.
9. To be informed about all community resources concerned with health, education, and improvement of my family life.

#### **MY RESPONSIBILITIES AS A HEAD START/EARLY HEAD START PARENT**

1. To provide a working number to contact me or an alternate responsible party who is listed on the emergency card before my child is dropped off at the center.
2. To learn as much as possible about the program and to take an active part in major policy decisions.
3. To accept the HS/EHS Program as an opportunity through which I can improve my life and my family.
4. To see that my child's physical and dental appointments are completed in a timely fashion and that immunizations reports and other required records are turned in as required.
5. To make sure my child has all required immunizations.
6. To take part in the classroom as an observer and a classroom volunteer, and to contribute my services in whatever way I can towards the enrichment of the total



program.

7. To provide parent leadership by taking part in elections and by explaining the program to other parents and encouraging their full participation.
8. To welcome teachers and staff into my home to discuss ways I can help my child's development at home in relation to school activities. *(HS/EHS staff members are required to make two home visits per year.)*
9. To work with the teachers, staff, and other parents in a cooperative way.
10. To guide my children with firmness that is both loving and protective.
11. To offer constructive criticism of the HS/EHS Program, to defend it against unfair criticism, and to share in evaluating it.

## **PARENT COMMITTEES**

### ***Who is a member?***

You are. Every parent of a child enrolled in our HS/EHS program is a member of his or her Center Parent Committee.



### ***What does it do?***

Parent Committees participate in various activities. For example: A Parent Committee member may have ideas for craft projects, gardening, exercise, etc. The member should make suggestions at the Parent Committee meeting. If the Parent Committee and the teachers agree, the activity may be included in the classroom's lesson plans.

Parent Committee meetings provide opportunities for parents to ask questions about the HS/EHS program and/or activities in which the children have been involved. Parent Committee meetings include training on various subjects of interest to parents.

### ***When are the meetings?***

Parent Committee meetings are held once per month as scheduled by the Family Service Workers.

## **POLICY COUNCIL**

The Policy Council is composed of parents/guardians of HS/EHS children currently enrolled in the HS/EHS Program and of community representatives. Parents of each center Parent Committee will elect a representative and one or two alternates to serve on the Policy Council.

Community representatives are elected to represent each grant. The elected parent members of the Policy Council must approve all Community Representatives. Community representatives can be from the following groups that have a concern for low-income children and their families and can contribute to the program:

1. Former HS/EHS parents
2. Major community, civic, or professional organizations
3. Private Businesses with an interest in serving children and families

Members serve one (1) year but may be re-elected to serve the following year; however, no member can serve more than five (5) years. No staff member shall serve on the Policy Council in a voting capacity.

The Policy Council works with the HS/EHS program administration. It approves policies concerning the program such as, personnel policies and procedures, grant applications, and decisions concerning how the program is run. The Policy Council serves as your link, as a parent, to what is happening on a program-wide basis. Policy Council members should share information concerning Policy Council meetings with the Center Parent Committees.

The Policy Council meets for the first time each program year in September to elect new officers. It then meets again in November and Bi-monthly thereafter. The meetings are held virtually.

### **RESPONSIBILITIES OF A POLICY COUNCIL MEMBER**

If you are a member of the HS/EHS Policy Council, you should work with the other members of the Policy Council to arrive at decisions that will be best for the entire program. When you are attending a meeting of the Policy Council, you are representing not only yourself, but also the parents who elected you. To represent them well, you must know their ideas and feelings on matters that are being considered by the Policy Council. Before attending a meeting of the Policy Council, you will want to meet with the parents you are representing and discuss with them their ideas concerning matters on which the Policy Council makes decisions. After the Policy Council meeting is over, it is important for you to report the information and decisions to the parents you represent.

Being a Policy Council member is an important job. With your help, it will be possible for all of the parents in the program to have a real voice in deciding what kind of program theirs will be.

### **POLICY COUNCIL COMMITTEE OFFICES**

#### **President**

- Is elected by a majority (more than half) of the members to serve as the leader of the group
- Helps prepare each agenda before the Policy Council meetings
- Conducts the meeting
- Keeps the group moving toward its goal
- May appoint committees to carry out specific assignments
- Leads orderly discussions by tactfully and politely enforcing the rules
- Explains or seeks explanations of each motion before it is voted upon
- Includes all Policy Council members to keep them active
- Must not allow personal feelings or outside pressure to influence his or her actions



#### **Vice President**

- Assumes the duties of the President in his or her absence

#### **Secretary**

- Verifies that the meeting minutes are accurate

- Verifies that a quorum is present at meetings
- Receives and handles all mail addressed to the group
- Sends invitations and/or thank you notes to speakers at the meetings

**POLICY COUNCIL REPRESENTATIVE**

- Attends all Policy Council meetings
- If the representative is unable to attend, contacts the alternate to assure representation of his or her Parent Committee
- Acts as a liaison between the HS/EHS Policy Council and the Parent Committee
- Assists with Program improvement ideas and activities

**ALTERNATE POLICY COUNCIL REPRESENTATIVE**

- Acts as the Policy Council representative in his or her absence
- Assumes all responsibilities of the Policy Council representative

**HEALTH SERVICES ADVISORY COMMITTEE**

Each year Policy Council forms a Health Services Advisory Committee. This committee includes area health care professionals, HS/EHS parents, and HS/EHS staff. The Health Services Advisory Committee advises planning and provision of health, educational, nutritional, and disability services for the HS/EHS children and families. The committee meets annually to review all aspects of the HS/EHS health requirements. All parents are encouraged to attend.



**ERSEA SCREENING COMMITTEE**

The ERSEA Screening Committee helps coordinate recruitment of new children into the Community Services Office HS/EHS Program. The committee also discusses any changes, which might need to be made to the Selection Criteria Point System.

**PARENT ACTIVITIES**

Throughout the HS/EHS program year, each center has parent meetings. This gives parents the opportunity to discuss issues that affect the children and the community. In addition, parent training and workshops are held throughout the year dealing with issues that concern HS/EHS parents.

**Parenting Classes – PALS (Parents Always Learning Something)**

Mission: To provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities for their children and to share concerns about their children with program staff.

CSO HS/EHS, along with other community partners, hosts monthly PALS classes for parents in conjunction with the Parent Committee meetings. In addition to those required, additional topics are chosen from the

Parent Interest survey completed by parents during enrollment. Everyone who has a child enrolled in the HS/EHS program is invited to attend the classes. The HS/EHS Program provides materials, and incentives are generally provided through community donations. HS/EHS wants to be responsive to your needs as your child's primary care provider.

### **Parent Activity Fund**

Each year funds are set aside from the HS/EHS budget for activities for parents. These funds are available for formal GROUP activities. Contact the Parent Engagement Coordinator for more information.

### **Roles and Responsibilities of Parents in Head Start/Early Head Start**

Parents should participate in HS/EHS planning activities such as orientation, open house, center parent committee meetings, and educational, recreational, and social events.

*Parents may participate in the HS/EHS Program in the following roles:*

#### **Learner**

Sign up for any recommended classes such as, literacy, GED, or college credit classes

Observe in classrooms

Join parent education groups

Read/Study about the HS/EHS Program

Read/Study about child development

Attend workshops, seminars, conferences, and talks

#### **Contributor**

Volunteer in various aspects of the program

Contribute ideas and thoughts for the program

Give as much time as possible to the program

#### **Supporter**

Encourage other parents to participate

Promote HS/EHS in the community

Support all staff in their efforts

Volunteer in centers whenever needed

#### **Evaluator**

Participate in the annual program evaluation

Identify methods for strengthening the program

#### **Planner**

Initiate and/or plan activities of interest to parents

Identify goals for the HS/EHS program

Help in the planning process in policy groups

#### **Decision-Maker**

Attend Policy Council meetings

Participate in center Parent Committee meetings



### **Primary Educator**

Work with your child to reinforce what he or she has learned in HS/EHS

### **Child Advocate**

Be an advocate for your child and other children in your community

Understand your child's needs and meet them

Protect your child from injury and bodily harm

Know and protect your child's rights

### **Paid Employee**

Apply for job openings with CSO

Obtain needed qualifications, if needed

### **Leader**

Learn the political system and how it works

Assume a community leadership role

Use any leadership skills you have learned inside or outside HS/EHS

Become involved in your community (school, government, and health and human services activities)



## **FAMILY PARTNERSHIP ACTIVITIES**

HS/EHS believes that parents are the most important influence in a child's development. You know your child better than anyone else. By working together with your teacher, you can be sure that your child will get the learning experiences you want him or her to have.

### **VOLUNTEERING IN THE CLASSROOM**

Parents are needed and welcome at HS/EHS centers. Being a volunteer at the center gives you the opportunity to see how your child interacts with other children. It is also a good chance for your child to "show you off" to classmates and friends. While you are in the HS/EHS classroom, please do not hesitate to ask questions about ways you may help. We are counting on you! Some ways you can help in the classroom are listed under "Volunteer Suggestions."

### **FAMILY SERVICES**

The HS/EHS program is a comprehensive preschool program that not only benefits the child, but the families as well. Contact your Family Service Worker for more information.

### **ADULT EDUCATION/GED CLASSES**

Adult Education and GED classes are available through National Park College and the Literacy Council of Garland County. The classes are available to all families or community persons that are in need of GED or tutoring in reading.

### **FAMILY PARTNERSHIP AGREEMENTS**

HS/EHS is required to work with each HS/EHS family to develop a Family Partnership Agreement. The HS/EHS staff works with the families in locating resources for families to meet their goal and objectives. Examples of goals may include education, financial, budgeting, housing, transportation, employment, personal achievements, parenting, and self-improvement.

## **IN-KIND/NON-FEDERAL SHARE**

In-Kind is one of the ways parents and the community help to support the HS/EHS program. In-Kind is defined as volunteering for an activity, which would otherwise be performed by a paid employee. The Federal Government grants funds to Community Services Office with the stipulation that the local community contributes 20% in matching funds. These funds are raised by In-Kind contributions. Without these contributions, the program will lose funding.

### **Some examples of In-Kind/Non-Federal Share contributions are:**

1. Time spent volunteering at the center
2. Time spent at parent meetings and/or workshops
3. Donated supplies
4. Home Task Activities

If you need a Contribution Acknowledgement Form for your records, ask for one when making your donation. If possible, please return receipts as proof of purchase.

Remember, this is considered as a means of giving back to your program and to ensure continual funding. THANKS FOR YOUR HELP! Without parent participation, Head Start/Early Head Start would not be the success that it is. VOLUNTEER IN THE CLASSROOM AS OFTEN AS POSSIBLE!!



## **HEAD START/EARLY HEAD START PROGRAM INFORMATION**

### **PREPARING YOUR CHILD FOR HEAD START/EARLY HEAD START...**

For most children, attending a school setting is a new experience. Like most of us, they are afraid of the unknown. Talk to your child about what to expect at school. You may talk to your child about the following:

1. How fun school can be
2. Making new friends
3. Playing games
4. Learning new things

**Most importantly, be positive and reassuring.**

### **SUGGESTIONS FOR THE ADJUSTMENT TO SCHOOL...**

1. Make your stay with your child brief on the first day of school. Studies show that children tend to adjust better when their parents reassure them and then leave.
2. If you do stay with your child, make sure you are involved in a classroom activity. Your child will be introduced to "school oriented" activities and will be reassured you are not leaving.
3. Close observation by a parent can make a child feel uneasy.
4. Say goodbye to your child and go quickly without looking back.
5. Do not "slip out" while your child is not looking. This can cause your child to mistrust you.



6. Expect your child to cry for a little while. Once the child realizes you are gone, he will probably stop crying and join an activity.
7. Our teaching staff is prepared to handle the situation patiently and with understanding when you leave your child crying. Crying is normal.
8. Your child could be embarrassed by saying “big boys (or girls) don’t cry.” Children have the same feelings and emotions as adults.
9. Pick your child up a little early on the first few days of adjustment. Other children will be leaving, and the fear that you may not be coming could arise.
10. Encourage your child to voluntarily tell you what he or she did at school.
11. Give your child extra love and affection during these days. Your child is going through a transitional period.
12. If your child continues having trouble separating from you, try having another adult drop your child off at school.

### **WHAT TO BRING TO HEAD START/ EARLY HEAD START**

You should bring one change of clothes, including socks, for HS and two changes for EHS that can be left at the center. Be sure your child’s name is on each item. Names can be placed on clothes using a permanent laundry marker. If your child soils his or her clothes and has to wear the extra set home, be sure to send another set back the following school day.

Children are not allowed to wear flip-flops or shoes without back straps for safety reasons.

The following items should **NOT** be brought to school:

1. Toys
2. Food
3. Purses
4. Jewelry
5. Lunch boxes
6. Money
7. Backpacks
8. Bedding
9. Stuffed Animals



### **DISASTER PLAN**

We have a written disaster plan in place. It has been shared with local emergency agencies in order to coordinate efforts in the unfortunate event that a disaster does occur. There is a copy in each classroom. You are welcome to look at it at any time.

In order to be sure that we are ready, we have monthly drills to prepare for emergencies. The drills consist of evacuation, lock down, and shelter-in-place. Our staff participates in annual trainings.

Each class has a disaster kit with the children’s emergency information in it. When all the children are safely relocated, the parents will be notified by phone if possible. This is why it is so important to keep us informed of your current phone number and address. We would like at least two phone numbers one local

and one out-of-state. If local phones are down, the Red Cross can use satellite phones to make out-of-state contacts. That way, if you are separated from your child, you can contact that out-of-state contact for information regarding your child. After a disaster occurs, we will resume classes as soon as possible.

We have provisions (food and water) for emergencies and will watch your child until he/she is in your, or someone on your emergency card's, care. If your child is on regular medication, please make sure we have extra for emergencies.

In the event that we must evacuate, we will make every effort to contact you to inform you of the location of the evacuation site. (Local sites are listed in the Emergency Response Plan.)

### **PARENT / TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled twice yearly. It is important for you to attend these conferences to keep informed about your child's progress. If you would like to talk to your child's teachers at any other time during the year, please feel free to schedule an additional conference.

### **HOME VISITS**

The HS/EHS Program is required to conduct a minimum of TWO home visits per year to discuss your child's progress. Your child's teacher will conduct the home visit. Parent involvement is very important during home visits. By being ready for a home visit, being on time, and being there to participate, you are teaching your child that you value education. We hope your child will be present during the Home Visit. If you need to cancel a home visit for any reason, please let your teacher know to reschedule.

### **FIELD TRIPS**

Field trips are scheduled for HS students to coincide with curriculum themes. The HS/EHS Director, Transportation Director, and Executive Director must authorize all field trips.

Parents are encouraged to attend all field trips. All children must have a written permission form for each field trip. Your child's teachers will provide permission forms for your signature. Information on the field trip shall include all locations, the purpose, the date, the time of departure, and the estimated time of arrival. Under certain circumstances parents may be required to be in attendance for their child to go on the field trip.

Parents may suggest ideas for field trips to their Parent Committee or their child's teacher. Possible field trips include the police department, fire department, courthouse, grocery store, recreational parks, hospitals, banks, dry cleaners, farms, local airports, library, post office, or mayor's office. Parents can help their child recall the events of the field trip by asking questions and encouraging responses. You can engage your child by encouraging him/her to draw a picture to represent the events of his/her adventures.



## **CHILDREN'S PROGRAMS AT HEAD START/ EARLY HEAD START**

### **Children's Literacy Program**

In addition to the literacy activities included at school, parents are encouraged to participate with their children in visits to the library. Local libraries often include activities for your child.

### **Intergenerational Program**

The HS/EHS program recognizes the importance and value of senior citizens in the lives of children. Therefore, Head Start partners with various senior citizen organizations to provide our students with interactions and activities. Parents are encouraged to participate with their children in the visits. We also include "Foster Grandparent" volunteers in the centers in which they are available.



### **Special Needs**

Through the HS/EHS program, every effort is made to meet the needs of *all enrolled* children. Ten percent, or more, of our enrollment consists of children with specific special needs or disabilities.

There may be times when a referral for diagnostic assessment of a child may be indicated. Parents, teachers and other HS/EHS staff will work together to determine whether a referral or assessment is needed. HS/EHS will work with other agencies or health care providers, as well as families, to best ensure that a child's needs are being met.

If you have any concerns or questions about your child's development, please discuss them with your teacher or another HS/EHS staff member. All information given to HS/EHS is kept strictly confidential. No information from a child's files is released to anyone without written permission from the child's parents.

### **Cultural Diversity Program**

Each HS/EHS child participates in cultural diversity awareness. The program is designed to increase children's knowledge and awareness of the unique qualities of different cultures. Activities for the program include literature, art appreciation, and musical activities. Events to celebrate diversity include field trips, assemblies, and educational presentations. Parents are encouraged to participate with their children in the cultural activities.

## **ORGANIZATIONS PARTNERING WITH HS/EHS CENTERS**

### **ARKANSAS RIVER EDUCATION SERVICE COOPERATIVE EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM**

The Arkansas River Education Program provides services for children with disabilities for the ages 3 –5 in Jefferson County. Arkansas River provides services that meet the individual development and educational needs of each child. Services may include screenings, evaluation, speech/language therapy, direct or

consulting developmental instruction, counseling, physical therapy, and occupational therapy. Arkansas River Education Program partners with our Head Start by providing services to our Head Start children.

**DAWSON EDUCATION SERVICE COOPERATIVE EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM**

The Dawson Education Program provides services for children with disabilities for the ages 3 –5 in Garland County. Dawson provides services that meet the individual development and educational needs of each child. Services may include screenings, evaluation, speech/language therapy, direct or consulting developmental instruction, counseling, physical therapy, and occupational therapy. Dawson Education Program partners with our Head Start by providing services to our Head Start children.

**KIDSOURCE THERAPY**

KidSource Therapy (KST) provides services for children with disabilities for the ages 0–2. KST provides services that meet the individual development and educational needs of each child. Services may include screenings, evaluation, speech/language therapy, direct or consulting developmental instruction, counseling, physical therapy, and occupational therapy. KST partners with our Early Head Start by providing services to our Early Head Start children.

**AARP**

AARP provides workers to help with office and custodial activities.

**FOSTER GRANDPARENTS**

Through the Foster Grandparent Program, older volunteers are able to provide daily assistance in the classrooms. We Foster Grandparent volunteers in the centers in which they are available.





## SAMPLE DAILY CLASSROOM SCHEDULE

The following is a sample classroom schedule at HS/EHS. Each classroom has a different schedule.

Time	Activity
7:30am - 8:00am	Drop-off / Transitional Activities
8:00am - 9:00am	Breakfast
9:00am - 9:15am	Circle Time
9:15am - 10:15am	Learning Centers
10:15am - 10:45am	Outdoor Learning
10:45am - 11:00am	Literacy (Storytime)
11:00am – 12:00pm	Lunch
12:00pm – 1:00pm	Naptime/Soft Music
1:00pm – 2:00pm	Learning Centers
2:00pm – 2:15pm	Snack
2:15pm – 2:30pm	Health Activity
2:30pm – 3:00pm	Outdoor Learning
3:00pm – 3:30pm	Review of Daily Activities / Pick-up



# Volunteer Suggestions for Parents

## Volunteering for Different Committees:

- Center Parent Committee and Policy Council
- PALS (Parents Always Learning Something) Parenting Classes
- School Readiness Committee
- Parent, Family, & Community Engagement Committee
- Health & Safety Committee
- Health Services Advisory Committee
- Nutrition Committee
- Curriculum Committee
- Transition Committee
- ERSEA Committee



## Volunteering Inside the classrooms:

- Assisting at naptime
- Making a class yearbook
- Reading stories to the children
- Assisting Teachers with Crafts
- Laundry at School
- Cleaning Classroom
- Cutting and other things done for teachers
- Volunteering for field trips & other special events
- Helping your child clean up his/her center when it is time to go home
- Donating extra toys or toys your child has outgrown
- Demonstrating a musical instrument or sharing a hobby
- Show and tell about what you do at your job, a family pet, etc.
- Setting up and taking down displays
- Teaching Sports Activities
- Decorating for classroom projects, events, and holidays
- Volunteering to help during Pick-up and Drop-off
- Interacting in the learning centers

## Volunteering Outside the Classrooms:

- Keeping the gates closed for the children's protection
- Interacting with the children on the playground
- Picking up any toys around the playground and putting them away
- Trimming the vines from the fence or other gardening
- Helping with office tasks
- Teaching Sports Activities

## Volunteering with Multi-Cultural Items:

- Provide expertise for a food experience
- Sharing multi-cultural clothes for dress-up
- Sharing magazines, CDs, or DVDs in different languages

**Volunteering for Special Events:**

Transition to Kindergarten Activities  
Thanksgiving Dinner / Volunteer Banquet  
Muffins with Mom / Donuts with Dad / Pastries with Parents  
Grandparent's Day / Community Awareness Day / Multicultural Day  
Field Trips / In-house field trips  
Arkansas Children's Week / Head Start Awareness Week / Red Ribbon Week

**Volunteering at Home:**

Call parents to remind them about parent meetings  
Making an "About Me" poster to share with the class  
Cut out laminated items  
Prepare supplies for art projects  
Home tasks

**Volunteering to help with Nutrition:**

Help with classroom food experiences  
Help clean & put-up chairs after lunch  
Set up Nutrition displays  
Eat lunch with your child's class  
Help serve and clean up breakfast  
Eat Breakfast with your child's class  
Set up and/or clean up snack  
Help with the Back-Pack program



# Head Start Calendar 2022-2023 Program Year\*

NOTE: *\*Please be advised that the above calendar is subject to change throughout the year.*



Monday - Friday, August 1-5, 2022	Pre-Service Staff Development – No School
Monday - Thursday, August 8-11, 2022	Pre-Service Staff Development – No School
Friday, August 12, 2022	Summer Team Building Activity – No School
Monday, August 15, 2022	Open House (10:00-6:00)
Tuesday, August 16, 2022	Pre-Service Staff Development – No School
Wednesday - Thursday, August 17-18, 2022	Fall Home Visits - No School
Friday, August 19, 2022	Pre-Service Staff Development – No School
Monday, August 22, 2022	Head Start Students' First Day
Monday, September 5, 2022	Centers Closed for Labor Day
Monday, October 10, 2022	Summer Team Building Activity – No School
Friday, November 11, 2022	Parent Teacher Conferences – No School
Monday - Tuesday, November 21-22, 2022	Fall Staff Development – No School
Wednesday - Friday, November 23-25, 2022	Centers Closed for Fall Holiday
Friday, December 2, 2022	Make-up Fall Home Visits - No School
Monday - Wednesday, December 19-21, 2022	Winter Staff Development – No School
Thursday, December 22, 2022	Winter Team Building Activity - No School
Friday, Dec. 23 & Monday, Dec. 26, 2022	Centers Closed for Winter Holiday
Tuesday-Wednesday - Dec. 27-28, 2022	Winter Staff Development – No School
Thursday - Friday, December 29-30, 2022	Spring Home Visits – No School
Monday, January 2, 2023	Centers Closed for New Year's Day
Tuesday, January 3, 2023	Head Start Students Return
Monday, January 16, 2023	Centers Closed for Martin Luther King Jr. Day
Friday, February 17, 2023	Parent Teacher Conferences – No School
Monday, February 20, 2023	Centers Closed for Presidents' Day
Monday - Friday, March 20-24, 2023	Spring Break Staff Development – No School
Friday, April 7, 2023	Centers Closed for Spring Holiday
Friday, April 21, 2023	Make-up Spring Home Visits - No School
Friday, May 12, 2023	Head Start Students' Last Day
Monday, May 15, 2023	Transition Activity - No School
Tuesday - Thursday, May 16-18, 2023	Summer Staff Development – No School
Friday, May 19, 2023	Summer Team Building Activity – No School







## Early Head Start Calendar 2022-2023 Program Year\*

NOTE: *\*Please be advised that the above calendar is subject to change throughout the year.*

Friday, June 3, 2022	Staff Development – No School
Friday, July 1, 2022	Staff Development – No School
Monday, July 4, 2022	Centers Closed for Independence Day
Monday - Friday, August 1-5, 2022	Pre-Service Staff Development – No School
Friday, August 12, 2022	Summer Team Building Activity – No School
Monday, August 15, 2022	Open House (10:00-6:00)
Friday, September 2, 2022	Staff Development – No School
Monday, September 5, 2022	Centers Closed for Labor Day
Monday, October 10, 2022	Summer Team Building Activity - No School
Monday, October 17, 2022	Fall Home Visits – No School
Friday, November 11, 2022	Parent Teacher Conferences – No School
Monday - Tuesday, November 21-22, 2022	Fall Staff Development – No School
Wednesday - Friday, November 23-25, 2022	Centers Closed for Fall Holiday
Monday - Wednesday, December 19-21, 2022	Winter Staff Development – No School
Thursday, December 22, 2022	Winter Team Building Activity - No School
Friday, Dec. 23 & Monday, Dec. 26, 2022	Centers Closed for Winter Holiday
Monday, January 2, 2023	Centers Closed for New Year's Day
Monday, January 16, 2023	Centers Closed for Martin Luther King Jr. Day
Monday, January 30, 2023	Staff Development – No School
Friday, February 17, 2023	Spring Home Visits – No School
Monday, February 20, 2023	Centers Closed for Presidents' Day
Monday, February 27, 2023	Staff Development – No School
Monday - Friday, March 20-24, 2023	Spring Break Staff Development – No School
Friday, April 7, 2023	Centers Closed for Spring Holiday
Friday, April 21, 2023	Parent Teacher Conferences – No School
Monday, April 24, 2023	Staff Development – No School
Friday, May 19, 2023	Summer Team Building Activity – No School
Monday, May 29, 2023	Centers Closed for Memorial Day

