

## Part Day Part Year & Duration



### Dates to remember:

09/19/18 First day of school

10/13/18 Policy Council Training  
and first Meeting 8am-3pm

10/18/18-10/19/18-Pumpkin  
Patch

10/26/18 In Service, **no school**

11/12/18 Veterans Day, **no  
school**

11/16/18 In-service, **no school**

11/22/18 & 11/23/18 Thanksgiv-  
ing, **no school**

12/24/18-1/6/19 Winter Break,  
**no school**

01/7/19 or 1/10/19 Father Involve-  
ment-Bowling

01/21/19 Martin Luther King Jr.  
Day, **no school**

01/25/19 In Service, **no school**

02/18/19 President's Day, **no  
school**

2/22/19 In-service, **no school**

3/20/19 Gilbert House Family  
Night

03/25/19-3/31/19 Spring Break,  
**no school**

04/01/19 In-Service, **no school**

04/26/19 In-service, **no school**

05/24/19 In-service, **no school**

05/27/19 Memorial Day, **no  
school**

**06/04/19 Last day of School**

**Reminder: Closures subject to  
change due to inclement weath-  
er or other circumstances.**

\*Several of our In Service days  
are on Fridays and will not impact  
the Part Day classrooms which

COMMUNITY ACTION



# Head Start Parent Handbook Part Day Part Year & Duration Programs 2018-2019

MID-WILLAMETTE VALLEY COMMUNITY ACTION  
AGENCY, INC.

**OUR VISION**

- All people are respected for their infinite worth and are supported to envision and reach a positive future

**OUR MISSION**

- Empowering people to change their lives and exit poverty by providing vital services and community leadership

**OUR VALUES**

- Accountability-We approach our mission holistically with an openness to change.
- Collaboration-We develop and work in partnerships in our communities with clients, volunteers and staff.
- Compassion-We act with compassion for all people.
- Excellence-We provide creative leadership and high quality, effective services based on best practices.
- Inclusiveness-We act with integrity and respect the dignity and equality of every person.
- Self-Determination-We promote organizational and individual empowerment.
- Social Justice-We are advocates for low-income people and strive to reduce poverty.
- Stewardship-We use funds entrusted to us wisely and resourcefully to further our mission.
- Teamwork -We value all members of the staff. We support them in their contributions to our organizational goals. We encourage and support them in their personal growth.



People in my Child's Classroom

Teacher: \_\_\_\_\_

Teacher Assistant: \_\_\_\_\_

Family Educator: \_\_\_\_\_

Cook: \_\_\_\_\_

Bus Driver: \_\_\_\_\_

Teacher: \_\_\_\_\_

Regional TRS: \_\_\_\_\_

**Head Start & EHS Leadership**

(503)581-1152 Fax (503)581-3012

Director.....Eva Pignotti  
Operations Manager.....Debra Devine  
Program Manager .....Stacey Eli  
Education Manager.....Julie Suefert  
Health Manager.....Maarja Trujillo  
Transportation Supervisor.....Duane Berry  
Family Services Specialist .....Kyle Miller  
Nutrition Specialist .....Natalie Bratton  
Inclusion & Support Specialist...Ashley Tiegen-Tracy

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## School Closures

We cancel or delay classes due to snow or ice whenever the public schools do. Our automated phone system will call you when we have an inclement weather closure or delay. You can also listen to your local radio stations and watch local news on television to find out what decision the public schools in your area have made about delays or closures.

If the public schools delay classes by one hour, then Head Start classes will be delayed for one hour. If classes are delayed, they will still end at the same time as usual. If the public schools delay classes by two hours, then Head Start morning classes will be cancelled, but afternoon classes will be held on time. If the public schools are closed, all Head Start classes are cancelled.

If you have access to the internet you can also go to [www.flashalert.net](http://www.flashalert.net) to get the latest school closure or delay information.

### RADIO AND TELEVISION STATIONS FOR SCHOOL CLOSURES & DELAYS

#### Television

KATU-CH. 2  
KOIN-CH. 6  
KGW-CH. 8

#### Radio (English)

KBZY 1490 AM    KCCS 1220 AM    KUPL 1330 AM  
KCKX 1460 AM    KRKT 990 AM    KXL 750 AM  
KEX 1190 AM    KISN 910 AM    KYKN 1430 AM  
KINK 101.9 FM    KKBK 106.7 FM    KKCW 103.3FM  
KKRZ 100.0 FM    KRKT 99.9 FM    KUPL 98.5 FM



## **Family Changes After Enrollment**

Please contact your child's teacher or your Family Educator if your address or phone number changes. It is very important that we have your current information in case of an emergency involving your child.



At enrollment each family filled out emergency contacts on the Persons Authorized to Receive Child form. This form authorizes certain people the family has chosen to be called in an emergency, pick your child up from school and receive your child from the bus. If your emergency contacts change contact your Family Educator or your child's Teacher immediately to fill out a new form. We will not allow your child to go home with someone that is not on the list.

## **Confidentiality**

Information that is gathered about your child and family is kept confidential. At the end of the school year, records are locked in the Central Office. Records will only be sent to another school or agency with written permission from parents or legal guardians. Head Start staff and volunteers are responsible to maintain the confidentiality of all information about children and families.

## **The Tobacco Policy at Head Start**

Here at Head Start, we are committed to the health of children and families in the program, as well as our staff. Our policy also reflects Oregon laws and Head Start requirements. Please read the following to know how the Head Start Tobacco Policy may affect you and your family.

Head Start staff, families, and visitors will **not** be allowed to use or have any tobacco products:

On Head Start property

At Head Start bus stops

At Head Start functions such as field trips and parent meetings,

Within the sight of Head Start children at school, and

Please do not smoke during home visits or parent conferences that may occur at your homes.

While at Head Start classroom functions and property, Head Start Staff, families, children and visitors may not wear clothing that smells strongly of smoke or advertises tobacco products.

Please contact your Family Educator if you have any questions about the Tobacco Policy, the effects of smoking and second hand smoke, or how to quit smoking.



## Developmental Screenings

During enrollment appointments, Head Start staff assist parents in completing the **Ages & Stages Questionnaire: Social-Emotional**. During a home visit with teachers before school starts, parents will complete the **Ages & Stages Questionnaire**, which measures a child's abilities in communication, physical development, and cognitive problem-solving.

Teachers and parents work together to use the information to plan a quality educational experience for each child. Parents are encouraged to discuss any concerns about their child's development with their Family Educator or Teacher.

## Disability Services

***Inclusive Classrooms:*** Head Start provides a range of services to children with identified disabilities. Parents, Head Start staff, and WESD (Willamette Education Service District) specialists work together to give your child the best learning experience possible. Head Start teachers include IFSP (Individual Family Service Plan) goals in every weekly lesson plan and WESD specialists come to our classrooms to provide Special Education services to children with IFSPs. Specialists will consult with teachers and may work with your child one-on-one or in small groups.

## Referrals for Special Services

If teachers or parents see limited progress or developmental concerns in their child, Head Start staff can assist parents in preparing a referral for a free evaluation. We work in partnership with the WESD throughout the evaluation process. Head Start staff may also attend the evaluation and meetings to provide information about the child at school and to assist the parents to understand the process.

For help with referrals to the WESD or with questions about Special Education services, you can talk with your child's teacher or contact Disability Services at the Central Office.



## Curriculum

The curriculum is the plan of education materials which encourages children to become socially competent and ready for kindergarten. Our most important goal is to help children become enthusiastic learners. Our curriculum identifies these developmental goals.

- **Social and Emotional:** Children will feel comfortable in school, talk about their feelings, make friends and solve problems that occur in play. Children learn to respect different kinds of families and learn about people in the community.
- **Cognitive:** Children become confident learners by trying out their own ideas and experiencing success. We offer activities that help children to be excited about books and writing, numbers, shapes, measuring, scientific experiments, music, art, and dramatic play.
- **Literacy:** Your child will be assessed on his/her literacy skills at the beginning and end of the year if they are 4 when they enter Head Start. We will be working with your child on literacy by reading aloud with your child, motivating your child to write, building your child's vocabulary, and working with them on letter recognition and sounds of letters as they are developmentally ready.
- **Language:** Children develop greater skills in listening and asking questions, using words to describe their ideas, observations and feelings. Children will increase their English speaking ability and learn some words in the first language of other children in their class.
- **Physical Health and Development:** Children grow in their ability to control their muscles through activities like kicking, throwing and running. Children learn about exercise, taking care of their bodies by eating healthy food, blowing their noses, washing their hands, using the restroom, and learn about health and safety such as fire safety and safely crossing the street.

### **Why Does My Child Play So Much At School?**

Preschool children achieve most of their learning through play. The classroom environment is divided into areas that offer specific types of learning through free-choice play, such as: Blocks, Dramatic Play, Library, Writing, Sand and Water, Toys and Games. Children are also offered opportunities throughout their day to learn together in small group environments that are led by teachers, such as: Circle Time and Music and Movement. The Outdoor environment offers necessary and unique experiences that expand children's large muscle development and coordination (gross motor). Children will have opportunities for outside play every day, even in inclement weather conditions. When circumstances exist that do not permit outside play, alternate indoor gross motor activities will be provided.

### **What are the Rules at School?**

**Be Safe**

**Be Respectful**

**Be Responsible**

### **What Should My Child Wear to School?**

Children should wear comfortable play clothes that are allowed to get dirty. Children paint, use play dough, play with sand, water and mud, serve themselves food, and play outside while they are at school. For safety reasons, children should wear shoes with closed toes and backs, preferably tennis shoes. Because children have the opportunity to enjoy daily outside play in various weather conditions, it is important that they wear clothing that is appropriate for the weather. Children should wear a jacket and warmer clothing, including a hat and gloves or mittens during colder months. Please send an extra set of clothing, including shoes and socks, if possible, that can be kept at school for your child to use in case they need to change their clothes for any reason.

### **My Child is Sick: Should I Send My Child to School?**

- Fever over 100 degrees, Diarrhea or Vomiting: Keep child home for at least 24 hours after the symptoms have stopped.
- Cold, Cough, Sore Throat: Keep child home if cold or cough is severe even without a fever. If fever or swollen glands are present, consult your doctor.
- Stomach Ache: Consult your doctor if stomach ache is severe or lasts longer than 4 hours.
- Rash: A rash can be caused by many things. Keep child home if fever is present or child is feeling ill. You may be asked to have the rash diagnosed.
- Chicken Pox: Keep child home until after crusts have formed (not sooner than 7 days after onset).
- Scarlet Fever: Keep child home until after clinical recovery (7 days minimum).



Your child may have a health condition not listed above that will require your child to stay home or that you pick up your child from school and take them home. Community Action Head Start wants your child to be at school every day, but when children are sick, the best place for them to be is at home recovering. Community Action Head Start reserves the right to require a doctor's note that clears your child for readmission into the classroom. In case of emergency, staff will contact emergency responders and parents as soon as possible. Staff will remain with the child or children until the parent or appropriate authorized person is able to be with the child. If your child has a serious health condition, please let staff know so that we can work together to keep your child well.



## SCHOOL BUS RULES

The Head Start Code of Conduct: Be Safe, Be Respectful, Be Responsible also applies to the bus.



- If your child will not be attending, contact the school 1 hour prior to the start time for your child's class.
- The Bus may arrive a little bit early or slightly later than the scheduled time, so be ready 5 minutes before. If the bus will be later, expect a phone call from the site staff.
- Children will be seated in car seats.
- Multiple children may not use the same seat belt.
- No pets are allowed on the bus.
- No food is allowed on the bus, including candy and gum. This applies to all passengers.
- Do not bring toys, umbrellas, pencils, sunglasses, etc. for safety reasons. Jackets, hats, and other items should remain on the child or in the seat beside them.
- Parents are welcome to ride the bus as long as seating is available. Your child may sit with you, but must remain in the car seat or seatbelt at all times.
- When the bus stops at railroad crossings, all passengers must remain quiet until the bus crosses the tracks.
- Families, please no smoking within 10 feet of the bus.

## Daily Attendance

Being at school on a regular basis is very important to your child's learning. You should send your child to school every day unless they are ill. If your child is sick or unable to attend class, please call the site before school or their bus pick up time to report the reason for the absence and when your child will return. Avoid unexcused absences by making sure not to oversleep, miss the bus, or planning appointments, visits or activities during class time. Parents may bring their child to school no more than five minutes before class time.

Planned extended absences must be discussed with your child's Teacher in advance.

## Parent & Child Activities

Throughout the year, we will offer opportunities for family fun events in the community and at your sites. These are opportunities for parents to better connect with their children and be better connected with the community.

Parents are always welcome to speak with your Teacher or Family Educator with any ideas you may have.



## Holidays

Community Action Head Start will encourage children to learn about holidays in developmentally appropriate, fun ways. We will reflect the culture of our community in holiday practices while respecting culture and beliefs of individual families in the program. Family participation will be encouraged in planning and implementing holiday activities.

## Health

A child's health will determine their ability to develop and to learn. According to federal requirements, all children at Head Start must be up-to-date with their health care. Please ensure the necessary exams are completed within 45 days of enrollment. In addition, Head Start staff perform a weekly health check on each child at school.

**In order to be up-to-date with health requirements your child must have:**

- Immunizations including DTP, Polio, MMR, Hib, Hepatitis B, Hepatitis A and Varicella up-to-date.
- A well child examination within the last year, including Blood Lead level and hemoglobin/hematocrit testing
- A dental examination within the last year

Please let us know if we can help you with any part of this process.



## Prescribed Medication Administration

**If your child needs medication at school you will be required to turn it in before your child can start attending class.**

Community Action Head Start staff may administer a pre-scribed medication to a child when the parent or guardian is unable to administer the medication at home or outside of school hours and only when it is authorized by the child's health care provider. Before any medication can be given to a child, a Medication Treatment Plan must be completed by the child's physician and signed by the parent. If you need support paying for medications, please speak with your Family Educator.

## Family Services

Parents and families have the really important job of raising children. We support families in being well and encourage positive parent and child relationships. Families teach their children and learn with them. We want parents to be a strong part of their community and be advocates for their children, as well as leaders in our program and community.

Please participate at parent meetings or serve on Policy Council. Attend fun family events throughout the year in our community, or connect with others in one of our parenting classes. Volunteer in the classroom and on the bus, or help to build desks and playgrounds. Please talk with your Family Educator or Teacher about ideas you may have.

## Parent Concern Resolution

Parents who have a concern or complaint regarding the Head Start Program or an employee of the program issues are encouraged to take the following steps:

- A. Parents discuss the matter with classroom staff to help clarify Head Start policies and procedures.
- B. If the matter cannot be resolved with the classroom staff, parents are to contact the Regional Team Resource Specialist.
- C. If the matter cannot be resolved with the Regional Team Resource Specialist, it will be brought to the Program Director for final resolution.



## HOME VISITS



### Teacher Home Visits and Conferences

Teachers will communicate with you throughout the year during home visits, conferences, notes and phone calls. This allows education staff and families the opportunity to develop relationships and share information. Teachers will be setting up at least two home visits and two conferences with you. Generally home visits last between 45 and 60 minutes. At the visit, the parents and teacher will discuss goals for your child and family and ways to meet them. These goals will be discussed and updated throughout the school year. You will be asked to meet two times during the year for a 30 minute parent-teacher conference. Conferences are a time for you to come and see your child's classroom, update your child's goals, and discuss your child's progress with the Teacher.

**Family Educator Home Visits-** Your Family Educator will set up home visits with you during the year. The purpose of these home visits are to develop a partnership with you and to support your family goals by providing information and resources. These home visits are also an opportunity for parents to share about how our Head Start program is doing and if our program is meeting your needs.

### Meals at Head Start

All children in Head Start will be served a minimum of two nutritious meals every school day. Morning classes will be served a breakfast and lunch; afternoon classes a lunch and snack; full day classes will receive breakfast, lunch and afternoon snack daily.

Meals are prepared in Head Start kitchens. Menus meet USDA guidelines and emphasize whole grains, milk, fresh fruits and vegetables, and are low in sugar, salt, and fat. Children are offered a variety of foods to broaden their food experience, while many cultural and ethnic preferences are honored. All meals are served "family style" where children learn to pass foods at the table, and serve themselves with supervision. Parents, you are welcome to join the classroom for meals. Parent support during this time is also welcome in helping to assist with preparation and clean-up, and assisting children at the tables.

If you would like to bring foods to share in the classroom, please check with your child's teacher to see what foods can be shared in the classroom.

If your child has special food requirements, please notify your teacher and contact the Health Specialist at 503-581-1152.



## Mental Health

The Community Action Head Start Mental Health Specialist will conduct classroom observations throughout the year. You can request an individual observation or additional screenings by speaking with your child's Teacher, Family Educator, or calling the Inclusion and Support Specialist.

We also have a play therapy clinic that families may request a referral for by contacting anyone on your child's teaching team. If you would like more information on our counseling clinic, please contact the Mental Health team at the Center Office.

### Social Competence / Aggressive Behavior

Children develop social competence and self control at different stages. We strive to incorporate social skills practice into daily learning plans so children will learn to successfully interact with others. Children who demonstrate aggressive behavior or struggle with self-regulating will have a caring adult connect with them to help them calm themselves as well as work together to make a plan to keep everyone safe.

If the behavior persists, we will begin the yellow or red zone Positive Behavior Interventions & Supports (PBIS) process. You will be an important part of this process. Together, we will create individualized interventions through the use of a Skill Building Plan and The Whole Brain Child workbook, to be used both at home and at school. We will make every effort to help your child feel successful with social interactions and as an individual.



## Child Abuse Prevention

Parents of children enrolled in Head Start are provided with a copy of the Child Abuse and Neglect Policy during their enrollment appointment. All staff at Head Start are mandatory reporters of child abuse. As mandatory reporters, staff are required by law to report child abuse or neglect to Department of Human Services Child Welfare or the police. Head Start staff are also required to report when a call is made to the home and the child states they are home alone or if there is no authorized adult present to receive the child after the school day has ended. Head Start keeps confidential all records pertaining to any report. Please inform staff if your child experiences any injuries or incidents at home.



## HEAD LICE

**POLICY:** For communicable disease prevention, children with live lice will be sent home and may only return to the classroom when they are lice free. If a child has nits, they will be allowed to remain at school until the end of the day, but the parent must use an appropriate treatment to remove the nits before the child returns to school. Children cannot return to school until there is verification that the child is free of live lice. Staff will support families in their efforts to treat head lice by providing consultation and referrals as needed.