

2026
2027



PARENT HANDBOOK

Early Head Start – Child Care Partnerships

WELCOME!

We have high hopes and expectations for you and your child. Our goal is to support your family in self-sufficiency and strength-building, and to support your child in their healthy development. Your participation in Early Head Start - Child Care Partnerships (EHS-CCP) is an investment in your child's future that will positively impact the rest of their lives.

MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY

OUR MISSION

Mid-Willamette Valley Community Action Agency invests in people and their futures to reduce the impacts of poverty.

OUR VISION

We envision a just future, where our communities are empowered to reach positive outcomes and everyone is respected for their infinite worth.

OUR VALUES

See the Need, Take the Lead

We recognize the complex causes of poverty, responding with flexible solutions that address both immediate needs and long-term aspirations.

Partner for Progress

Collaboration drives impact. We work alongside hundreds of partners to tackle systemic challenges and emerging needs.

Consistency of Quality

Our commitment to excellence ensures that every service we provide is delivered with integrity, compassion, and a focus on meaningful impact.

Care Begins with Us

We take responsibility for providing compassionate, proactive support to ensure those facing the impacts of poverty have access to the stability, dignity, and opportunities they deserve.

Parents and staff are expected to treat each other with dignity and respect at all times to create a positive learning and work environment.

Parents treating others without respect will be reminded to act in a way that reflects our mission and values.

EARLY HEAD START - CHILD CARE PARTNERSHIPS (EHS-CCP)

EHS-CCP is a competitive opportunity that incentivizes local partnerships between Early Head Start programs and child care programs to increase the number of infants and toddlers in high-quality early learning programs. EHS-CCP supports your child's development in the beginning years of life, which is critical for building the early foundations needed for success in school and later in life. Young children's brains develop rapidly and are influenced by the richness of their experiences, including day-to-day interactions with their caregivers.

Our program is full-day/full-year! We support families who are working full-time and need full-day childcare (Monday - Friday, September - August). EHS-CCP is open five days a week, and families self-transport their children to the child care site. Children may qualify for EHS-CCP from the ages of six weeks to three years old. Children in the EHS-CCP program will qualify until one day before their fourth birthday. Six months prior, EHS-CCP staff will begin talking with families about transitioning out of the program and into Head Start, if the family wants. **Note:** to qualify for Head Start, families must provide new proof of income during their child's transition process.

EHS-CCP COMMITMENTS

- Partner with child care providers who agree to meet high-quality standards
- Expand high-quality early learning and development opportunities for infants and toddlers
- Meet the needs of working families and prepare children for the transition into preschool
- Provide comprehensive services including...
 - Health, hearing, vision, height, and weight screenings with follow-ups
 - Cuties® diapers and wipes (all special requests will need a doctor's note)
 - Formula (all special needs formula will need a doctor's note)
 - Support with applying for Employment Related Daycare (ERDC) and other social services
 - Transition planning prior to your child moving to a new site or program
- Provide a Family Educator who will support families with access to...
 - Well-child visits and follow-up treatment
 - Dental exams and follow-up treatment
 - Mental health consultation and individual child observations, as identified
- Provide supportive home visits with a Family Educator to help with family goals, resources, and other needs
- Provide two education home visits and three conferences with the child care provider throughout the program year to discuss your child's developmental progress, accomplishments, and goals



Note for Teen Parent Program ONLY: For expectant teen parents, home visits—which include family support—will continue with the parent until the child is born, reaches six weeks of age, and the infant is enrolled in EHS-CCP.

CURRICULUM

Providers will observe each child to learn about their interests, abilities, and how they learn. The focus is to create a social-emotional and intellectual climate that allows children to build relationships that support their exploration.

- **Social-Emotional:** Providers will respond to children's needs. Children will begin to hear the words that describe feelings (happy, sad, etc.). Providers will help children to begin friendships, solve problems, and try new things.
- **Physical:** Children grow in their ability to control their muscles through activities like scooting, rolling, crawling, walking, kicking, throwing, and running. Children learn about taking care of their bodies by blowing their noses, washing their hands, and using the restroom.
- **Language:** Children begin to develop language skills by listening, talking, and singing. Although English and/or Spanish will be spoken in the classroom, children will learn in their primary language.
- **Cognitive:** Children become confident learners by trying their own ideas and experiencing success. Your child's interests will be incorporated in lesson plans to help them become motivated learners.
- **Literacy:** Stories and books will be available to your child. Reading to a young child (even prenatally) encourages them to enjoy quiet time. By reading and talking about pictures, children begin to grow vocabulary, understand words, and learn that written words carry meaning. This will help your child to develop a love for reading that will extend throughout their life.
- **Mathematics:** Young children learning math skills looks different than with older children. Children begin to learn mathematical concepts such as size, weight, color, shape, and numbers through their interactions with others.

LEARNING THROUGH PLAY

Young 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, including blocks, dramatic play, library, writing, toys, and games. At any time, you may notice children singing, dancing, or sitting quietly reading a book. The outdoor environment offers necessary and unique experiences that expand children's large muscle development and coordination. Children will have opportunities for outside play every day (although weather will be taken into consideration). When circumstances exist that do not permit outside play, alternate indoor gross-motor activities will be provided.

HELPING CHILDREN UNDERSTAND AND EXPRESS THEIR 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 day at EHS-CCP to help them learn how to appropriately interact with others. All EHS-CCP staff, providers, and providers' staff will work to connect with your child to help them feel safe and learn to calm themselves independently.

Our top priority is to keep all children safe, physically and emotionally. If your child's behavior creates risks for their 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 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 themselves.



INCLUSION AND SUPPORT

EHS-CCP believes in providing high-quality learning experiences to all children. 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 help connect you with community resources and/or our Inclusion and Support Team.

Our Inclusion and Support Team is a resource available to EHS-CCP children and their families. Members of the Inclusion and Support Team are available to conduct classroom observations and, with your informed consent, are also available to conduct individual observations. Additional supports and specialized services, such as assessments and consultations, are available to children and families as needed. You can **request an observation or other types of support** by asking your Family Educator or child's provider.

DEVELOPMENTAL SCREENINGS

EHS-CCP will provide the Ages & Stages Questionnaire 3 (ASQ-3) for parents to fill out at home. The Ages & Stages Questionnaire: Social-Emotional (ASQ: SE-2) will be completed during enrollment. **These are done each school year!** ASQs are used to screen for child development benchmarks by looking at a child's abilities in physical growth, problem-solving, and communication in comparison with the expectations for children of that same age (based on national averages). Providers and parents will work together to use that information to plan a quality educational experience for each child based on individual needs. Parents are encouraged to discuss any concerns about their child's development with their child's provider and/or Family Educator.

INCLUSIVE CLASSROOMS

EHS-CCP provides a range of services to children with identified disabilities. Parents, EHS-CCP staff, providers, and Willamette Education Service District (WESD) specialists work together to give your child the best learning experience possible. EHS-CCP providers include Individual Family Service Plan (IFSP) goals in every weekly lesson plan. WESD specialists come to EHS-CCP provider sites to provide special education services to children with IFSPs. WESD specialists will consult with providers to provide support and activities specifically designed for your child's needs. They may work with your child one-on-one or in small groups in the classroom.

REFERRALS FOR SPECIAL SERVICES

If families notice limited progress or have developmental concerns for their child, EHS-CCP can assist parents in preparing a referral for a **free** evaluation. EHS-CCP works in partnership with WESD throughout the evaluation process. EHS-CCP may also attend the evaluation and meetings to provide information about the child at school and to assist the parents in understanding the process. For help with referrals to WESD or with questions about special education services, you can contact the Inclusion and Support Team, your Family Educator, or your child's provider.

**For help with referrals to WESD or with questions about Special Education services,
you can talk with your child's provider or contact the Head Start Administrative Office at 503-581-1152**



DAILY ATTENDANCE

Regular attendance is important to your child's learning. Your child must attend school for a minimum of 6.5 hours a day in order to keep their spot in the EHS-CCP program. In addition, your child must attend school regularly **September through August**. If your child is going to miss **3 or more school days**, contact your child's provider and/or Family Educator in advance. In order to secure your child's slot, an **Extended Leave Request** will need to be filled out and submitted with your Family Educator.

When children are absent, providers are required to communicate with parents and guardians to help ensure your child is safe. As a second option, we may need to reach out to the emergency contact list if we do not hear from parents directly. 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 your child's provider before school starts to report the reason for the absence and when your child is expected to return. **Avoid unexcused absences** by always calling to excuse your child!

CLOTHING AND HOME ITEMS

Children should wear comfortable play clothes that are allowed to get dirty. Children use paint, playdough, play with sand and water, 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 on the playground). Children have the opportunity to enjoy daily outside play and classroom walks 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/mittens) during colder months. **You will also be asked to provide extra clothing for your child to have at school** in case their clothing becomes soiled or wet during class time. EHS-CCP will provide the appropriate diapers and wipes for your child. You may send a favorite blanket or comfort item with your child if you would like.

****Notify your Family Educator if this is a hardship and you would like to receive further resources for clothing****



FEEDINGS AND MEALS

EHS-CCP monitors to ensure that all providers follow the guidelines set forth by the Federal Head Start Performance Standards, state and local safety and sanitation requirements, and the USDA Child and Adult Care Food Program. The EHS-CCP provider will provide all food to be served in the classroom*. Providers will work with you to provide age-appropriate foods for your child throughout their EHS-CCP experience.

Infants enrolled in EHS-CCP are fed on demand whenever they are hungry. Children will receive the same formula, milk, and foods they have been eating at home. Parents who wish to breastfeed at school will be provided a private space to do so. Parents who wish to pump and/or store expressed milk will be provided with the appropriate storage to do so.

Toddlers enrolled in EHS-CCP are served a nutritious breakfast, lunch, and afternoon snack every school day. Additional healthy snack foods are also available for children who need extra support foods during the day, as we understand that some children may refuse or choose not to eat at a particular meal.

If you have any questions or a child with special food requirements, please notify your child's provider and/or Family Educator.

*All menus meet USDA guidelines and emphasize whole grains, milk, fresh fruits, vegetables, and are low in sugar, salt, and fat.

*All meals are served "family style" - children will begin to learn to pass foods at the table and serve themselves with supervision.



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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. 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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-usda-discrimination-complaint/how-file-program-discrimination-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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

SPECIAL FOOD REQUIREMENTS

EHS-CCP will work with your child's provider to support your child's special dietary needs. Providers will follow the USDA Child and Adult Care Food Program guidelines and the Federal Head Start Performance Standards to make these accommodations. If your child has a medical condition that requires substitutions to the regular menu, we will provide you with a form to take to your child's doctor. Medical conditions that require your child have different foods need to be diagnosed by a doctor who can provide a plan that we can follow for your child. If your child's condition eliminates an entire food group (i.e., milk/dairy, meats, fruits, etc.), our Nutrition Specialist will work with you to decide on the best replacements for those foods. **You must call your Family Educator to make arrangements for any food substitutions.** Providers are not authorized to make food substitutions. We will also work with you if your family has special religious or cultural preferences regarding foods. If you would like to make arrangements to support your child's dietary needs, please do the following:

1. Tell your child's provider, Family Educator, and/or call the Head Start Administrative Office about your child's needs. It is a good idea to talk with the provider, but you will need to work with the Nutrition and/or Health Specialist to create a plan.
2. Take the forms that we give you to your child's healthcare professional for them to complete and sign. Return the signed forms to the Nutrition and/or Health Specialist at our Head Start Administrative Office.
3. Work with the Nutrition and/or Health Specialist to make sure that your child's medical and nutrition needs are met.
4. Keep us informed if your child's needs change.

SHARING FOOD EXPERIENCES IN THE CLASSROOM

EHS-CCP encourages families to visit their child's classroom and to participate in nutrition education activities, cooking projects, sharing of foods that are important to their family and culture, and in the celebration of children's special days. If you would like to help plan and participate in these activities, please contact your child's provider. The provider will help you plan the activity and get materials for the project.

Note: all preparation of foods, including the cutting and arranging of foods, must be done in the classroom by a staff person or volunteer with a current Food Handler's Certification.

Federal standards require that all food served in the classroom must be nutritious and be low in fat, sugar, and sodium. Foods such as candy, cakes, cookies, sugary muffins, and pastries are not allowable foods.

HEALTH

A child's health plays a critical role in their ability to develop and learn. According to federal requirements, all children enrolled in the program must be up-to-date with their health care. Please ensure the necessary well-child exams and dental exams are completed within 90 days of enrollment. If your child is not up-to-date, please make the appropriate appointments to get them caught up **AS SOON AS POSSIBLE**.

Please let us know if we can help with any part of this process. EHS-CCP staff are knowledgeable about programs and resources and here to help you. Parents should expect their child's provider and/or Family Educator to talk with them frequently about appointments, getting visit records, and addressing treatment concerns. Parents can help by working with the program, as support is provided, so that all requirements are met.

During dental exams, families will also have the option to have their children receive a fluoride varnish to protect their children's teeth. Additional preventative dental services are available for children with oral health concerns to help protect their teeth until they can be seen by their regular dentist. Screenings are conducted by the Health Team in class to minimize interruption to the children's day. EHS-CCP staff will contact parents if there are any concerns and can help with follow-ups if needed.

In order to meet health requirements for EHS-CCP, your child must have...

- **Up-to Date Immunizations:** including DTP, Polio, MMR, Hib, Hepatitis B, Hepatitis A, and Varicella.
(Shots for flu and COVID-19 are strongly recommended. Please discuss with your child's healthcare provider any questions you may have)
- **Regular Physical Exams:** at 2 weeks, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, 30 months, and 3 years old (as required by EPSDT)
- **Dental Examinations:** within 12 months of the child getting their first tooth, then once per year after that
- **Test Results:** for blood lead level and Hemoglobin/Hematocrit

IMMUNIZATIONS

It is the parent's responsibility to keep EHS-CCP informed when their child gets new shots. At enrollment, we document all your child's immunizations on a Certificate of Immunization Status (CIS) form. When your child receives new immunizations, their CIS form must be updated. Please inform your child's provider and/or Family Educator if your child has received additional immunizations since their enrollment. The program will also accept a screenshot or photo of the immunization records from your child's medical provider.

In February of each year, we have to exclude children who are not up-to-date on their immunizations. This is a state law. This means your child will not be allowed to come to school until they have received the missing immunizations or appropriate exemption documentation is on file with the program.

CHILD ILLNESS

EHS-CCP wants your child to be at school every day possible, but when children are sick, the best place for them to be is at home recovering. EHS-CCP reserves the right to require a doctor's note that clears your child for re-admission into the classroom. Depending on the medical condition, **your child may need to be cleared by our Health Specialist before they are able to return to the classroom.** Documentation from your child's medical provider may be requested.

You should 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. Below is a list of common reasons why your child may be sent home and our program's policy on when they may return. **This is not a complete list of symptoms in which children may need to be sent home.** The Health Specialist can review individual health conditions as needed.

SYMPTOM	PROGRAM POLICY
Fever of 100.4°F or higher	Child may return after being 24 hours fever-free without the use of fever-reducing medications
Diarrhea that is not contained (Not contained in the child's diaper or a toilet-trained child cannot make it to the bathroom without having an "accident")	Child may return after 48 hours since the last episode without the use of medications. Child may be able to return earlier on a case-by-case basis
Vomiting	Child may return after 48 hours since the last episode without the use of medications
Rash with a secondary symptom (Secondary symptoms include, but are not limited to, rash spreading quickly, oozing, fever, and behavioral changes; does not include diaper rash)	Child may return once symptoms resolve or a medical provider has determined the rash is not contagious
Mouth sores	Child may return once symptoms resolve or a medical provider has determined the sores are not contagious
Skin sores that cannot be covered	Child may return once the symptoms resolve, a medical provider has determined the sores are not contagious, or the sores are able to be covered by a waterproof dressing
Communicable diseases (including, but not limited to, chickenpox, lice, whooping cough, and hand-foot-mouth)	Child may return after consultation with the Health Specialist based on the child's individual health condition

EHS-CCP providers will follow all state regulations regarding communicable diseases.

HEAD LICE

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 may be allowed to remain at school until the end of the day depending on the quantity and location of nits as determined by the EHS-CCP provider. Parent must use an appropriate treatment to remove the nits before the child can return to school. The child cannot return to school until a head-check reveals that the child is free of both live lice and nits. EHS-CCP staff can support families in their efforts to treat head lice by providing resources and referrals as needed. Contact your Family Educator if you need any resources or have any questions.

EHS-CCP providers will follow state licensing regulations regarding communicable diseases.

MEDICATIONS, OINTMENTS, AND SUNSCREEN

EHS-CCP providers and/or their staff members may administer a prescribed medication to a child during school hours. However, before any medication can be given to a child, a Health Management Plan must be completed by the child's physician, reviewed by our Health Specialist, and signed by the parent. **The plan must be completed before a provider can accept and administer any medication to your child during school hours.**

Prescription diaper creams and ointments will also require a completed Health Management Plan before an EHS-CCP provider can administer the prescription to your child during school hours. For over-the-counter medications, diaper creams, and ointments, a Health Management Plan is not required. However, a detailed doctor's note is required. A Health Management Plan may be requested depending on an individual child's medical needs.

EHS-CCP provides non-prescription diaper cream and sunscreen for your child. These items will only be applied to your child with parental consent. Parents will be notified daily if either of these items are applied to their child.



PARTNERING IN EDUCATION

We believe that parents are the primary educators of their children. Providers and parents working together as partners and will foster the child's development by setting goals, observing for progress, and collaborating on activities available both at home and in the classroom. Providers will communicate with you throughout the year during home visits, conferences, and with notes and phone calls (as needed). Communication will be a key factor in providing a curriculum that is meaningful to you and your child.

FAMILY SERVICES

Parents and families have the important job of raising children. We support families in being well and encourage positive parent-child relationships. As families teach their children, they learn with them! We support parents in being a strong part of their community, advocates for their children, and leaders in our program.

Your Family Educator will schedule a minimum of three hours per year of home visits, in alignment with Head Start policy. These hours will be completed in two or more home visits throughout the year. The purpose of home visits is to collaborate with you in setting and supporting family goals. This allows us to better support your child's development and overall family well-being by providing personalized resources, information, and encouragement. Home visits are also a chance for you to share your feedback about the program, what is working well, and where we can improve.

PARENT AND CHILD ACTIVITIES

Throughout the year, we 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 their child's provider and/or Family Educator with any ideas they may have. We encourage parents to volunteer in the classroom as well. Please talk with your child's provider and/or Family Educator if you are interested.

HOLIDAYS

EHS-CCP 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.

PARENT INVOLVEMENT

Parent Meetings

Family Educators, in collaboration with EHS-CCP providers and staff, will organize several parent meetings each year. All parents are encouraged to attend. These gatherings provide a chance to connect with other families, receive program updates, and engage in your child's education. Each meeting includes a provided meal and a hands-on activity led by teachers for you and your child to enjoy together!

Smart Connections

As part of our commitment to family well-being, we offer Smart Connections, an 8-session parenting series designed to help you strengthen your relationship with your child and support their healthy development. Smart Connections focuses on building strong, nurturing connections through practical tools that promote emotional safety, support, and growth for the entire family. Each session offers engaging discussions and strategies you can use at home to better understand your child's needs and respond with care and confidence.

Circle of Security

Children are learning new independence as they grow and develop. Parents need to be a safe anchor to return to when the world starts to look a little bit too big for their explorations.

For more parenting supports, check our partners in the community to see updated information on classes and parenting tips:

Marion Polk Early Learning Hub (Marion County)



Mid-Valley Parenting (Polk County)



Policy Council

The Policy Council offers parents a meaningful opportunity to be involved in decision-making for the program. As a representative, you help guide important choices, support other families, and share updates during parent meetings. Please let your Family Educator know if you are interested in joining the Policy Council.

Fundraising

EHS-CCP staff are not allowed to fundraise for the program or provider sites. Parents enrolled in the program **CAN** seek donations or fundraise if they desire. If you would like to fundraise or seek donations for either your child's provider site or the program as a whole, ask your Family Educator for more information.

HOW PARENTS CAN HELP

Parents are encouraged to volunteer with EHS-CCP for many reasons. When you volunteer, you will be supporting your child and the program by offering your time and energy in the classroom. Parents can spend their volunteer time playing or reading with children, playing an instrument or singing at music time, leading an art activity, or participating in a cooking activity. Other volunteer options include participating in hiring committees, planning meetings, and family gatherings.

Every hour that you volunteer brings our program [\\$29.95](#) in matching funds, which are required by our federal grant!

Let your child's provider and/or Family Educator know if you are interested in volunteering!



CLOSURES

All EHS-CCP providers will be closed for all federal holidays recognized by Mid-Willamette Valley Community Action Agency. Your child's provider is also closed throughout the school year for vacation and professional development trainings. **All planned closures are listed in your parent calendar.**

We understand how unexpected closures can result in frustration, inconvenience, and hardships for working families. However, please remember that emergencies and situations we cannot control happen in all of our lives—including providers' lives. If your child's provider has to close unexpectedly, you will be notified as quickly as possible. We apologize for any inconvenience it may occur.

WEATHER-RELATED CLOSURES

EHS-CCP does NOT follow the delays or closures of the Salem-Keizer School District.

If the district issues a 2-hour delay, EHS-CCP providers will be open at their normal hours. If the district cancels school due to weather concerns, EHS-CCP providers will remain open. If Mid-Willamette Valley Community Action Agency closes due to weather, EHS-CCP providers have the option to close or remain open for private childcare only; no EHS-CCP services are offered on days when Community Action, as an agency, is closed.

If there is a weather-related agency closure, your child's provider will contact you to let you know if they are offering childcare or closing for the day. Please contact your child's provider and/or Family Educator if you have questions about weather-related closures.



TOBACCO POLICY

EHS-CCP is committed to the health of children and families in the program, as well as our providers and 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.

EHS-CCP staff, providers, families, and visitors will not be allowed to use or have any tobacco products:

- On Head Start property
- At Head Start functions, such family events and parent meetings
- Within the sight of Head Start children at school

We also request that families do not smoke during home visits or conferences that may occur at your home. EHS-CCP staff, providers, families, children, and visitors may not wear clothing that smells strongly of smoke or advertises tobacco products while on Head Start property or at Head Start functions. 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.

The policy above applies to all banned substances — alcohol, weapons, drugs, etc.

CHILD ABUSE PREVENTION

Parents of children enrolled in EHS-CCP are provided with a copy of the Child Abuse and Neglect Policy during their enrollment appointment. All EHS-CCP staff, providers, and providers' staff are mandatory reporters of child abuse and neglect. A mandatory reporter is a person who is required by law to report any suspicion of child abuse or neglect.

Mandatory reporters are required by law to report child abuse or neglect to the Department of Human Services Child Welfare and/or the police. Mandatory reporters 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 all records pertaining to any report confidential. Please inform your child's provider by phone or in writing if your child experiences any injuries or incidents at home.



CHANGES AFTER ENROLLMENT

Please notify your child's provider **AND** your Family Educator if your address or phone number changes. It is very important that we always have current information in the event of an emergency involving your child. At enrollment, you provide us with a list of emergency contacts that authorizes certain people to be contacted in the event of an emergency or to pick your child up from school. If your emergency contacts change, please contact your child's provider **AND** Family Educator **immediately** to fill out a new form. **For your child's safety, we will not allow your child to go home with someone who is not on the list.**

CONFIDENTIALITY

Information that is gathered about your child and family is kept confidential and stored in a secure data base and on-site in a secured, locked location. Records will only be released to another person or agency with written permission from parents or legal guardians. EHS-CCP staff, providers, and volunteers are responsible in maintaining the confidentiality of all information about children and families.

LICENSED FACILITIES

All EHS-CCP staff, providers, and providers' staff are required to pass a state and FBI background check to help ensure the safety of your children. All of our sites are licensed per requirements from the State of Oregon and subject to inspections.

PARENT CONCERN RESOLUTION

Parents who have a concern or complaint regarding the EHS-CCP program, a staff member of the program, or a provider, the program has the right and responsibility to bring the matter up for resolution. These issues may be addressed using the following steps:

1. Discuss the matter with your child's provider to help clarify Head Start Policies and Procedures.
2. If the matter cannot be resolved with the provider, it will be brought to the provider's Child Development Specialist.
3. If the matter cannot be resolved with the Child Development Specialist, it will be brought to the Head Start Program Director for final resolution.

MID-WILLAMETE VALLEY COMMUNITY ACTION AGENCY

HEAD START LEADERSHIP STAFF

Chief Program Officer of Early Learning and Child Care: Eva Pignotti

Head Start Program Director: Liz Salinas (Bilingual)

Associate Director of Child and Family Services: Stacey Eli

Education Manager: Julie Suefert

Inclusion and Support Manager: Aimee Klingler

Family Services Manager: Kyle Miller

Operations Manager: Debra Devine (Bilingual)

Health Specialist: Alyssa Mercier

Nutrition Specialist: Jolanda Ibarra-Murillo

EHS-CCP STAFF

Head Start Program Director: Liz Salinas (Bilingual)

Child Development Specialist: Angelica Bravo (Bilingual)

Child Development Specialist: Katie Stokes

Family Educator: Araceli Miranda (Bilingual)

Family Educator: Elvira Nevarez (Bilingual)

Family Educator: Mayra Ceja-Garibay (Bilingual)

IMPORTANT CONTACTS

Head Start Administrative Office:

625 Hawthorne Ave SE, Suite 100
Salem, OR 97301
503 – 581 – 1152

My Child's EHS-CCP Provider:

Name: _____

Phone: _____

My Family Educator:

Name: _____

Phone: _____