



Mid-Willamette Valley  
**COMMUNITY ACTION**  
**Compassion in Motion**

**Head Start**  
**Parent Handbook**  
**Silverton Site**  
**2021-2022**

# **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.

We want our sites and workplaces to be supportive and friendly. We expect our staff and parents to be civil and polite even during high stress times. Parents treating others without respect will be reminded to act in a way that reflects our mission and values. Parents continually acting in a disrespectful manner will be asked to leave the premises until they have met with the Director and agree to be safe and respectful.

Examples of disrespectful behavior include: yelling, swearing, threatening language, racism and harassment.



## **Covid-19 Precautions**

We are following the guidance from the Early Learning Division, Office of Child Care, Oregon Health Authority and the local Health Departments in our approach to providing classes during COVID-19. This includes our cleaning practices, how we are signing children in and out of the bus or classroom, daily health checks and maintaining stable groups of adults and children.

If a child or staff member tests positive and has been in contact with others in the classroom, we will communicate with families by phone and in writing about the next steps. We work closely with the local Health Departments during the contact tracing process and will follow their guidance regarding the need to close any classrooms or sites.

It is very possible that your child's class may need to be canceled due to quarantine or illness. If classes or transportation are cancelled, staff will try to contact families as soon as possible to give you information about reopening and when bus services will resume. This could include closures or cancelations of up to 14 days for quarantine purposes. We know attendance is very important but your child's and your family's health are the top priority during the COVID-19 pandemic.

We understand that the potential closures can be difficult to manage. Our goal is to keep you informed with the most up to date information and to ensure we are doing everything we can to keep a safe and healthy environment for your family and the staff members serving them.

If you have concerns regarding COVID-19 symptoms, please contact your health care provider before sending your child to school and always keep your child home if they are not feeling well.

## **STAYING SAFE DURING THIS PANDEMIC**

The health and safety of your children and our staff is our top priority. We have a number of new procedures in place to help prevent the spread of communicable disease, and to keep records if necessary for contact tracing in the event of an exposure.

### **FACE COVERINGS**

- Staff will be using face coverings at all times when around children or other adults.
- Children over the age of 2 will need to wear a face covering when riding the bus.
- Children will be strongly encouraged to continue their use of face coverings while in the classroom.
- Parent/guardians who are dropping off or picking up children will be required to wear face coverings at school or at the bus stop. If you need a face mask, we will provide one for you.



### **MINIMIZING EXPOSURE**

- Children will wash hands in their classroom immediately upon arriving to school.
- We will have the same small stable group of staff and children in each classroom to minimize the number of people your child is exposed to.
- We request that you try to have the same adult picking up and dropping off your child each day.
- If you have family members who are high risk for the virus, it is recommended that they not be the person to pick up and drop off your child.
- Staff will follow a schedule of increased cleaning, disinfecting, and sanitizing of classrooms, play structures, and buses.



### **DAILY HEALTH CHECKS**

- Each class day you will be asked some questions about your child's health and potential COVID exposure.
- Staff will take your child's temperature with a no touch thermometer.
- Visitors, including parents, are discouraged from entering the classrooms. If you feel like you need to enter the classroom, please speak to the staff outside the building to complete the daily health questions and temperature check.

### **ILLNESS, EXCLUSIONS & QUARANTINE**

- You will be asked to keep your child home when they are ill, especially with symptoms of unusual cough, shortness of breath, fever, loss of taste/smell, diarrhea, vomiting, headache, sore throat or rash.

- Communication will be a critical part of preventing the spread of COVID-19, we ask that you notify staff right away if anyone in your household is diagnosed with COVID-19 or is exposed to someone with COVID-19.
- Please note that during a pandemic, some situations may require you or your child to quarantine for a certain period of time, even if you are not feeling sick. We are here to support you and your family if any needs arise while you are in quarantine.

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

<b>Symptoms</b>	<b>What to do</b>
Fever (over 100°) Cough Shortness of breath Loss of Taste/Smell	<ul style="list-style-type: none"> <li>• Contact doctor about COVID-19 testing.</li> <li>• Child will be cleared to return to school depending on the results of the COVID test and when the symptoms resolve.</li> </ul>
Diarrhea Vomiting Headache Sore throat Rash	<ul style="list-style-type: none"> <li>• Contact doctor (COVID test may be recommended)</li> <li>• Child may return to school 24 hours after symptoms have resolved, however a doctor's note may be required in some situations.</li> </ul>
Cold Congestion	<ul style="list-style-type: none"> <li>• Keep child home until symptoms resolve.</li> <li>• Contact doctor if fever develops or swollen glands are present.</li> </ul>
Stomach Ache	<ul style="list-style-type: none"> <li>• Keep child home until symptoms resolve.</li> <li>• Contact doctor if pain is severe or lasts longer than 4 hours.</li> </ul>
Other communicable diseases such as Chicken Pox, Scarlet Fever, Whooping Cough	<ul style="list-style-type: none"> <li>• Contact doctor.</li> <li>• Keep child home and consult staff regarding when your child may return to school.</li> </ul>

Your child may have a health condition not listed above that will require them to stay home or be picked up from school. 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.

## **General 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 your child's necessary preventative care is completed within 45 days of enrollment.

**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 flu shot is strongly recommended.
- **Well child exam** within the last year, including blood lead level and hemoglobin/hematocrit testing.
- **Dental exam** within the last year.

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

## **Emergencies**

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.

## **Serious Health Conditions**

If your child has a serious health condition, please let staff know so that we can work together to keep your child well.

## **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.

Staff may administer a prescribed medication to a child when the parent/guardian is unable to administer the medication at home 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 *Health Management Plan* must be completed by the child's doctor and signed by the parent. If you need support paying for medications, please speak with your Family Educator.



# School Closures

We cancel or delay classes **due to snow, ice or other inclement conditions** whenever the public schools do. Our automated phone system will call you when we have an inclement weather or **event** 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.

Community Action Head Start determines school closures or delays based on the local public schools

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

KCKX 1460 AM

KEX 1190 AM

KINK 101.9 FM

KKRZ 100.0 FM

KCCS 1220 AM

KRKT 990 AM

KISN 910 AM

KKBK 106.7 FM

KRKT 99.9 FM

KUPL 1330 AM

KXL 750 AM

KYKN 1430 AM

KKCW 103.3FM

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.



## Curriculum

The curriculum is the educational foundation teachers use to create lessons and materials that 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.

## **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 breakfast and lunch; afternoon classes will be served lunch and a “pm breakfast” 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.

Normally, all meals are served “family style” with serving dishes of foods available on the table. During the Covid-19 pandemic, a staff member will serve meals to children.

If your child has special food requirements, please notify your teacher and contact the Health & Wellness Manager at (503) 581-1152.



## **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?**

In order to prevent the spread of COVID-19 you should send your child to school with a face covering that fits appropriately and is clean, not visibly dirty. Children should also wear comfortable play clothes that are allowed to get dirty. Children paint, use play dough, play with sand, water and mud, 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.

## **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. Communication to excuse your child is vital to make sure your child is safe.

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

## **Parent & Child Activities**

Throughout the year, we hope to 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.

## **Understanding Children's Behaviors and Helping Children Express Feelings**

Children develop self-regulation and social skills at *different rates* throughout childhood. We incorporate social skills practice into all aspects of your child's Head Start day to help her/him learn how to appropriately interact with others. Caring adults will work to connect with your child to help her/him feel safe and to learn to calm her/himself.

Our top priority is to keep all children safe, physically and emotionally. If your child's behavior creates risks for her/his own safety or the safety of others, we will work with you to identify the *need behind the behavior* and to help your child have that need met appropriately. Our strategies will include Positive Behavior Interventions and Supports (PBIS), as well as individualized interventions using a Skill Building Plan developed collaboratively with which can be used both at home and at school. Our partnership with you will be the most effective strategy to ensure your child's success with social interactions with others and positive feelings about her/himself.

### **Supporting All Children**

Community Action Head Start believes in providing high quality learning experiences to all children. We will work individually with you to set educational goals for your child. If you have concerns about your child's development we will work closely with you to determine how to best support your child. We can also help connect you with community resources that provide additional assessment of children's development. These community resources in turn are able to provide information to parents and teachers to help them work together to best support a child's educational progress.



# SMART CONNECTIONS

*This year you will receive information on Smart Connections. This is one way we can provide you with more tools for your parenting toolbox.*

*You will hear about your “**Brain as a Car**”. There are three parts. The Front Seat, the Back Seat and the Trunk.*

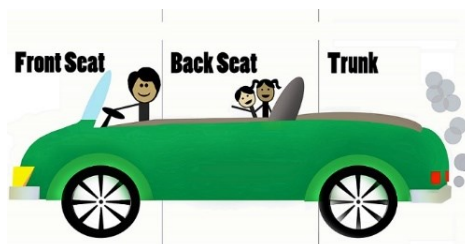
*When your child’s brain is in the **trunk**, he or she might feel furious, or frightened, or outraged, enraged, or hopeless. They may end up here whenever they are not feeling physically or emotionally safe. When your brain is also in the trunk, you might share some of these feelings.*

*Feeling this way impacts their behavior. What your child needs is **safe-ty**. We can help them feel safe by being consistent, by having good routines, by providing comfort and reassurance that they are loved and safe. And also by making our words match our actions.*

*When your child’s brain is in the **back seat**, he or she might feel some strong emotions. He/she may feel angry, impatient, irritated, defensive, frustrated, rejected, ignored, powerless, happy, excited, enthusiastic, etc. And if your brain is also in the back seat, you might share some of these feelings.*

*When we are feeling this way, what our brain needs is **connection**. We create connection by giving eye contact, being respectful, paying attention and listening to the other person.*

*And lastly, when your child’s brain is in the **front seat**, he or she is in the best place to learn and to make decisions. When you, as a parent or guardian are in the front seat, your parenting is likely successful, you are able to make good decisions, and you are able to provide better support to your child.*





## **What is Policy Council?**

A gathering of parents, community volunteers, and management staff who work together to help guide Community Action Head Start/Early Head Start policies, procedures, and so much more. This Council is responsible for offering recommendations to the Board of Directors which truly affect the way Head Start and EHS operate. What fuels Policy Council is the desire of parents and community members to make educated decisions about what happens at their child's preschool and how Head Start can support the community.

### **Do you need experience?**

No experience is necessary, just a willingness to be involved. Head Start will provide you with training.

### **I'm interested, but what is the commitment?**

Regularly scheduled meetings occur monthly from October to August. Most meetings last 2 1/2 hours. Any involvement beyond these meetings is optional. Regular attendance to all the meetings is very important. Child Care and mileage reimbursement is available for eligible participants.

Policy Council is open to the public, but only elected representatives are allowed to vote.

Elected representatives must:

- \* Be parents of currently enrolled children;
- \* Members of a community served by Community Action Head Start or Early Head Start,
- \* Elected by a parents from your site, and
- \* Share the Policy Council information with other parents.

# **SCHOOL BUS RULES**

## **BUS SERVICE IS NOT PROVIDED IN ALL SITES**

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



- All children over the age of 2 will be required to wear a face mask or face covering while riding 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.
- 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. Second hand smoke is unhealthy for children.
- Health Checks will be done daily at pick up.
- Face covering required for adults when dropping off or picking up child.





**With current conditions, we will be flexible to complete these in a way that considers the safety of staff and families.**

## **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.

## **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. Please talk with your Family Educator or Teacher about ideas you may have to support the classroom.

## **Parent Concern Resolution**

Parents who have a concern or complaint regarding the Head Start Program or an employee of the program 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.

## **Developmental Screenings**

You will be invited to complete two different screenings about your child's development: the Ages & Stages Questionnaire (ASQ) and the Ages & Stages Questionnaire: Social-Emotional (ASQ-SE). These screenings measure children's abilities in communication, physical development, cognitive problem-solving, and social skills. Head Start and Early Head Start staff are happy to assist you if you need help in completing these screenings. They can also answer any questions you have about your child's development. We also encourage you to discuss any concerns you have with your child's Teacher or Family Educator who can provide additional information and resources to you.

## **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 the Inclusion Team at the Central Office.

## LIST OF RESOURCES

### **BASIC NEEDS ASSISTANCE**

\*211 or <http://211info.org>

Community resource and referral information provided in a variety of languages.

### **EMERGENCY**

911 Health or Police EMERGENCY only.

#### **Non-Emergency Police**

Salem 503-588-6123      Dallas 503-831-3516.      Independence 503-838-1214  
Woodburn 503-982-2345.      Stayton 503-769-3423  
Aumsville 503-749-2188.      Keizer 503-390-3713

Most police stations, hospitals and Victim Assistance offices can provide an Emergency only phone.

### **Food Boxes**

**Marion Polk Food Share-** Phone: 503-581-3855

A neighborhood food pantry is a place where someone can go to receive a three-to-five day supply of emergency food for nutritionally balanced meals. Find a location for food near you at Hunger Relief - Get Help - Marion Polk Food Share Oregon

### **Health**

-Salem Hospital URGENT CARE 503-561-5554

-Cascade Medical Center (Lancaster Urgency Care clinic) 503- 581-1113

Free Clinics for medical, dental and mental health

Salem: 503-990-8772. Medical and Dental support

1300 Broadway St. NE Suite 104 Salem, OR 97301

Polk County in Dallas: 503-831-0551. Medical and Mental healthcare.      [polkclinic.info@gmail.com](mailto:polkclinic.info@gmail.com)

### **MENTAL/BEHAVIORAL HEALTH**

Adult Mental Health      2045 Silverton Rd NE, Suite B, Salem, OR 97301  
Phone: (503) 588-5351

## LIST OF RESOURCES CONT.

### **CHILDREN'S BEHAVIORAL HEALTH**

3867 Wolverine St NE, Building F, Salem, OR 97305 Phone: (503) 588-5352

### **YOUTH AND FAMILY CRISIS SERVICES**

3867 Wolverine St NE, Building F, Salem, OR 97305  
Phone: (503) 576-HOPE (4673)

### **MARION COUNTY WIC**

3180 Center St. NE, Suite 1360, Salem, OR 97301  
Phone: (503) 588-5057

### **FREE INTERNET SERVICES FOR LOW-INCOME FAMILIES WITH**

Details on how to apply on this link:

<https://www.internetessentials.com/covid19>

### **Healthy Meals**

Recipes, resources, easy do-it-yourself meals, video tutorials, etc.

Dr. Yum- [doctoryum.org/](http://doctoryum.org/) or Food Hero-[foodhero.org](http://foodhero.org)

### **GOODWILL JOB CONNECTION PROGRAM**

3535 Lancaster Dr Ne, Salem, OR 97305 Phone: (503) 798-9103

### **THE ARCHES PROJECT — Marion and Polk County Resource Services**

Emergency housing and utility assistance for eligible households.

Polk County: 503-623-9664 or visit us at the Polk County Resource Center (182 SW Academy St. Suite 220 Dallas, OR 97338).

Marion County Resource Services: 503-399-9080 (615 Commercial Street, Salem OR 97301)

**BAMBINOS** — Baby Supplies, Car Seat Safety Clinics, Car Seat Assistance Program, Mentoring

322 Main Street #326. Dallas, Oregon 97338 Ph. 503-623-4618

### **CLOTHING — Free and low cost**

-Adventist Community Services 503-363-8893

-Helping Hands Resources 503-364-9936

# Mid- Willamette Valley Community Action Agency



## **Child Care Resource & Referral**

Our mission is to promote quality childcare services by partnering with the community to offer education and support for families, businesses, and child care professionals in the Marion, Polk and Yamhill counties.

## **Weatherization**

In 1976, Congress passed the Energy Conservation Policy Act which led to weatherization programs that most still know today. Our program works throughout Marion & Polk Counties helping residents who meet the eligibility requirements reduce their heating costs while improving the efficiency, safety, comfort and durability of their home.

## **Community Action Reentry Services- DeMuniz Resource Center**

The De Muniz Resource Center is a key partner of the Marion County Reentry Initiative. This program is designed for Marion County residents seeking successful transition from incarceration back into the community. The De Muniz Resource Center collaborates with the Marion County Sheriff's Office Parole & Probation and Bridgeway Recovery Services in providing programming for the Jail Reentry Program and the Women's Alternative Sentencing Program.

The De Muniz Resource Center connects clients to community resources including: employment, education, housing, basic needs, financial literacy, support and advocacy, parenting and cognitive behavioral classes, legal clinic services, substance abuse and mental health treatment, transportation, and many other services. The De Muniz Resource Center serves both community clients as well as inmates in the Marion County Transition Center.

## **ARCHES- Community Resource Program**

The ARCHES Project is the housing and homeless division of the Mid-Willamette Valley Community Action Agency. Our goal is to promote housing and self-sufficiency by navigating clients from homelessness to stable housing and then to self-sufficiency. Our specific focus is on the provision of referrals, housing placements, and basic need services to persons experiencing homelessness in Marion and Polk counties.

## **Head Start**

Head Start is a comprehensive preschool program serving low-income children ages 3-5, and their families. Head Start provides early childhood education, nutrition, mental health disability support, and family services. Family involvement is included in all aspects of the program.

## **HOME Youth & Resource Center**

Helping ALL youth navigate their way to stability, growth and positive relationships.

HYRC provides a safe, supportive environment where youth can have their immediate needs met while positively connecting with their community. All services are FREE.

Eligibility: Any youth between the ages of 11– 18 years old. If 18, must provide proof of being enrolled in or recently completed high school or GED program.



## **Energy Services**

Energy Services assists eligible low income residents of Marion and Polk Counties with their home energy/heating bills. LI-HEAP funding provides assistance for multiple heat types: electric, natural gas, propane, wood, oil, etc. Oregon Energy Assistance Program (OEAP) is only available to Portland General Electric (PGE) and Pacific Power (PAC) customers. Energy Services receives funding from North West Natural (NWN) to assist their customers.

## **Nutrition First**

The Nutrition First Child and Adult Care Food Program (CACFP), part of the National School Lunch Act, is a free federal program designed to provide funds as a partial reimbursement to nonresidential child care facilities to serve nutritious meals and snacks. The goal of the CACFP is to improve and maintain the health and nutritional status of children in care while promoting the development of good eating habits.

## 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.

This applies to all banned substances—Alcohol, weapons, drugs, etc.





In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## People in my Child's Classroom

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

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

Classroom Aide: \_\_\_\_\_

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

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

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

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 Siefert  
Health & Wellness Manager.....Maarja Trujillo  
Transportation Supervisor.....George Shay  
Family Services Specialist .....Kyle Miller  
Nutrition Specialist .....Natalie Bratton  
Inclusion & Support Specialist.....Emily Ross  
Infant/Toddler Program Manager.....Liz Salinas

# IMPORTANT

## dates to remember

### 2021-2022 Head Start Silverton Site



**09/27/21.** First day of school.

**10/21/21.** Policy Council Training and first Meeting.

**10/22/21.** In Service day—No school.

**11/11/21.** Veterans Day, No school.

**11/22 — 11/26.** Fall break, No school.

**12/20/21—12/31/21.** Winter Break, No school.

**01/17/22.** Martin Luther King Jr. Day, no school.

**01/28/22.** In Service day, No school.

**02/21/22.** President's day, No school.

**02/25/22.** In Service day—No school.

**02/28/22.** In Service day, No school.

**03/21/22—03/25/22.** Spring Break, No school.

**04/22/22.** In Service day—No school.

**05/27/22.** In Service day—No school.

**05/30/22.** Memorial Day, No school.

**06/16/22.** Last day of school.

**\*Reminder: Closures subject to change due to inclement weather or other circumstances.**

**\*\*Possible events if conditions in the community allow.**



Mid-Willamette Valley

**COMMUNITY ACTION**

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**Head Start**