



Mid-Willamette Valley
COMMUNITY ACTION

Compassion in Motion

Head Start & Early Head Start

Parent Handbook

2026-2027



Table of Content

Our Vision / Mission / Values	3
Licensed Facilities / Confidentiality / Emergencies	3
Family Changes After Enrollment	4
Child Abuse Prevention	4
Health / Well Child / Dental / Screenings	5
Immunizations/ Child Illness / Health Conditions	5
My Child is Sick	6
Head Lice Policy / Medications, Ointments, and Sunscreen	6
School Closures	6
Education / Curriculum / Development Screenings	7
School Rules / Play	8
Clothing/ What Should My Child Bring to School	9
Daily Attendance	10
Home Visits / Family Services / Family Services Home Visits	10
Family Engagement / Volunteering	11
Parent Meetings/ Parent & Child Events / Family Nights/Policy Council	12
Holidays	12
Parenting Toolbox	13
Nutrition	13
Tobacco Policy	14
Inclusion / Support / Behavior / Referrals	14
Parent Concerns Resolution	15
USDA Nondiscrimination Statement	16
Classroom Staff / School Information	16
Contact Information	17
	18

WELCOME TO 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
- Community Action Head Start will establish and embrace a program culture of safety that promotes dignity and respect by practicing kindness and acceptance to reflect our belief in the infinite worth of every person.

OUR VALUES

We are dedicated to establishing, cultivating, and sustaining a diverse and inclusive culture. We embrace and value those we serve and our employees regardless of race, color, religion, national origin, disability, sex, age, sexual orientation, gender identity or expression, genetic information or family medical history, or membership in any other protected class as defined by applicable state or federal law, and we expect Head Start families to do the same.

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.



Licensed Facilities

All 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.

Confidentiality

Information that is gathered about your child and family is kept confidential and stored in a secure data base. 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.

Emergencies

Children will participate in emergency drills including for natural disasters, fire, and other potential dangerous situations. In case of emergency, staff will contact emergency responders and parents as soon as possible. Staff will remain with the child or children to ensure safety until the parent or appropriate authorized person is able to be with the child. For longer term emergencies, each site has supplies to help keep children and staff fed and safe for 72 hours.

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 and that voicemail is able to accept messages.

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 or pick your child up from school. 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.**

Child Abuse Prevention

All staff at Head Start are mandatory reporters of child abuse. Parents of children enrolled in Head Start are provided with a copy of the Child Abuse and Neglect Policy during their enrollment appointment. As mandatory reporters, staff are required by law to report child abuse or neglect to Department of Human Services Child Welfare or the police. Staff are required to report if a child is 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. Our intent is to ensure safety of children and support families.

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. Head Start staff are knowledgeable about programs and resources and here to help you. Parents should expect their child's teacher 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. Head start Staff will contact parents if there are any concerns and can help with follow-ups if needed.

In order to meet health requirements for Head Start/Early Head Start, 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 as required by ESPDT 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 Community Action 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 teacher 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

- Head Start 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. Head Start 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.





Symptoms	Program policy
Fever of 100.4 degrees 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 being 48 hours since 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 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 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 chicken pox, lice, whooping cough, and Hand-Foot-Mouth)	Child may return after consultation with the Health Specialist based on the child's individual health condition



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 determined by the Head Start staff.**

Parent must use an appropriate treatment to remove the nits before the child **can re-turn** to school. The child cannot return to school until a head-check reveals that the child is free of both live lice and nits. Head Start staff can support families in their efforts to treat head lice by providing resources and referrals as needed. Contact your Family Educator or your EHS Teacher if you need any resources or have any questions.

Medications, Ointments, and Sunscreen

Head Start staff 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 Head Start staff 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 Head Start staff 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.

Head Start/Early Head Start 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.



School Closures

Classroom Closures and Health & Safety

While regular attendance is important, the health and safety of your child, your family, and our staff is our top priority. We understand that unexpected closures can be challenging, and we are committed to keeping you informed with the most current information available.

Head Start follows the local public school district's decisions or determined by Head Start Management regarding closures or delays due to snow, ice, any condition that might affect the Health and Safety of staff/children, or other severe weather. If the public schools in your area delay classes by two hours, Head Start will also follow a two-hour delay. **Please note: If there is a two-hour delay, all center base EHS classes will be canceled. Duration classes will start two hours later and end at the regular time. Afternoon Classes will run normal hours.**

In some cases, your child's class may need to be canceled due to staff illness or other emergency situations. Staff will contact you directly with updates on class status.

Our automated notification system will alert you by text or email when there is a delay or closure. You can also check for the latest updates through:

- www.flashalert.net
- KATU Channel 2 (ABC) – katu.com
- KOIN Channel 6 (CBS) – koin.com
- KGW Channel 8 (NBC) – kgw.com

We appreciate your understanding and cooperation as we work to maintain a safe and healthy learning environment for all.



Education

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 learning about health and safety such as fire safety and safely crossing the street.



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 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.

What are the Rules at School?

Be Safe

Be Respectful

Be Responsible

You will see visuals posted in the classroom and shared throughout the school environment.

Using a trauma-smart approach, your child will be supported in learning **what it means**

to Be Safe, Be Respectful, and Be Responsible. (Example: Be Safe: taking deep breaths when feeling big emotions; Be Respectful: using kind words when asking for help; and Be Responsible: checking in with a teacher when unsure what to do.) We encourage you to use and model these practices at home too.

BE SAFE



BE RESPECTFUL



BE RESPONSIBLE

The Head Start classrooms use visuals, daily schedules, and step-by-step guides for routines (like handwashing or dressing for outside) along with helpful tools like books and social stories to support your child in feeling safe and prepared. Staff use positive directions (such as “Let’s use walking feet so everyone stays safe” or “Let’s take a deep breath together”) to promote a predictable and caring environment.

Parents play an essential role in helping their children thrive both at home and at school. When families and educators work together as partners, children feel more supported and build life-long skills. Our team is here to help answer questions or share more ideas anytime.

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 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, 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.



What Should My Child Bring to School?

Our classrooms are well-equipped with engaging materials, and children have access to a variety of age-appropriate activities throughout the day. We also provide two nutritious meals daily, so there is no need to send additional food.

Children sometimes find it difficult to share their special items, and we want to prevent hurt feelings or conflicts. Additionally, personal belongings can easily get lost or misplaced at school. For your child's safety and to help maintain a focused learning environment, we kindly ask that you **do not send the following items** to school:

- Toys, Candy, gum or outside food, Pencils or other school supplies, Money, Special jewelry or keepsakes and Purses

Thank you for helping us create a safe, respectful, and supportive space for all children!

Daily Attendance

Being at school on a regular basis is very important to your child's learning. Please send your child to school every day unless they are ill. If your child is sick or unable to attend class, parents need to call the site before school starts to report the reason for the absence and when your child will return. Parents may bring their child to school no more than five minutes before class time. Discuss with your child's Teacher in advance of any planned absences.

When children are absent, staff are required to contact parents or guardians to help ensure your child is safe. If staff are unable to reach you, we will contact the emergency numbers you provided. **Please make sure to keep your phone numbers and emergency contact information updated** so we can reach you quickly when needed.

Children enrolled in Duration classes, Early Head Start and CCP classes must continue to attend throughout the year from September through August when classes are in session.

Early Head Start- EHS Teacher Home Visits

Teachers will communicate with you throughout the year during home visits, notes and phone calls. This allows education staff and families the opportunity to develop relationships and share information.

Home visits will be scheduled twice a month and will last at least 1 1/2 hours. 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.

Parent child activities are planned to enhance your child's development and ideas for activities that will help you as a parent to provide ongoing support.



Family Services will be a part of your home visits. 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.

- * Our home based program visits weekly to supply educational activities and family supports for children who are not enrolled in the classroom.



Pre-K 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 Services

The HS/EHS program is a comprehensive preschool program that not only benefits the child, but the families as well. 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.

Family Educator Home Visits

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. Your input plays a vital role in shaping how we support your family and others in the community. We value your voice and look forward to partnering with you throughout the year.

Family Engagement: Partnering Together for Your Child's Success

At Head Start, we believe families are essential partners in a child's growth and development. Throughout the year, we offer many meaningful ways for you to get involved.

Volunteer Opportunities

Your time and talents are a valuable part of our program, whether you can help weekly during meals, story time, or classroom activities, or prefer to assist from home. We will work with you to find the right opportunity.

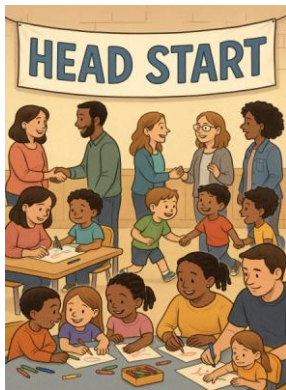
Parent Meetings

Parent meetings are held monthly, except during months when special events are planned. 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. A Policy Council representative will share updates and collect your feedback to help inform program decisions. Your participation supports a stronger experience for all families.

Parent & Child Events

We organize a variety of events throughout the year designed to foster shared learning and meaningful family connections.



Examples include:

- **Pumpkin Patch Field Trip** (October)
- **Bowling Night** (January)

Your Family Educator or EHS Teacher will provide details about events available in your region.

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.

Serve as a representative voice for families, advocate for children, help support our families, and contribute to a stronger school community through shared leadership. Your ideas and feedback help shape the services we provide.





Holidays

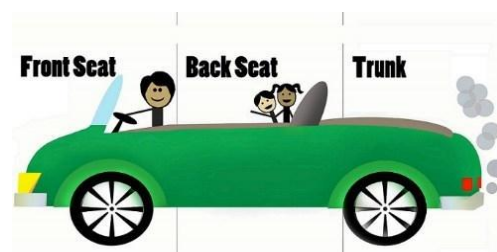
Community Action Head Start will encourage children to learn about holidays in developmentally appropriate, fun ways. We will reflect the culture of our community in holiday practices while respecting culture and beliefs of individual families in the program. Family participation will be encouraged in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

We help you Build Your Parenting Toolbox

We will offer several opportunities for parents to sharpen their parenting skills with parenting classes, phone apps and other opportunities.

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 as children return to celebrate what they learn or a comfort if the world starts to look a little bit too big for their explorations.

Other community parenting classes, tips and activities can be found at:

Marion Polk Early Learning Hub

(Marion County)



Mid-Valley Parenting

(Polk County)



Nutrition

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.

Meals are served “family style” with serving dishes of foods available on the table.

EHS Children Small snacks are available for children between meals as needed.

For infants feedings are based on schedule and on demand.

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



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 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 or EHS Teacher 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.

Inclusion and Support

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 or our Early Childhood Mental Health Department which provide additional observations, assessment, and consultations of children's development. These resources provide information to parents and teachers working together to best support a child's educational progress.

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 which can be used both at home and at school.



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 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 WESD or with questions about Special Education services, you can talk with your child's teacher or contact the Inclusion Team at 503-385-8802.
- * For Mental Health Emergencies please contact Marion County Youth & Family Crisis Line 503-576-4673 (M-F 8am-10am) or call Lifeline at 988 (open 24 hours/7 days a week).
- * In accordance with Every Child Belongs (HB 2166 and SB 236) MWCAA policy and procedure regarding child suspension and expulsion is posted for review on site parent boards.

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 (site supervisor).
- C. If the matter cannot be resolved with the Regional Team Resource Specialist, it will be brought to the Program Manager.
- D. If the matter cannot be resolved with the Program Manager, parents can contact the Associate Director for support with any final resolution.

USDA Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

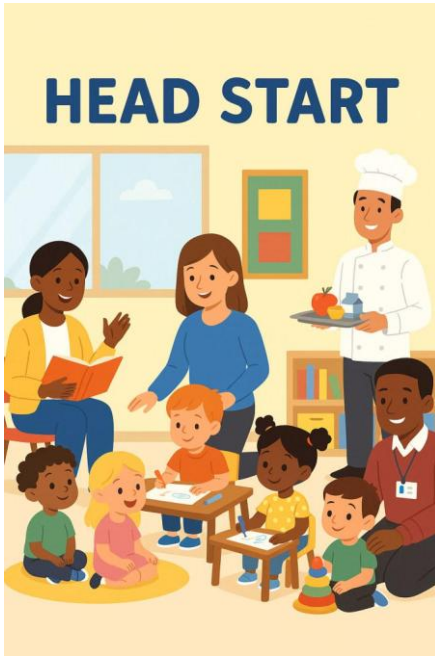
Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

Or fax: (833) 256-1665 or (202) 690-7442; or email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Free language and disability accommodations and assistance will be provided upon request. Please contact Head Start at 503-581-1152.

Classroom Staff Supporting My Child



Class Name: _____

Teachers: _____

Teacher Assistant: _____

Classroom Aide: _____

Family Educator: _____

Cook: _____

Regional TRS: _____

Site Name: _____

Site Address: _____

Classroom Cellphone: _____

Family Educator Cellphone: _____



COMMUNITY ACTION

Compassion in Motion

Head Start and EHS by Content Area
625 Hawthorne Ave. Salem, OR 97301
Phone: 503-581-1152

Head Start & EHS Program Director.....Liz Salinas
Assoc. Director Child & Family Services.....Stacey Eli
Operations Manager.....Debra Devine
Education Manager.....Julie Suefert
Inclusion and Support Manager.....Aimee Klingler
Health Specialist.....Alyssa Mercier
Family Services Manager.....Kyle Miller
Nutrition Services Specialist.....Jolanda Ibarra



Mid-Willamette Valley
COMMUNITY ACTION

Head Start

***Thank you for your contribution
as a Parent in our Head Start/Early Head Start Program!***