

PACE COMMUNITY ACTION AGENCY

Head Start & Early Head Start Parent Handbook

2023-2024



Our Mission:

We provide support services that
improve the community and encourage self-reliance.



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CONTACT INFORMATION



School Addresses, Phone Numbers and Hours of Operation

Location	Address	Zip	Phone	Program	Hours (am-pm)
Bicknell	607 Pennsylvania Street, Bicknell	47512	812-735-3916	Head Start	7:45-2:30
Carlisle	204 W. Eaton Street, Carlisle	47838	812-398-3851 Ext 2410	Head Start	7:45-2:30
Linton	53 1st. St SE, Linton	47441	812-847-7687	Head Start	7:45-2:30
Vincennes	525 N. 4th Street, Vincennes	47591	812-882-7927	Head Start	7:45-2:30
Vincennes	525 N. 4th Street, Vincennes	47591	812-882-7927	Early Head Start	7:45-3:30
Washington	2103 Cosby Road, Washington	47501	812-254-6098	Head Start	7:45-2:30
Washington	2103 Cosby Road, Washington	47501	812-254-6098	Early Head Start	7:45-3:30

All classes are Monday thru Thursday only

Home Visitor Supervisors: Deb Reynolds and Billi Nicholas 812-882-7927



OTHER HELPFUL TELEPHONE NUMBERS

Police, Fire and Health Emergency	911
Child Abuse Hotline	1-800-800-5556
Poison Control Center	1-800-222-1222



**PACE Head Start & Early Head Start
2023-2024 School Calendar
Classes Operate Monday – Thursday**



Head Start 7:45 AM – 2:30 PM & Early Head Start 7:45 AM – 3:30 PM

	AUGUST '23							SEPTEMBER '23							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1st Staff Pre-Service Training															4th Labor Day – Agency Closed 28th Virtual Learning Day
3rd Staff Pre-Service Training			1	2	3	4	5						1	2	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
7th 1 st Day of class HS/EHS	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
	27	28	29	30	31			24	25	26	27	28	29		
	OCTOBER '23							NOVEMBER '23							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
9th Indigenous People's Day – Agency Closed	1	2	3	4	5	6	7				1	2	3	4	7th Election Day - Agency Closed 10th Veterans Day – Agency Closed 23rd/24th Thanksgiving Break – Agency Closed
26th Virtual Learning Day	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
	29	30	31					26	27	28	29	30			
	DECEMBER '23							JANUARY '24							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
25th/26th Christmas Break – Agency Closed						1	2		1	2	3	4	5	6	1st New Year's Day – Agency Closed 15th Martin Luther King Day – Agency Closed 25th Virtual Learning Day
27th-29th Part Year Staff on Break	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
	24	25	26	27	28	29	30	28	29	30	31				
	31														

To report an absence please call

Vincennes (812) 882-7927

Linton 1 (812) 847-7687

Carlisle (812) 847-2978 ext. 241

Bicknell (812) 735-3916

Washington (812) 254-6098

■ HS/EHS in session
 ■ Virtual Learning Days
 Classrooms not in session
 EHS only in session
 Spring Break
 Agency Closed



**PACE Head Start & Early Head Start
2023-2024 School Calendar
Classes Operate Monday – Thursday**



Head Start 7:45 AM – 2:30 PM & Early Head Start 7:45 AM – 3:30 PM

	FEBRUARY '24							MARCH '24							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
19th Presidents' Day - Agency Closed 22nd Virtual Learning Day					1	2	3						1	2	18th-21st Spring break Bicknell and Vincennes Washington, Linton, and Carlisle - In session 25th-28th Spring Break Washington, Linton, and Carlisle Vincennes and Bicknell - In session 29th Good Friday - Agency Closed
	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
	25	26	27	28	29			24	25	26	27	28	29	30	
							31								
25th Virtual Learning Day	APRIL '24							MAY '24							7th Election Day - Agency Closed 23rd Last Day for HS 24th Last Day for PY Staff 27th Memorial Day - Agency Closed
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
		1	2	3	4	5	6				1	2	3	4	
	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
21	22	23	24	25	26	27	19	20	21	22	23	24	25		
28	29	30					26	27	28	29	30	31			
19th Juneteenth Day - Agency Closed	JUNE '24							JULY '24							4th 4th of July - Agency Closed 18th Last Day for EHS
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
							1		1	2	3	4	5	6	
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	21	22	23	24	25	26	27		
23	24	25	26	27	28	29	28	29	30	31					
30															

Teachers and Associate Teachers return on 7/24/23.

Cooks, Kitchen Aides, Center Aides, Classroom Aides return on 7/31/23.

HS/EHS in session
 Virtual Learning Days
 Classrooms not in session
 EHS only in session
 Spring Break
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AGENCY OVERVIEW



Welcome to PACE Head Start / Early Head Start!

We are excited to have you join us for the new school year!
We look forward to working together to create a great experience for your family.

Our Mission: We provide support services that improve the community and encourage self-reliance.

Our Philosophy: Head Start is dedicated to providing high quality services to children, families and the community in a responsible and caring manner.

Kindergarten Readiness Skills

Below are listed the kindergarten readiness skills that we work on at Head Start with the children. These are things you can also work on at home with your child.

1. Follows limits and expectations
2. Takes care of own needs appropriately
3. Participates cooperatively with others
4. Uses hands and fingers to cut, draw, and manipulate objects
5. Uses words and sounds and is understood by most people.
6. Works independently
7. Identify if two words rhyme
8. Recognizes and names at least 10 letters, especially those in own name
9. Asks and answers questions about book read aloud
10. Writes first name correctly
11. Counts to 20
12. Will identify basic shapes



YOUR COMMITMENT

We ask that you be an active participant in exchange for our services through the following:

- Bring your child to school every day, on time, unless they are sick. If your child is sick please call us to let us know of the absence.
- Join and communicate via classroom messaging apps such as Learning Genie or Class Dojo.
- Take part in two Home Visits and two Parent Teacher Conferences during the school year.
- Attend Parent Events during the school year.
- Review all the information sent home by your child's Teacher/Family Specialist.
- Support what your child is learning at school by participating in at-home learning activities, including reading to them at least 15 minutes every day.
- Keep your contact information up-to-date so that you can be reached in case of an emergency and for program updates.
- Keep your emergency contacts and release authorizations (persons authorized to pick your child up from school) up to date.
- Keep your child's immunizations and well-child checkups current and on-file with us.
- Complete the program requirement of obtaining a physical for your child within thirty days of enrollment. We also ask that a dental exam is completed within ninety days of enrollment.
- Complete your Family Partnership Agreement to assess your family's strengths, set goals and to connect to resources.
- Complete home activities, monthly calendars, and reading logs with your child then return the forms to your child's teacher.
- Volunteer to assist in your child's classroom or with other school activities.

PARENTS AS PARTNERS

Family Specialists

Our Family Specialists can help you with your educational, career, and parenting goals in the Family Partnership Agreement. This partnership will help you work toward a great future for your family.

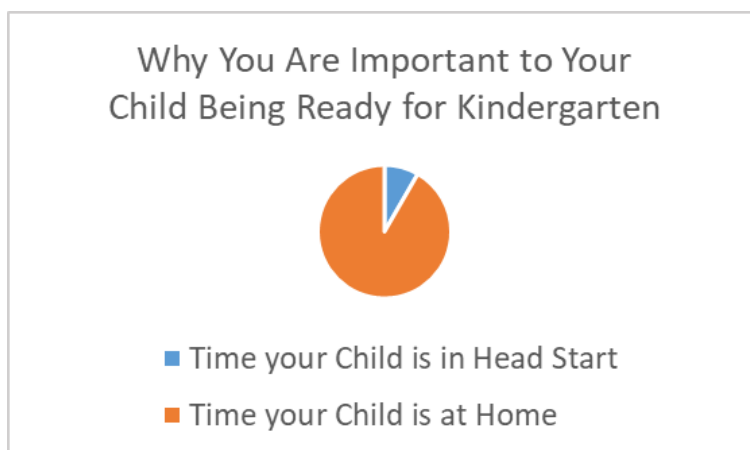
If your family experiences a crisis, your Family Specialist will connect you to community resources and other services. resource when you need help. through difficult times is im-



Family Specialists are your best We believe helping your family portant for success.

Home to School & School to Home

As a parent/guardian, you are your child's first teacher. It is important to share your knowledge with your child's classroom teacher and staff in order to work together to create appropriate learning goals for your child's specific needs. Children learn by reading, playing, looking, talking, and exploring. The amount of time your child spends at Head Start is very small compared to the time they spend at home. Your teacher will give you ideas of activities to do with your child to help them get ready for school. We cannot stress enough how important it is for you to be involved with your child's education.



Volunteering

Head Start / Early Head Start wants to include families in all areas of the program. Parent volunteers are always welcome to help with activities in the classroom and at the center. There are also opportunities to volunteer outside the classroom (I.E. cutting, gluing, or stapling items for teachers). Talk to your child's Teacher or Family Specialist to learn more.

Policy Council

Members of the Policy Council meet monthly to share ideas for program improvements, approve and disapprove decisions for policies, budgets and program operations. They also learn new skills in leadership, decision-making, finance, and communication.

Parents interested in being on the Policy Council will run for the position of Policy Council Representative through an election process. Once elected to the Policy Council, members have the opportunity to run for several council positions including: Chairperson, Vice Chairperson, and Secretary.

Meetings are held primarily through Zoom, however, in-person meetings may also be held. During these meetings we provide childcare services and also reimburse you for mileage.

In-Kind

Our grant award states that we must match 20% of the funds we are awarded with donations of time or supplies. This means that **YOU** are **VERY IMPORTANT** to the program. Volunteering in the classroom, doing home activities etc. can be counted towards our required match. Please ask your teacher / home visitor about volunteer opportunities.



Parent Events

Parent events and trainings are held regularly. Notes are sent home as well as text message reminders to let you know of dates and times. They include topics that you are interested in (parent surveys help determine the topics) and are opportunities for the entire family to have fun. Our parent events allow you to learn and interact with other families as well as our trained staff and community partners.

Socializations

Home based families are invited to attend socializations twice a month. Socializations last for 2 hours and parents are required to stay with their children the entire time. Socializations are held at local churches, community centers, or local parks with parents and home visitors present. Parents observe their children interacting with other children while sharing and learning from others about the challenges and joys of parenting.

ATTENDANCE

Arrival and Dismissal

- If you bring your child please arrive as close to the scheduled time as possible.
- If the parent/guardian is late for pick-up and cannot be reached, emergency contacts will be called to pick up the child.
- After 3 late pick-ups of 10 minutes or more, a meeting will be held to discuss the problem and the child's enrollment may be in jeopardy.
- If the child has not been picked up within 30 minutes of the end of class local police may be called.
- Notify staff of any changes to your pick up list.
- Children are to be signed in and out each day.

If you call us to notify us that someone other than those listed on your Emergency Contact sheet is picking your child up that person must provide a photo ID at the time of pick-up. If an unauthorized person attempts to pick up your child we will contact you.

Absence Policy:

Center Based Attendance: Support services will be offered to assist families experiencing temporary family situations that affect a child's attendance. **It is important that you call the center if your child is going to be absent. If we have not heard from you, staff will be calling to check on your child. If your child is absent 2 days in a row without a call, staff will be making a home visit to check in with the family.** The contact information for all of our centers is located on page 3 of this handbook.

If your child's attendance is below 70% in any month, regardless of the cause, they could be dropped from the program. If your child's attendance is below 70% for two months in a row due to unexcused absences, they will be dropped when a waiting list is in place at that location.

Home Based Attendance: If you miss 2 home visits, without making them up, in a month your child could be dropped. If you miss 2 home visits, without making them up, in two consecutive months your child will be dropped when a waiting list is in place. **It's important to let your home visitor know if you're going to miss a home visit.**

GENERAL POLICIES, PROCEDURES & INFORMATION

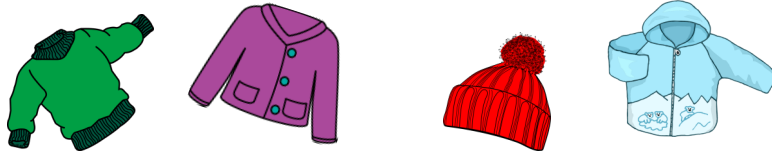
Safe Release of Children:

We only release children to their parent/guardian or contact person listed on the Emergency Card. If your child is to be released to someone else, you must call or put in writing the name and contact information of the person. We will check for proper identification of people picking up children. According to the Indiana State Licensing Regulations, if an intoxicated or impaired person arrives to pick up a child, staff must release the child. However, the staff will immediately report the incident to the local police. A parent/guardian of a child can pick the child up from class unless legal documentation is provided stating otherwise.



ChildPlus Messaging:

We utilize the ChildPlus messaging system to make it easy for us to reach parents this includes both text and email messages. Some of the ways we will use it will be to send out reminders for events, school closings and attendance concerns/notices. Please keep your Teacher and/or Family Specialist up to date with a current phone number and email.



Dress Code:

We ask that you bring an extra change of clothing to leave at school for your child and that they are weather appropriate (i.e.: long pants in the colder months, shorts in the warmer months).

Classrooms may hold special events related to the current lesson plans throughout the year. These events may include pajama day, crazy hair day etc. You will receive notice when we have special event days.

Backpacks:

Your child's safety is important to us at Head Start / Early Head Start and for that reason we do not allow the children to have backpacks. We provide extra-large clear Ziploc bags to send papers home with your child and for you to return the papers to us. We also ask that no toys be brought from home.

Field Trips

Field Trips may take place during the program year. Parents are encouraged to attend field trips with their child, talk to your child's teacher if you would like to attend a field trip. Appropriate child/adult ratios are maintained at all times.





Bad Weather:

Center-Based—If the public schools are closed in your area due to bad weather, we will not have classes. **WE DO NOT DELAY SCHOOL.** If the public schools delay, our children still attend school at the regular time. Listen to your local radio stations for school closing information. ChildPlus messaging system will also be used to notify parents of weather closings. Virtual education services may be provided on days closed due to bad weather. Your child’s teacher will provide you with activities you can do with your child at home.

Home Based—During times of bad weather your home visitor will contact you if they need to reschedule the visit.

Playground Weather Policy:

Classrooms have scheduled outside learning each day, thus it is very important to dress your child accordingly. Children will not engage in outdoor playground activities when the temperature and/or wind chill are below 25 degrees Fahrenheit or above 90 degrees Fahrenheit.

Transitions:

There are many transitions throughout our program as your child grows with us. We have procedures in place to support your child and family through this transition process for all age groups.

Our transition plans include your child and family in activities and events that support the transition from one classroom setting to the next, Families play an important role in helping children transition to different classrooms and into kindergarten. We encourage your family to take part in your child’s school transition events. Classroom teachers and Family Specialists will inform your family of activities and events happening at your child’s school.

Head Start will also provide resources during your child’s year in the program as a 4-year-old to help your family have the best possible transition experience. Some of this information will include kindergarten registration dates and locations as well as the required documents that you will need to bring along to registration.



Pedestrian and Parking Lot Safety:

- ⇒ NEVER allow your child or any other child to cross the street alone. Always have yourself or an older child that has demonstrated pedestrian safety to cross with them.
- ⇒ Hold your child’s hand when in the parking lot. Be alert to your surroundings and the cars coming and going.
- ⇒ Do not leave your car running while dropping off/picking up your child and **NEVER** leave other children unattended in the car. If a child is left alone in the car local authorities will be notified.
- ⇒ Parking spaces marked as handicap are reserved parking places for those with a handicap tag. If the designated handicap parking area has diagonal lines next to the handicap spot this indicates the space is handicap van accessible, the diagonal lines are **NOT** a parking spot.

Pedestrian Safety Tips:

You should be a role model for your child when you are walking outside. As you walk with your child, remember these pedestrian tips:

- ⇒ Choose the safest route by avoiding busy streets and hold on to small children’s hands.
- ⇒ Obey all traffic signs and signals.
- ⇒ Wear bright-colored clothes and wear reflective gear if it is dark.
- ⇒ Look for traffic at every driveway and intersection.

Child Abuse Reporting:

Every person, private citizen or professional, who has reason to believe that a child has been abused, has a mandate by law to report suspected abuse to the Department of Human Services Child Welfare Division. By law, staff are required to report suspected cases of child abuse or neglect to the Department of Child Services. This is to make sure every child gets to live in a safe and nurturing environment.

You can make reports at any time to the **Child Abuse Hotline at 1-800-800-5556**. Reports can be made anonymous if you’d prefer and the hotline is available 24 hours a day, seven days a week. Child Abuse can be physical, sexual, emotional or neglectful.



Education:

Teaching staff and home visitors will support each child and help them meet school readiness goals. We give children the chance to question, explore, experiment, make decisions, and problem solve. Children do not just learn in the classroom. Staff will provide you with ways to help your child learn when you are at home, in the park, or even at the grocery store!

We use the Creative Curriculum as a resource to teach each child on an individual bases. A curriculum is a guide to help teachers know what to teach, why they teach it, and how children learn best. With this curriculum, teachers can respond to the individual needs and learning styles of all the children in their classrooms.

Second Step is a social-emotional curriculum used in the classroom and includes home activities for parents to complete at home to extend learning that will help children develop skills in areas such as problem-solving, interaction with peers and adults, and regulating feelings.

Class Dojo is a great way to communicate with your child's teacher and stay up to date on classroom happenings. Ask your teacher about an invitation to Class Dojo!

**Virtual Education:**

Virtual Education days will be held throughout the school year and marked on the calendar in blue. Learning will take place outside of the classroom utilizing electronic technologies. These days will include a combination of group instruction and individualized activities. The classroom teacher will provide you with an invitation to join ClassDoJo so you will have access to activities and updates from the classroom.

Disabilities:

We work with other programs to ensure that each child with a disability and their families receive the benefits of the entire Head Start program. The Head Start program will involve all enrolled children in screening, ongoing developmental assessment and if needed further evaluation to determine whether or not they have a disability and may need special education services. All sites will be inspected as needed to ensure that they are accessible for children with disabilities.

Parent Curriculum

Positive Solutions for Families is a curriculum used to improve the social and emotional outcomes of children and families. The curriculum promotes children's social and emotional development while helping prevent challenging behaviors. The curriculum ties in with the Pyramid Model used in the classroom. Classes are held each spring either in person or via zoom. Ask your Family Specialist for more information.

Discipline:

We use the Pyramid Model Framework in our classrooms, which helps children learn the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. We provide a place where children can learn, grow and develop. We never spank, shake, hit, frighten, embarrass, use foul language, use food, rest, play time or bathroom needs as a reward or punishment. We help children learn and follow rules by learning consequences and problem solving.

Sometimes children have problems learning to follow rules or making good choices. In these cases, we may talk to the child and remind him of the rules, ask the child to choose another area to play in, or as a last resort, we may separate the child from the group for a short period of time so he can pull himself together. Your child's teacher will notify you if discipline becomes a problem for your child. It is important for our discipline policy to be consistent at all times, so all discipline in the classroom and at socialization is the responsibility of Head Start staff.

During a home visit discipline is the sole responsibility of the parent and your home visitor will provide you with information on appropriate discipline strategies that you can use at home on a daily basis.

Safety:

Families enrolled in home based programs should ensure a safe environment is provided for their home visitor and family.

- Parents need to be in the room at all times.
- All animals should be properly restrained and contained prior to the scheduled visit.
- If a home visitor feels uncomfortable or threatened for any reason they have the right to cancel the visit.





Emergency Procedures and Guidelines:

Pace Community Action Agency and Head Start/Early Head Start has preparations and practices in place in the event of an emergency. Families will receive notifications from school personnel or an automated message from our call alert system in the event of an emergency. If an emergency occurs, we ask that you follow these procedures to ensure the safety of your child and our staff:

Evacuation (i.e. fire, gas leak, etc.)

- All children, staff and visitors evacuate the building until given an “all clear” signal.
- Occupants will go to a previously identified, safe location.
- A sign will be posted on the front door of the building to let you know where to pick up your child.
- In the event that all children and staff must move to an alternate location, the school will use the call alert system and other communications to let parents know.

Lockdown

- All children will remain in their current classroom or previously identified safe areas until otherwise notified.
- No one will be allowed to enter or leave the school for any reason.
- When a lockdown occurs, families will be notified after the event by phone call.
- A sign will be on the front door notifying parents during pick-up.

Intruder at School

- All children will remain in their current classroom or previously identified safe areas until otherwise notified.
- No one will be allowed to enter or leave the school for any reason.

In the event of an emergency, school staff will work at all times to ensure the safety of your child. We encourage parents **NOT** to come to school during an emergency. In most cases, local emergency responders are the only individuals allowed to enter or leave the school during emergencies. Parents should move to a safe area away from the school until the emergency has been resolved so as not to interfere with emergency personnel.

Safety Drills:

We conduct safety drills on a regular basis for your child, teachers, staff and visitors to prepare for an actual emergency. The drills we practice are for flood, tornado, fire/evacuation and intruder at school. These are done to keep everyone safe in the event of a real emergency and are not done during drop off or pick-up times.

Parent / Community Complaint Process:

The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. Efforts are made to keep the grievance local, involving as few people as possible.

The hierarchy of authority to resolve parent and/or community grievances is as follows:

1. Originator (parent or community person) and staff person
2. Teacher, Site Coordinator
3. Assistant Head Start Director, Director
4. CEO

SECTION 1:

Informal Discussion Process:

Before a written complaint can be filed:

- The people involved in the complaint must talk with each other.
- More than one attempt to solve any problem must be made.
- The date and time of all talks must be noted by both people.

If the problem is not solved after many attempts:

- The person at the next level should be contacted.
- More than one attempt to solve the problem at this level must also be made.

Next Steps...

If the Informal Discussion Process fails:

- A complaint must be made in writing.
- A copy of the complaint must be given to the person with whom you are having the problem.
- That person will have five (5) working days to respond.

If the problem is not solved or no action has been taken in five (5) working days:

- A copy of the written complaint must be given to the person's supervisor
- The supervisor has five (5) working days to hold one (1) meeting.
- At this meeting a suggestion to solve the problem must be made.

If the problem is not solved or no action has been taken in five (5) working days:

- A copy of the written complaint must be given to the Director.
- The Director has five (5) working days to hold one (1) meeting.
- At this meeting a recommendation to solve the problem must be made.
- This recommendation shall remain in effect



Section II

Rules for **written complaints**:

- Must be submitted in writing. Must be signed and dated.
- No anonymous complaints will be accepted.
- Witnesses may be called.
- Supporting information may be submitted.
- Meeting content is kept confidential. Staff may talk with those who the person issuing the complaint has talked with about the problem.
- Others may be asked to help in solving problems. These people should not be involved.
- Complaints alleging criminal acts or immediate danger to children are dealt with right away by the CEO.

A complaint can only be taken through these steps one (1) time. The complaint may not begin all over again.

Confidentiality:

Our goal is to ensure the confidentiality of families and children at all times. Volunteers sometimes have opportunities to see, hear, and handle private and confidential matters regarding families and children. In order to ensure that the privacy of families is not violated, we ask that you not discuss any information about our families except when sharing findings with staff members.

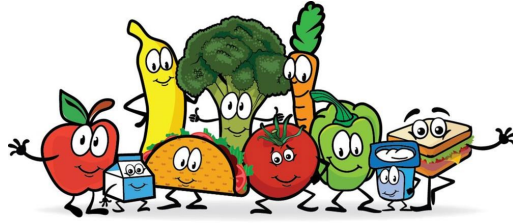
It is not our practice to provide a copy of a child's birth certificate, physical, dental or shot record to family members. Parents must maintain their own child records. Records for current and past children are the property of the agency. In extenuating circumstances (i.e. house fire or flood where records are destroyed) we may choose to provide these records under the following conditions:

- The request must be in writing and include the signature of parent (guardian) to the Director or designee.
- A mutually convenient time must be scheduled with the staff to obtain records.
- The information will only be given to the parent or listed guardian per our records.

The person requesting the items must bring identification verifying that they are the parent or guardian.

Other specific child records will only be released upon a court ordered subpoena and document fees may be charged.

NUTRITION SERVICES



Head Start provides your child with healthy meals, and snacks depending on the program your child is enrolled in, every day of school. These meals give your child a variety of foods to enjoy, some of which they may not even know that they like yet! We post the weekly menu at each site and send home a copy with your child so you can see the nutritious foods they are getting.

All outside food is prohibited for children. Due to health regulations, the only food served is what food is provided and prepared by the school. If your child has a food allergy, you will need to provide documentation from your child's primary care physician so that we can accommodate their needs. Food supplied by the program may not leave the building.

All classrooms practice family-style dining. Your child will be taught what proper utensil to use during meals and how to use them. Meals are a pleasant social experience, which may include opportunities for learning about and respecting cultural differences. Teachers/adults will interact with your child during meals to provide a model of good nutrition and social habits.

Birthday/Holiday Parties

In order to provide nutritious meals with foods low in fat and sugar. Parents are asked to not send any additional foods to the classroom, this includes any treats and/or additional foods/drinks for holiday or birthday celebrations.



HEALTH REQUIREMENTS AND INFORMATION

Physicals and Immunizations:

Your child is required to have an updated physical and immunizations **within 30 days** from the first day of school,

If you need help finding a doctor or dentist referrals can be provided. Staff will assist you with accessing a healthcare provider and a source for funding and care if needed. Hoosier Healthwise enrollment information will be provided as well. Referrals to the Insurance Navigator can be made to assist in the application process for health insurance.

Dentals:

Head Start children are required to have a dental exam **within 90 days** from the first day of school. Dental health is very important to your child's overall health. Telling your child what to expect before an exam can make them feel more comfortable.



Medication:

If your child must have medication, dietary supplements, or medical procedures while they are at the center ask your Teacher for a form that must be completed by your child's doctor. All medication must be in the original container with specific instructions from the doctor or pharmacist. If your child is asthmatic and needs to have treatments at school, please bring equipment, supplies and medication (in original box) to be kept at the center (a lunch box works great for this). If your child needs over-the-counter medication or sunblock you will need to complete and sign a specific form for this as well.

Mental Health:

The teaching staff meet regularly with our mental health consultant to discuss social/emotional issues and behavior. If you have any concerns about your child's behavior please speak to your Teacher, Home Visitor or Family Specialist. We also have resources for you if needed.

Health Emergencies:

Parents/guardians will be notified of any health emergencies involving their child that requires fast response or immediate medical attention. First Aid will be administered as needed. If a child is taken to the hospital, the parents/guardians are contacted immediately.

Head Lice:

Classroom Procedure:

Head checks may be done by staff. If lice are found:

- Child will be able to stay in the classroom until family contacted is available to pick up the child.
- Child will return to the facility in 24 hours to be checked by a staff member before going to the classroom. If nits are present, at least two staff will determine if the child will return to the classroom based on evidence of treatment and noted improvements.
- If the child does not return to the classroom within 24 hours, staff will make contact and the lice policy will be reviewed along with additional information and offers for assistance.

Home Visit Procedure:

- If lice are found on a child being served by a Home Visitor, the visit will stop and assistance will be offered as needed, including the request to contact their physician to get permission for a second treatment if needed.
- If lice are found at socialization, the above classroom procedure will be followed. The Home Visitor will check the child at the next home visit, and if there are lice found, the home visit will stop.

Guidelines for Sick Children:

To ensure the safety and health of our children and staff, children who have any of the following conditions will be excluded from the classroom until either the condition goes away, is no longer contagious, or we received a note from the child's doctor. For home-based families, parents should contact their home visitor if any person living in the home has these conditions.

Temporary exclusion is recommended when the child has any of the following conditions:

- A. A deep, hacking cough
- B. Thick green drainage from the nose with an additional symptom
- C. Vomiting (more than one time in the last 24 hours).
- D. Diarrhea (more than two times in the last 24 hours).
- E. Cut or openings on the skin that are pus-filled or oozing, including ringworm. (bring a note from the doctor and keep sores covered).
- F. Yellow discharge from the eyes, or redness, itching, and burning.
- G. Fever > 100.4 and other symptom present
- H. Lice (see policy)
- I. A contagious disease. If a parent knows or suspects that their child has a contagious disease, they should let staff know and take their child to see a doctor. The parent will need to provide documentation from the doctor describing the condition and when the child can return to school.