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YOUR CHILD'S HEAD START CENTER INFORMATION

Center Name _____

Center Address _____

Center Phone # _____

Teachers' Names _____

Class Schedule _____

Class Time _____

Bus Driver's Name _____

Pick-up Time _____ Return time _____

**Other program information can be obtained by calling
the main office at 334-8350.**

LOCATIONS AND HOURS OF OPERATION

Arlington	1320 Arlington Park Drive Bloomington, IN 47404	AM $\frac{1}{2}$ day class 9:00-12:30, Tues-Fri PM $\frac{1}{2}$ day class 12:30-4:00, Tues-Fri	Program Year	335-3641
Broadview	705 W. Coolidge Dr Bloomington, IN 47403	AM $\frac{1}{2}$ day class 8:30-12:00, Mon- Fri PM $\frac{1}{2}$ day class 12:00-3:30, Tue-Fri	Program Year	330-7731 x 42121
Edgewood Early Childhood Center (EECC)	8045 W. St. Rd. 46 Ellettsville, IN 47429	AM $\frac{1}{2}$ day class 8:30-12:00, Tues-Fri	Program Year	876-6325
Fairview School	627 West Eighth Street Bloomington, IN 47404	FV $1\frac{1}{2}$ day class 8:30-2:00, Tues-Fri FV $2\frac{1}{2}$ day class 10:00-3:30, Tues-Fri	Program Year	330-7732
Grandview School	2300 S Endwright Rd Bloomington, IN 47403	6 hour class 8:00-2:00 Tues-Fri	Program Year	825-3009x 256
Lakeview School	9090 S. Strain Ridge Rd Bloomington, IN 47401	6 hour class 9:00-3:00, Mon-Fri	Program Year	824-9449
Jack's Defeat Creek	5015 W. St Rd. 46 Suite P Ellettsville, IN 47429	Extended Day class 7:30-5:30, Mon- Fri	Full Year	
Lindbergh	1502 W 15 th Street Bloomington, IN 47404	Extended day class 7-5:30, Mon-Fri 6 hour class 9:00-3:00, Mon-Fri 6 hour class 8:00-2:00, Mon-Fri 6 hour class 9:30-3:30, Mon-Fri	Full Year	334-8350
St Paul United Methodist Church	4201 W. 3 rd Street Bloomington, IN 47404	6 hour class 9:00-3:00, Tues-Fri	Program Year	332-4191x12
Templeton School	1400 Brenda Lane Bloomington, IN 47401	AM $\frac{1}{2}$ day class 12:00-3:30, Tues-Fri	Program Year	330-7735 x 41317
Walnut Woods	1709 S. Park Avenue Bloomington, IN 47401	6 hour class-9:30-3:30, Mon-Fri	Full Year	335-3664

WELCOME TO HEAD START!



Shirley Stumpner, Head Start Director
334-8350x244 Shirley@insccap.org

We are looking forward to getting to know you and your children this year.

Head Start is a place for families to learn and grow with people who care about them. We know that you are your child's first and most important teacher. That is why it is important for you to be a part of the Head Start program. You can make Head Start better by sharing your time, energy and ideas.

Head Start staff and volunteers respect the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.

We work hard to provide programming that meets the national and state standards, to provide the best staff to serve you and your child, and we listen to parents to meet the needs of families enrolled in the program.

Head Start is a complex, constantly changing program. Commitment to providing the best possible services to families is one of our most important goals. If you have questions, ideas or concerns about the program, please feel free to call any staff member-including me!

You are always welcome at Head Start. Some of the most rewarding ways you can be involved with your child's education is to attend parent meetings, volunteer in the classroom, family nights or become a member of the Council of Involved Families.

This Agency agrees that, in the performance of its services, it will not, on the grounds of race, color, sex, creed, disability or national origin, exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination under any activity for which the agency receives financial assistance under the Public Services Funding Agreement.

FAMILY SERVICES



Monica Miley-Family Services Coordinator

334-8350x215 family@insccap.org

The Family Services staff recruit and enroll all Head Start children and place children in classes. We process transfers from one class to another or send children's records to other Head Start programs if you move out of Monroe County. We make sure all Head Start children participate in the free meal program. For families who are not on a bus route and are struggling with transportation issues please contact your Teacher or Family Services advocate for assistance.

The Family Services staff helps families get connected to resources in the community, including mental health. Family Services is the lead component that helps families make the change from Head Start to kindergarten when that time comes, coordinating with Education, Special Needs and Parent Involvement staff.

We are here to help you get the services you need according to your interests. We will also be around to see that there is follow-up support for your family to be sure services are delivered.

Head Start is here to work with your family to help you achieve the goals you set for yourself. Your child's teacher or a Family Advocate will meet with you early in the school year to talk about your goals for your family. The Family Advocate will then assist you, as needed, in reaching your goals.

The Family Services Coordinator also handles all situations that have to do with any known or suspected child abuse and neglect. Please read our policy on Child Abuse and Neglect for more information.

EDUCATION

Education Coordinator

334-8350x247

Head Start wants to help children become independent, self-confident and enthusiastic learners. We encourage children to be active, explore, create, test their ideas and think for themselves. The classroom environment, daily schedule, interaction with your child, and toys and materials are designed to meet the goals of our curriculum, which is the "Creative Curriculum." We believe this curriculum design gives your child a successful start in school.

The Creative Curriculum works best when teachers and parents share their knowledge. Your knowledge of your child, your daily routines and the way you talk with your child makes a difference in how they think and feel about themselves. Teachers and parents working together with the children help influence the kind of people they will become.

When you visit the classroom, you will see children playing. We understand how important play is to the development of young children. We support your child's development through play. We listen to and talk with them teach how to communicate. We encourage them to be creative, solve problems, and to think for themselves.

Sharing your knowledge with us about your child's interest, fears, patterns and past helps the teachers determine what your child is learning and how they are progressing. Working together both at school and home make a more consistent environment in which your child can and will learn. The more consistent adults are, the more secure your child will feel.

Head Start does not use punishment as a way to correct unacceptable behavior (see Child Discipline Policy). We use praise, redirection and affection, as we believe every child has the right to a positive school experience. Your child should feel safe and secure in our environment and understand our discipline methods are shared-learning experiences.

SPECIAL NEEDS



Barb Hefty-Jones, Special Needs Coordinator

334-8350x213 Specnds@insccap.org

An important part of the education program is working with children with special needs and their families. In our program, children with special needs can include those with communication, visual, hearing, physical, mental or emotional disabilities. The school systems (MCCSC & RBB) work with Head Start to provide therapy services for eligible children, free of charge. Written approval by the parent for any service is needed at each step. Our Special Needs Coordinator will guide you through these steps. Quick action for any special needs a child may have is very important at this age.

Parents should discuss concerns about their child's development with the teacher or the Special Needs Coordinator. If our program has concerns, the child's teacher or Special Needs Coordinator will discuss the possible need for further evaluating with you.

Concerns about a younger brother or sister's growth or development can be shared with your child's teacher or the Special Needs Coordinator also. We will help you get assistance through early intervention services.

Mental Health:

Sometimes we all need extra help when working with the social-emotional needs of children. Our staff help parents develop new ideas for specific behavior concerns as well as ways to strengthen discipline in the home using nurturing, supportive practices. We are teaching social emotional skills in all classrooms using a curriculum named Second Step. This curriculum presents 25 lessons on identifying feelings, managing emotions and problem-solving. Parents will receive letters during the year that share information on classroom lessons and offer ideas for parents to use at home.

A mental health consultant is also available to parents and teachers to help with children's specific behavior concerns. The mental health consultant will meet with parents and/or teachers to develop ideas to support a child's social-emotional needs.

Our mental health consultant will be scheduled monthly at the main center and available at outlying sites as requested. To contact our mental health consultant, please call Barb Hefty-Jones at the above number/extension.

PARENT INVOLVEMENT



Bethany Terry, Parent Involvement Coordinator
334-8350x212 parent@insccap.org

As a parent, you are your child's first and best teacher. During your Head Start experience, staff will partner with you to support your child's growth and development. There are a variety of opportunities for parents to get involved with the Head Start program. Families are welcome to visit the classroom anytime. Your child will love it and realize you care about their education. Your ideas and suggestions are always welcome and are very important to us. They help us to plan activities that interest you. We want you to be involved in making decisions about the services that are offered at Head Start and want you to know how the program operates.

Here's what you can do to get involved:

Read the Head Start Newsletter: Each week you'll receive a newsletter that gives you information about upcoming Head Start activities, community information, and the menu for the week. This will keep you up-to-date on what's happening at Head Start.

Come to Parent & Family Activities: A variety of activities are planned that provide opportunities for parents and families to get involved. Some of the activities are strictly for fun!! Some are information/training related. Some are for the parent and some are for the whole family! We try to offer a wide variety and hope to see every family at sometime during the year. Most activities will take place at the Lindbergh site due to space limitations at the outlying sites. All families in all of our classes are invited to attend the events. Events include Family Nights, (may meet at Wonderlab for example) Hoosier Daddy's meetings (a father support group), some weekend events, and Parent Group Open Houses.

Volunteer: Please know that you are always welcome in your child's classroom. Parents are encouraged to volunteer as often as possible, and are always invited to attend field trips and special classroom events. If you want to help out but can't get to your child's classroom, ask your teacher if there is anything you can help with from home. Your time and energy is always appreciated!

**PARENTS AS DECISION MAKERS!!
BE INVOLVED-BE EMPOWERED**

PARENT COMMITTEE MEETINGS at your child's site- These are very important meetings. You will have the opportunity to meet with other parents at your site several times during the year. Each of these meetings will have a "theme" with some fun activities for your enjoyment. These are called Parent Group/ Open House meetings. They provide an opportunity for parents at your site to get to know each other, discuss issues/concerns/special events/information related to your Head Start site only. You may want to discuss a special holiday activity, a field trip, fund raising for materials or playground equipment or having a "room parent", (a parent who calls others with information about their class or site.) This is an opportunity for parents to have ownership of their site and get involved in their child's education. It's a great way to learn more about the Head Start program and what it can offer you.

COUNCIL OF INVOLVED FAMILIES (CIF) - The CIF is a group of parents and community members who meet each month to make decisions about Head Start. We talk about the budget, buses, meals, new sites, hiring of staff, policies and procedures and other things that affect the services we provide to families. Every Head Start parent is welcome to join the CIF. No experience or special skills are needed to be a member-just the desire to be involved in your child's education.

We meet once a month currently on the third Monday of the month from 6:00-8:00p.m. We provide childcare and can help with transportation if needed. We must have at least one parent from every Head Start class attend these meetings. The most important things you can bring to these meetings are your ideas and willingness to be involved. We have a lot of fun too! We always provide snacks/food and door prizes as a thank you to those who choose to be involved. It's one night a month with free childcare and an opportunity to talk about one of the most important topics for parents- your child's education!

Watch the weekly newsletter for upcoming meetings. Call 334-8350x212 for more information!

HEALTH AND NUTRITION



Shelly Powell, Health Services Coordinator

334-8350x214 nurse@insccap.org

At Head Start we believe that a child must be healthy in order to learn. We also believe that all children have a right to complete health care. We will work together with you to ensure your child is up to date on all age specific preventative health and dental care. We will provide or help you obtain all age related screenings including vision, hearing, hemoglobin (iron blood test), lead testing and blood pressure. You will be asked to provide Head Start with a current physical, dental, and immunization record. These exams are very important and must be done to comply with Head Start regulations. Together we will help you understand the results of the exams and screenings and obtain any needed follow-up treatment.

Head Start participates in the Child and Adult Food Program (CACFP), a federally funded program that helps to fund part of our meals. Following these guidelines ensures your child receives well-balanced and nutritional meals and snacks while at school. Mealtime should be an enjoyable experience for all children. Head Start does not use food as a reward or punishment. We do encourage children to taste the food on their plates however, we do not believe in forcing a child to eat.

If your child cannot eat a particular food for health reasons, be sure to let the Health Coordinator know. A doctor's note will be needed stating the food your child should not have. We do honor food preferences such as vegetarian diets or preferences based on religious beliefs. Please contact the Health Coordinator to discuss special diets.

We know how important your child's health is to you. Navigating the Healthcare systems can sometimes be confusing. The Health Services staff of Head Start is here to help you understand and obtain all of your healthcare needs. Please do not hesitate to call with any questions or concerns.

Meals - - CACFP approved sites follow meal requirements established by USDA.

Breakfast

Milk
Fruit or Vegetable
Grains or Bread

Lunch

Milk
Meat or meat alternative
Grains or bread
Two different servings of fruit
or vegetables

Snacks (Two of the four groups:)

Milk
Meat or meat alternative
Grains or bread
Fruit or Vegetable

TRANSPORTATION



Kathy Potts, Transportation Coordinator

334-8350x216 bus@insccap.org

Head Start provides transportation for field trips and screenings for your child. We also provide limited bus service for routes. For families who are not on a bus route and are struggling with transportation issues please contact your Teacher or Family Advocate for assistance.

Each bus is equipped with two-way radios, child safety restraints, and seat belts. Our drivers and monitors are trained in first aid, CPR, safe driving techniques, danger zone and pedestrian safety. Our drivers also have a Commercial Driver's Licenses (CDL) with a School Bus (S) and Passenger "P" endorsements. They also have a Bus Driver Certification.

Contact us at 334-8350, ext. 209 if your child will not be riding the bus to or from class. If your child is in the morning class, call by 7:00 AM. If they are in the afternoon class call by 10:30 AM. If possible, please call the day before to report absences. You can leave a message at any time on our voice mail.

You have also received a coloring book for your child. One of our goals in transportation is to work side by side with the caregivers of the children so, together; we can educate the children on the danger zones around the bus, pedestrian safety, and other safety practices. All of these safety practices are in their coloring book. Please take some time to review these with your child.

It is a shared responsibility, between Head Start staff and the parents/caregivers of the children, to insure the safe and timely transporting of the children. Please help us by following these procedures:

The parent or authorized adult MUST walk the child to and from the bus. We may request your help buckling the child into the safety seat. If there are special circumstances that may prohibit you from walking to the bus, you may contact the Transportation Coordinator to discuss other arrangements.

You or another person listed on the emergency card must be at the home to meet your child when the bus returns. We can only release your child to persons listed on the emergency card. Please make sure your child's emergency card is up to date. If we are unsure of the person who comes to the bus, we will require identification. Please let all person's listed on the card know we will require the identification.

All changes to the emergency cards and the adding of new people to the card must be in writing and given directly to a staff person. We will not accept phone calls requesting that we release to anyone not already on the card.

In order to pick up as many children as possible and to not block traffic with our buses, we will only be able to wait one minute at your home. Please have coats, hats, backpacks, etc. on the child before the bus arrives.

Space permitting, parents are welcome to ride the bus. Please contact the Transportation Coordinator, Transportation Assistant Missy Kirkman or your Bus Driver or Monitor if you have any questions. 11



South Central Community Action Programs

Head Start is just one of many SCCAP programs!
Call 339-3447 to find out if you are eligible for:

WEATHERIZATION

Provides furnace inspections and energy audits for renters and homeowners. SCCAP can provide insulation and other services to help reduce your energy bill.

SECTION 8 HOUSING

Vouchers assist very low income households with safe and sanitary housing. Rent will be subsidized based on income.

ENERGY ASSISTANCE

Helps with the high costs of winter heating and summer cooling. Emergency assistance is available for those in danger of being disconnected.

CIRCLES

Offers a 15 week training "*Getting Ahead in a Just Getting By World.*" Weekly meetings and Circle Allies can help you increase your educational, financial, and social resources while building friendships and social networks.

INDIVIDUAL DEVELOPMENT ACCOUNTS

Develop a savings plan with matching funds to meet your goals of buying a home, starting a business, or going back to school.

FAMILY DEVELOPMENT/ SELF SUFFICIENCY

Case managers work with families to develop family goals and establish priorities. They provide support and resources to help you meet your goals.

AFFORDABLE RENTAL HOUSING

SCCAP has 3 rental units in the city of Bloomington that are rented at lower costs to families who are at or below 50% of income guidelines.

**HEAD START
POLICIES
&
PROCEDURES**

ATTENDANCE POLICY

Regular attendance is very important. Please communicate with your child's teacher if they will be absent that day so that we do not include them in our meal count. Head Start has to cover the cost of the meals we order even if your child does not attend class. You can help us lower our food costs by communicating with your child's teacher about their attendance.

If your child is ill or cannot come on a specific day, you **must** call your child's site. Please explain why your child is out and how long you expect they will be out.

- If your child is out for two days or more and we haven't heard from you, we will contact you.
- If your child has been absent for four days in a row, you may be asked to provide a doctor's note if it is for medical reasons.
- Your child will be dropped from classes if they are absent for six consecutive days and you have not contacted us. Your child may also be dropped if he/she has chronic absences.

Unfortunately we cannot always hold places for children who are absent from class for long periods of time. If your child needs to be absent for more than two weeks you need to speak with your child's teacher. You may also be asked to create an attendance agreement if your child is having too many absences. A determination will be made about whether your child's place can be held or not.

LATE ARRIVALS

Half-Day classes- Children in half-day classes must arrive no later than one-half hour after class begins. Parents must call to let the teachers know that their child will arrive late. If the child rides a Head Start bus, the Transportation department must also be informed that the child will not be riding that morning. Parents who drive their children to school, must walk them into the classroom.

Full Day classes- Arrival and departure times for children in Full Day classes will be negotiated with each parent according to their need for child care. Parents of children in Full Day classes must call to let the teachers know if their child will arrive or depart at a time other than their usual time.

LATE DEPARTURES

A late policy is in place for the well being of all our children. If you will be unable to pick your child up on time, please contact someone on your emergency card to make arrangements to pick your child up. If you are unable to send someone else, you must notify the center that you will be late.

If your child is not picked up by your normal pick up time, and we have not heard from you, the center staff will begin calling the people on your emergency card to make arrangements to pick your child up. If we cannot reach anyone on your emergency card and we have not heard from you one hour past your normal pick up time, the staff will contact Child Protective Services.

BIRTHDAYS



All children in the classroom will have their birthday celebrated. Please talk with your child's teacher to find out how birthdays are celebrated in their classroom. We ask that you do not bring any food into the classroom.

CONFIDENTIALITY POLICY

Staff does not share information about Head Start families outside of SCCAP Head Start without the parent's permission. Your written permission must be given before any information can be collected from or released to other agencies or programs. Information is shared among Head Start staff on an as needed basis. The Permission to Collect and Release Information form is the written permission form that parents/guardians sign so Head Start can collect and release information about their children/family.

As a visitor and/or volunteer at Head Start, you will come to know information about other Head Start families. As part of the intake procedure, you signed a Parent Agreement form, which states that you will not discuss information about other Head Start families outside of Head Start unless you have the parent's permission.

PARENTS RIGHT TO INFORMATION

Parents may review their child's file at any time. Please contact the Family Services Coordinator to set up a time if you wish to do so.

CHILD ABUSE AND NEGLECT POLICY

Head Start is an advocate for the care and protection of children. Indiana Law requires that anyone having a reason to believe that a child is the victim of abuse or neglect must report it to Child Protection Services, Department of Child Services, or the appropriate law enforcement agency. If you need to report child abuse, please call 1-800-800-5556.

Head Start's primary goal is to work with children and their families. We call in reports to Child Protective Services not only because it is the law, but also because if we do, families will be able to receive the help they need. In all cases, we make no judgment about the possible occurrence of abuse or neglect; we leave that determination to Child Protective Services. If you ever have any questions regarding this policy, please feel free to call the center.

We value the families in our program. We do recognize that being a parent is difficult with a lot of pressure and few easy answers. We encourage parents to reach out for assistance before a problem gets out of hand. We can help you get assistance with parenting issues, such as child behavior management and dealing with stress.

CHILD DISCIPLINE PROCEDURE



The Head Start program is based on encouraging good self-concept in children. The Child Discipline Procedure for this program is aimed at increasing a child's problem-solving skills, understanding of cause and effect, increasing the knowledge of his/her feelings, and promoting self-discipline. When it is necessary to intervene in a child's behavior, redirection is the first technique used.

No spanking or any form of physical restraints will be permitted. Verbal abusive threats will not be used with children. Non-staff members will provide redirection for children who are having behavior issues. If discipline is necessary it will be provided by Head Start staff.

It is the responsibility of all staff to be considerate and concerned for the children, realizing that difficult behaviors can often reflect more than the immediate situation. Staff will attempt to determine the causes for the behavior. More importantly, if a child is experiencing behavior problems in any classroom situation, it is the staff person's responsibility to inform the parent and consult with other staff members as needed.

Child discipline procedure continued...

If an inappropriate behavior continues, the following steps will be taken.

Step 1- Use positive, but firm terms and tones. When a child complies with the redirection, the child is praised and given an explanation as to why the behavior was not a choice. The teacher will acknowledge the child's feelings and help the child express them in an appropriate manner.

Step 2- If the inappropriate behavior persists, the child must then be firmly informed of the consequences of continuing the behavior and the consequences must be carried out. It is important for the teacher to maintain consistency in the system of consequences for inappropriate behavior.

Step 3- If the child is out of control or any child is in physical danger, appropriate physical restraint or removal from the classroom may be necessary. If the child is removed from the classroom, the adult supervising the child will talk to the child in a kind, but firm manner. When the child has calmed down, it is important to talk to the child about why their behavior was unacceptable.

The key to all discipline is to treat the child as a person. Adults must think carefully about the statements they make, so the positive self-concept of the child is reinforced.

The *Second Step Anti-Violence Curriculum* is used in all Head Start classrooms to teach feeling identification, empathy, positive problem solving, and ways to calm down.

All efforts are made to serve all children enrolled in Head Start. If a child poses a direct threat to the health or safety of others at any time and efforts to modify the behaviors have not been effective, the child may be offered alternative programming.

COMMUNITY COMPLAINT/APPEAL PROCEDURE

If an individual or agency in the community has a concern about SCCAP Head Start or feels he/she has been discriminated against in any way, the following steps are to be taken:

Step 1- Discuss the situation with the appropriate coordinator to discuss the issue. If the situation is not satisfactorily resolved, go to step 2.

Step 2- Write a letter to the Head Start Director:

- Shirley Stumpner, Head Start Director, 1502 W. 15th Street, Bloomington, IN 47404

- A. Director will give a copy of the letter to the Head Start Council of Involved Families Chairperson and SCCAP Executive Director: Todd Lare
- B. Within 5 working days of receiving a letter, the Director will attempt to come to a resolution and contact the concerned party.

*If the concern is in reference to Director, the written letter is to be sent to:

- Todd Lare, Executive Director, South Central Community Action Program, 1500 W. 15th Street, Bloomington, IN 47404

If situation is not satisfactorily resolved, go to step 3,

Step 3- A written appeal is registered with the Head Start Council of Involved Families Chairperson.

- A. The Council Chairperson will,
 - 1) conduct a Council meeting within 15 calendar days of receiving the complaint,
 - 2) inform the SCCAP Executive Director of the pending meeting,
 - 3) inform the Head Start Director or designee,
 - 4) inform the complainant.
- B. At the Council meeting the parties will present their perspectives of the situation.
- C. In a closed session the Council will evaluate the situation and, if possible, reach a consensus on action to be taken
- D. The Council Chairperson will inform parties of the decision within five days of the hearing.
If parties are not satisfied with the results of the hearing, go to step 4.



Step 4- A letter or appeal is written to the SCCAP Executive Director:

Todd Lare, Executive Director, South Central Community Action Program,
1500 W. 15th Street, Bloomington, IN

- The agency appeal process is followed.

DISCRIMINATION POLICY

This Agency agrees that, in performance of its services, including participation in the free meal program, it will not, on the grounds of race, color, gender, age, disability or national origin, exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination under any activity for which the Agency receives financial assistance under the Public Services Funding Agreement or the Child and Adult Care Food Program. If you feel you or your child has been discriminated against please report the incident to your child's teacher, Monica Miley, (Family Services Coordinator) or Shirley Stumpner, Head Start Director. They will assist you in making a discrimination claim so the issue can be resolved.

PROGRAM OPTION-EXTENDED DAY (FULL DAY)

Our Head Start program is only funded for part day services. There is a fee for the extended day portion to cover staff costs for a longer day. The fee is based on your income and must be paid weekly. We do accept CCDF/CASY vouchers and can assist you with the completion of the application.

Placements in full day classes (those longer than six hours) are given to children whose parents are employed and/or enrolled in school. Exceptions will be made on a case by case basis. If the child and family no longer need a full day placement, they may be moved into a half day or six hour classroom.



HOME VISIT POLICY

A home visit by your child's assigned teacher or support person should take place if at all possible before your child attends class. At the very least a parent must meet their child's teacher before his/her first day of class. Full Day teachers will make every effort to visit each child in their home prior to the child's starting date. Head Start regulations require us to have additional home visits during the year. Your child's teacher will work with you to schedule the visits at a convenient time.

NAP TIME PROCEDURE

All children in full day classes will be provided a rest time some time after lunch. A short transition activity (approximately 30 minutes) between lunch and rest time would be appropriate. After 30 minutes of rest time, those children not sleeping will be provided alternate activities. At the end of rest time, children will be gently awakened and offered a snack.

PICK UP AUTHORIZATION POLICY



For each child's protection, the only people authorized to pick up a child are those listed by the parent/guardian on the emergency card. If a child is to be released to anyone other than person(s) listed, a note authorizing pick up must be given to the teacher prior to pick up time. In cases of last minute changes, a telephone call to the office will be acceptable. Staff may request proof of identification to anyone unknown.

Head Start will need prior approval to release a child to anyone under the age of 18.

Head Start staff has the right to refuse the release of a child if the individual appears to be under the influence of drugs or alcohol. The presence of alcohol or illegal substances will not be allowed on any Head Start property.

SEND CHILDREN IN PLAY CLOTHES!!



We want children to have fun and be able to use all the materials. Dress them in clothes that they can get dirty. Remember, children will be playing outside unless the weather is very bad. Send them in appropriate outerwear for the weather (coats, gloves, hats, etc). Closed-toed shoes, such as tennis shoes are best. Sandals and flip-flops can allow children's feet to be injured.

SCHOOL CLOSING POLICY



In the event of bad weather, Head Start may close. Some factors that we look at to determine closings are temperature and road conditions. Head Start closings will be announced on local radio station 97WB/FM. You can also call 334-8350x227 for updated school closing. Snow days are built into the calendar so that we meet Head Start guidelines for the number of days in session. If MCCSC extends their school year due to weather, our school year programs may also extend.

FIELD TRIPS

Classrooms have the opportunity to take field trips or have guest speakers come into the classroom on a regular basis throughout the year. Parents will be informed of field trips prior to the day of the event through various means of communication including the newsletter. The adult child ratio will be 5 children to 1 adult for 4 & 5 year olds, and 3 children to 1 adult if there are 3 year olds. Trips may be cancelled if the correct number of adults cannot be met. This is a great chance for parent involvement! Ask your child's teacher about volunteering your time to join in on a field trip, parents are always welcome.

HEALTH POLICIES

ACCIDENT POLICY

Minor injury- If a child has a minor injury, the teacher will take care of it and tell the parent/guardian.

Injury requiring medical attention-If an accident occurs that needs medical attention, like a cut that needs stitches, the teacher will call the parent/guardian immediately. Then the parent/guardian can take the child to the doctor.

Injury/medical emergency- If an emergency occurs, the staff will support the child, give what first aid they can and call 911. Then the parents will be called. It is up to the paramedics to decide what treatment is needed. If needed, the child will be transported to Bloomington Hospital Emergency Room.

ILLNESS POLICY

Any child not well enough to participate in all activities, including outdoor/water play, needs to stay home until he/she feels well enough to participate in classroom activities. Please keep your child home for the following signs of illness:

- If your child is on an antibiotic, child must be on it for 24 hours before returning to school
- Fever
- Vomiting or diarrhea
(children may return 24 hours after the last episode of fever, vomiting or diarrhea occurs without any medication)
- Unexplained rash
- Bad cough or cold
- Drainage from the eyes or ears
- A change in the way your child acts

If your child develops any of these signs of illness while at school, you will be called to pick up your child. If you cannot be reached, an emergency contact will be called to pick your child up.

IMMUNIZATION POLICY

All children must have their immunizations up to date. This is a state law. The Health Services staff will tell you if an immunization is due. They will help you with any information you need. If you receive a note saying your child needs an immunization, get it done as soon as possible. Head Start will need verification that the child has been immunized. Please bring their immunization record in to be copied or have your doctor send or fax a note that the child has been immunized.

LICE POLICY

All children will be checked for head lice each day as they arrive in class. If your child has lice, he/she must be treated at home with special shampoo before the child can return to class. Children must be re-checked to return to school by their teacher or the Health Coordinator.

MEDICATION ADMINISTRATION POLICY

If your child needs to take medicine at school, the following information is needed before Head Start staff can give medication:

A signed note from the parent/guardian giving permission to the staff to give your child medication. The note must include:

- _ The name of the medication
- _ The exact amount to be given
- _ The time it is to be given
- _ The reason for the medication

The medication must have a pharmacy label on it. The label must include:

- _ The child's name
- _ The doctor's name
- _ The date the prescription was filled
- _ The dose to be given
- _ How often it should be given

Head Start staff cannot give over-the-counter medication unless your child's doctor sends a note stating what medication can be given and the dose.





Opportunities for you to learn more about your child's school:

GET INVOLVED!!

- Volunteer in the classroom
- Attend a Parent Committee meeting at your child's Head Start site- this is a great opportunity to meet other parents and talk about your ideas and concerns at your child's Head Start site.
- Become a Council of Involved Families (CIF) member- meet once a month with other parents and community members to make decisions about Head Start.

WE MUST HAVE AT LEAST ONE PARENT REPRESENTATIVE FROM EACH HEAD START CLASS

Join the CIF - so each class will be represented equally!! If you think you may be interested, attend the September meeting-no obligations-just come and see what a meeting is like. The Parent Committee will have the opportunity to vote on CIF representatives at Parent Group Open House in October.

Upcoming Events
October

Parent Group/Open House	This month -see newsletter for details	
SCCAP Board	October 4	7:00pm
Council of Involved Families Training	October 23	10:00am
Classes Closed	October 28 & 29	In-Service

SCHOOL BUSES ARE THE SAFEST WAY TO GET TO SCHOOL

School buses are nearly 8 times safer than passenger vehicles. However, children must take care when boarding or leaving the bus. On average 14 school-age passengers are killed in or around the school bus each year. Most are killed getting on and off the bus. Most of those are children, five to seven years old. They are hit in the danger zone around the bus, either by a passing vehicle or by the school bus itself. It is illegal for a vehicle to pass a bus with its red light flashing.

Young children are most likely to be hit because they:

- * hurry to get on or off the bus
- * act before they think and have little experience with traffic
- * assume motorists will see them and will wait for them to cross
- * don't always stay within the bus driver's sight
- * drop something as they get off the bus and run into the path of the bus to pick it up



SAFETY STEPS YOU CAN TAKE:

- Teach your child to ask the driver for help if he/she drops something near the bus. If a child bends down to pick up something, the driver cannot see him/her and the child may be hit by the bus. Have your child use a backpack or book bag to keep loose items together.
- Make sure clothing and backpacks have no loose drawstrings or long straps, to get caught in the handrail or bus door.
- Encourage safe school bus loading and unloading with your child.
- Teach your child about the danger zones. The Danger Zone is the area on all sides of the bus where children are in the most danger of being hit. Children should stay ten feet away from the bus (or as far away as they can) and never go behind it. They should take five giant steps (10 for the little ones) in front of the bus before crossing, so they can be seen by the driver.
- Teach your child about pedestrian safety and the importance of walking with an adult to and from the bus and at other times when vehicles are around.
- Children need to be constantly reminded of the safety rules. Teach by example. Use every opportunity to teach and remind them about safety practices. Together, Head Start and parents can work to train children in safe practices.

Upcoming Events November

Council of Involved Families	November 15	6:00 PM
HS Closed except JDC and L3	November 24	In-service
HS Closed	November 25-26	Thanksgiving
Parent Conferences	This month	
Energy Assistance Program	Apply this month	339-3447

More About Head Start and Special Needs-



Head Start includes children of all abilities who will be...

- Learning in the company of their peers
- Sharing a classroom
- Developing social skills with other children
- Interacting with children who have a range of abilities
- Developing a better understanding and respect for all children

- Activities are carefully planned and chosen to respond to the interest, strengths and needs of all the children.
- The physical set-up of the classroom invites exploration and social interaction.
- Classroom materials are arranged so that they are accessible for all the children in the class.

Call the Special Needs Coordinator, Barb Hefty-Jones, at 334-8350x213 for more information about:

*Parent Rights *Evaluation Process *Sleep *Behavior *Toilet Training *Stress *ADHD * Developmental Concerns

Other Community Supports:

Healthy Families 961-2500

Supports families who are expecting a baby or have a newborn, up to 3 months old. Healthy Families supports and encourages parents by building on their own strengths.

First Steps 866-644-2454

Supports families with children from birth-3. They provide assessment and early intervention to children who may be experiencing developmental delays or disabilities.

Upcoming Events December		
SCCAP Board	December 6	7:00PM
Council of Involved Families	Not meeting this month	
HS Closed	December 20-Jan 3	Winter Break



While December is a time to celebrate, it is also a HUGE strain on the budget. Each year families overspend on gifts. Here are few inexpensive gift giving ideas:

- Anything homemade is a great idea. Sewing and beading is always fun and great for the fine motor skills.
- The Dollar Tree store has great ideas-paint sets, markers, crayons, paper and puzzles.
- Buy cheap candles (votives) and decorate them with tiny beads, shells, and ribbons melted on.
- Mini screwdriver sets are \$5.
- Books are always a great gift that last a lifetime.

Homemade wrapping papers using grocery store sacks with paint markers and stickers is a way save money and have fun.

Upcoming Events January

Parent Group /Open House	This month - see newsletter for details	
SCCAP Board	January 3	7:00pm
Classes Resume	January 4	
HS Closed	January 17	Martin Luther King Day
HS Closed except JDC and L3	January 18	In-Service
Council of Involved Families	January 10	6:00 PM

Tips to Beat the Winter Blues/Boredom

- ✿ Go for a bike ride or walk with the kids.
- ✿ Schedule playgroups with friends
- ✿ Check out pilates or yoga video from the library and do it with the kids.
- ✿ Eat yogurt to help boost your immune system to winter colds and flu.
- ✿ Keep energy levels up by eating healthy snacks like fruit, veggies, and cereal bars.
- ✿ Drink hot cocoa.
- ✿ Light some candles and tell stories.
- ✿ Go sledding.
- ✿ Make snow angels or footprints in the snow.
- ✿ Play board or card games.
- ✿ Snuggle up on the couch with a blanket and read.
- ✿ Write letters to friends you haven't seen in awhile.



Upcoming Events February

Parent Conferences	This month	
Behavior support Night	This month - see newsletter for details	
Winter Carnival	February 26	1:00-4:00 PM
Council of Involved Families	February 21	6:00 PM

February is Dental Health Month



How to care for the baby teeth, so the adult teeth will be stronger and last longer:

1. Start cleaning your baby's mouth early. Wipe the gums gently with a wet cloth each day. (no toothpaste)
2. When the baby teeth come in, you can use a soft baby tooth brush, or keep using a clean cloth.
3. As he/she grows, let your child learn to handle a toothbrush, but an adult needs to help with tooth brushing until the child is able to brush in a way that reaches the teeth.
4. Have all adults and other children brush their teeth at least 2 times a day.



Upcoming Events March

SCCAP Board	March 7	7:00 PM
HS Closed	March 14-18	Spring Break
Council of Involved Families	March 21	6:00 PM
Classes Resume	March 21	
Kindergarten Transition Night	March 31	6:00PM



Reading is Brain Food

Even though kids might be on summer break, continuing to read throughout the summer will keep them on track!

Ways that reading rituals can stimulate your child's learning development:

1. Create a special reading place- Make a comfortable spot for reading. Your child will associate reading as a pleasant experience if she is surrounded by things like a favorite blanket or toy.
2. Get close-Allow your child to sit close to you or on your lap. This helps a child relax and feel secure.
3. Find the right pace-Start with shorter reading sessions and increase them as you build up to longer sessions.
4. Act it out-Use different voices and sound effects as you read out loud. Act out the different characters. This makes the story more fun and helps improve listening skills.

Upcoming Events April

SCCAP Board Annual Meeting	April 4	7:00 PM
Council of Involved Families	April 18	6:00 PM
EECC Closed	April 22	

April is Child Abuse Prevention Month



The next time everyday pressures build to the point where you feel like lashing out- STOP! Try any of these simple alternatives:

- Ⓢ Stop spanking... people spank when they are mad, not because it is a logical consequence.
- Ⓢ Expect to have messes... children and messes go hand in hand.
- Ⓢ Take a deep breath... and another- you are the adult.
- Ⓢ Close your eyes and imagine you are hearing what your child is about to hear.
- Ⓢ Press your lips together and count to 10... or even 20.
- Ⓢ If someone can watch the children, leave the room or take a walk.
- Ⓢ Hug a pillow.
- Ⓢ Turn on some music.. and sing along.

Remember: Stress is a part of everyone's life. It's everyone's responsibility to learn to deal with it.

CARE LINE 1- 800- 244- 5373

Upcoming Events May

Please do not forget to sign your child up for kindergarten this month!

Parent Appreciation Night	May 10	6:00 PM
Council of Involved Families	May 16	6:00 PM
Parent Group/Open House	May 16-20	
1/2 Day Classes End	May 20	
Full Year Classes Closed	May 30-June 3	Clean up week



Start Planning for Summer Time

- Visit the public library often. Get a library card for your child. They can check out books, games, posters, movies, etc. Pick up a schedule of summer activities at the check out desk. (Reading with your child just 15 minutes a day will promote reading skills)
- Schedule play dates with friends, family, or neighbors.
- Limit TV , computer, and video game time. Too much media entertainment will over stimulate a child. Give children an opportunity to entertain themselves by providing sidewalk chalk, play dough, crayons, or homemade bubbles.



Bike Safety:

- *Wear a helmet
- *Make sure your bike has reflectors
- *Use hand signals
- *Use marked paths and safe areas
- *When riding in the street, always ride with an adult and go the same direction as traffic

Upcoming Events for June

Summer Classes Start	June 6	Full Year
SCCAP Board	June 6	7:00 PM
Council of Involved Families	June 20	6:00 PM
Energy Assistance	Sign up this month	339-3447

Male Role Models

Fatherhood is your chance to help shape the future for your child.

- Read to your child.
- Play ball with your child.
- Tell your child you love her/him.
- Encourage your child to ask questions and answer with short, simple explanations.
- Teach your child to be kind and honest.
- Draw with crayons.
- Go for walks.
- Examine bugs.
- Listen to music together.
- Ask your child about her/his day.
- Meet her/his friends.
- Encourage and compliment your child.
- Make things together.
- Teach your son or daughter how to do "hands on" jobs, like fixing the car or hammering.



Upcoming Events July

HS Closed	July 4	Holiday
Council of Involved Families	July 18	6:00 PM



Kindergarten, Here I Come!

Head Start can help with your child's transition to Kindergarten. Full Day Kindergarten classes fill up quickly, so early registration is important. If you have any questions about your child's Kindergarten registration, please call the Head Start main center at 334-8350

Registration Tips

- If you need Full Day Kindergarten, register as soon as possible. Not all schools offer full day Kindergarten and slots fill up quickly.
- Ask if you qualify for the Free and Reduced Lunch Program to cover Full Day fees.
- If you are moving over the summer, register your child BEFORE you move. You can transfer your registration to a new school once you have address verification.
- When you go to register, bring your child's birth certificate, immunization records, 2 forms of address verification, health insurance and emergency contacts

Getting Ready for School

- Establish a school time schedule. Make sure your bed times and meal times at home match what they will be experiencing in Kindergarten.
- Visit the school before the first day of class. Introduce your child to their teacher and take a tour.
- Make sure you know the names and numbers of school staff, including the classroom teacher, principal, school secretary and bus driver.
- Talk to your child to find out how they are feeling about starting school. Try to answer any questions they may have.

The Salvation Army offers free school supplies in August. Call 334-1366 for dates and details.

