



# 2019-2020 PARENT HANDBOOK





As a Head Start Parent, I will:	As a Head Start Staff member, I will:
Make sure that my child attends school every day and on time.	Promote a welcoming and culturally sensitive environment that is respectful of your child and family's unique identity.
Provide my child a medical and dental home. If my child does not have a medical and dental home, I will work with the Head Start staff to find one as soon as possible.	Provide resources and information to help your family locate a medical and dental home and follow up with you to ensure that your child receives appropriate health screenings.
Make sure that my child's immunizations and well-child care visits with his/her primary care physician are up to date.	Work with you to ensure that your child's immunizations and well-child care visits are up to date.
Follow up on any medical, dental or other health concerns regarding my child in a timely manner. Provide updated health information when/if there is a change in providers. Notify Head Start as my child's treatment is completed.	Notify you if screenings show that your child needs health related services with a physician/specialist. Follow up with you on the treatment process for medical, dental, or other health concerns regarding your child in a timely manner.
Attend two parent conferences and work with my child's Teacher to develop and support my child's educational goals.	Collaborate with program staff to provide you information about your child's education.
Welcome Teachers and Family Advocates into my home to discuss ways in which I can help my child's development at home and relation to school readiness.	Collaborate with family in order to set age-appropriate school readiness goals for your child.
Participate in parent programs and educational activities offered at my child's school.	Coordinate training and resources for you and your family.
Work in partnership with my Family Advocate to set goals for my family and me.	Assist you on progress towards achieving your goals and provide referrals and support when you need social services and community services and community resources
Participate in leadership opportunities and attend monthly Parent Committee meetings.	Assist in organizing the Parent Committee meetings and other activities.
When possible, I will volunteer and attend events at my child's school.	Inform you regularly about volunteer opportunities and other events in the classroom and at school.
<b>Child's Name:</b>	<b>Classroom:</b>
<b>Parent Signature:</b>	<b>Date:</b>

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## YVEDDI HEAD START Parent Handbook Policies and Procedures Agreement



By signing this form, you have read the Parent Handbook and agreed to the policies and procedures set forth by YVEDDI Head Start that includes the following:

\*Please initial in each space provided\*

Initial	
	Head Start Center Arrival Time and Pick-up Policy (pg. 6)
	I have read and understand the Dental Policy and Emergency Medical Procedures and: agree for my child to be transported for emergency care as written in the plan. (pg. 15-16)
	Custody and Records Release Policy (pg.7 )
	Harmful/Disruptive Behavior Policy and Disruptive Parent Policy (pg.7-8)
	Sex Offenders Policy (pg.9)
	Attendance Policy (pg. 4 )
	Reporting Child Abuse and Neglect Policy (pg. 5)
	Program Concern Policy (pg.9 )
	I have received a copy of the Summary of NC Child Care Law and Rules (pg.23-24)
	I give permission for my child to receive fluoride toothpaste (See Tooth Brushing Policy pg. 15)
	I have read and understand that my child needs a physical exam within (30) days of enrollment and a dental screening/exam within (90) days of enrollment. (pg. 15)
	Tobacco/Smoke-Free environment (pg. 10)
	I have received a copy of the Prevention of Shaken Baby Syndrome/Abusive Head Trauma Policy (pg. 10-12)
Print Child's Name	Center Name
Parent Signature	Date

# Forms

## Please sign and return



Mickey Cartner, Board Chair



Community Services (CSBG)

Domestic Violence Program  
• Sexual Assault  
• Family Violence Prevention

Public Transportation

Family Resource Center

Senior Services  
• Meals on Wheels  
• Congregate Nutrition Sites  
• Legal Services  
• Retired & Senior Volunteer Program

Senior Centers  
• East Bend  
• Yadkin County  
• Yadkin Valley  
• Surry County  
• Pilot Mountain

Weatherization



To: Parents  
Grandparents  
Guardians

Welcome to a new and exciting year with YVEDDI Head Start. We are glad to have you and your child as part of our Head Start family for the 2019-2020 school year.

We look forward to working with you as we strive to promote quality care and educational experiences for your child. We would like to invite you to come to your child's center and spend time with us as we make new discoveries, learn social skills, and share educational experiences. We enjoy having volunteers in our centers and are eager to have you share in your child's education outside the home. We welcome input from you in setting goals for your child and helping us enhance our curriculum.

It is our goal to guide and extend your child's individual interests and to prepare them for kindergarten. Our curriculum offers the best possible opportunities for your child to become well prepared for kindergarten. We focus on helping your child become successful in whatever he/she does. Head Start takes pride in the daily assessment of what your child learns while in our centers and we use this information to increase your child's skills and to help our teachers identify individual differences.

All of our centers are culturally diverse, representing various ethnic groups. We hope that you will be able to come to your child's center to share your cultural heritage with the children.

During this school year, we encourage you to take advantage of other services offered by YVEDDI such as the GED program, weatherizing your home, or providing community service needs.

We also challenge you to do the following:

- ✓ Attend all monthly parent meetings and encourage other parents to attend
- ✓ Attend our annual parent workshop (tentatively scheduled for November)
- ✓ Be an advocate for your child and their education
- ✓ Set goals for yourself and your child and strive to achieve them
- ✓ Help us recruit new children and families for our program
- ✓ Always represent our program in a positive manner
- ✓ Volunteer to become a Policy Council representative for your child's classroom and attend monthly meetings

If at any time during the year you have questions, please do not hesitate to call us.

Sincerely,

Rhonda Wrenn  
Head Start Director

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### What Is Child Care?

The law defines child care as:

- three or more children under 13 years of age receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

### Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

### Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training (if caring for infants

0 -12 months) every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

### Child Care Centers

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

### Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

### Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes

for licensure are shown below and must be posted in each classroom.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

### Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

### Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

### Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.

# About The Program

Head Start is a federally funded program whose goal is to prepare children ages 3-5 for school by providing an inclusive, quality, safe-learning environment within a structured educational setting and is the only local preschool program that offers health, dental, social services and a comprehensive parent involvement program which now includes a new Parenting Curriculum. Head Start provides services in Davie, Stokes, Surry, and Yadkin Counties to 342 children. Services include nutritious meals and snacks and developmentally appropriate activities. Assistance with obtaining medical and dental services is provided (including payment, if not eligible for Medicaid, for healthcare, dental exams and follow-up).

Parents have the opportunity to collaborate with Teachers to develop their child's plans for learning. If parents are active on our Policy Council, they have the opportunity to help develop and revise program policies, and approve staff personnel decisions. Families must meet Federal income guidelines to qualify. For more information regarding classroom locations and program services please visit [www.Yveddi.com](http://www.Yveddi.com) or call the HSAO (Head Start Administrative Office) at (336)-367-4993.

## NC PRE-K



Head Start also collaborates with the NC Pre-K program. The additional funding allows Head Start to extend its operational days of service from 160 to 180 days, pay for higher qualified staff, and reduce staff/child ratios from 1:10 to 1:9 or class size from 20 to 18 children. The NC Pre-K Program provides high-quality educational experiences to enhance school readiness for eligible four-year-old children. The NC Department of Health and Human Services under the Division of Child Development and Early Education administers the NC Pre-K program. The child **must** be four-years old on or before August 31<sup>st</sup> of the program year. Placement in a NC Pre-K classroom is not a guarantee, although a child may meet one or more eligibility factors.

## PROGRAM GOALS

YVEDDI Head Start's goal is to provide comprehensive services to children and families at the rate of 100% in all content areas by building relations, bridges with local resources and empowering families toward self-sufficiency with an intense focus on School Readiness.

## PHILOSOPHY

YVEDDI Head Start believes that all children deserve the opportunity to learn through play by way of facilitated, competent early childhood practices without regard to race, culture, income, or disability. We also believe by linking services and building partnerships within the community that our families will achieve more success.

## MISSION STATEMENT

Educating children and empowering families

## DAYS AND HOURS OF CENTER OPERATION

The Head Start centers operate from 8:00 AM - 2:30 PM Monday through Friday. The program will provide a calendar to indicate closed days, early releases and holidays.

## SNOW DAYS/INCLEMENT WEATHER

Please note that Head Start delays and closings due to inclement weather will follow their local school system unless otherwise contacted. *When Head Start closes due to inclement weather all Head Start activities postpone as well, including Parent Meetings, Policy Council Meetings and workshops.*



## Enrollment Information

### PROGRAM ENROLLMENT

The YVEDDI Head Start Program currently serves 342 children. Head Start prohibits discrimination based on race, color, sex, age, disability, religion or national origin. Acceptance into the Head Start program is based on age and income eligibility set by the Federal Poverty Guidelines. Each family must meet the federal requirements for eligibility. An eligibility rating system for most in need is used which adds points for criteria such as single parent, foster parent, homelessness, documented disabilities, etc. This system ensures that we serve children and families with the greatest need. Our program serves a minimum of 10% of children with disabilities. Those children who are not selected for enrollment are placed on a waiting list. After selection is made, parents are notified of their child's status.

The following requirements apply to both centers and homes.

#### Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

#### Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

#### Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

#### Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov). For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829 (In State Only), or visit our homepage at: [ncchildcare.nc.gov](http://ncchildcare.nc.gov).

#### Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during business hours;
- requested via the Division's web site at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov); or
- requested by contacting the Division at 1-800-859-0829.

#### How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

#### Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned.

**North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.



## Summary of the North Carolina Child Care Law and Rules

Division of Child Development and Early Education

North Carolina Department of Health and Human Services  
820 South Boylan Avenue  
Raleigh, NC 27603

Revised **December 2014**

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.



# Program Governance

## PARENT COMMITTEE MEETINGS

**All parents of currently enrolled Head Start children are members of the Parent Committee.** Parent Meetings are held monthly throughout the year. These meetings give parents an opportunity to learn and practice leadership skills, have fun and make site-based decisions, and receive valuable information on topics generated from the Parent Needs Assessment, the program Training Plan and our program Long-Range Goals. Parents are encouraged to take an active role in these meetings. Parent Meetings are generally held at your child's center. Meeting dates and times are decided on during the first parent Meeting. They provide an opportunity for parents at your site to get to know each other and discuss issues/concerns/special events/information related to your Head Start center. This is an opportunity for parents to get involved in their child's education.

**The following officers are elected at the first Parent Meeting to preside over the monthly Parent Committee Meetings: Chair, Vice-Chair, and Secretary. Parent Committee members are responsible for electing a Policy Council Representative and Alternate to represent the center at the district level. An officer that misses three consecutive meetings or 50% must be replaced.**

## POLICY COUNCIL

The Policy Council is the governing body of Head Start and consists of Head Start parents from each center, former parents, and community representatives. Its function is to oversee the Head Start Program, ensure compliance with federal regulations and provide parents the opportunity to participate in shared decision-making regarding the program design and implementation. Meetings are held monthly to discuss issues affecting Head Start and to make decisions about how the program operates. Each center will elect one Representative and one Alternate Representative to attend Policy Council meetings. It is very important that your site elect a Representative who is dedicated and willing to attend Policy Council meetings.

If your site does not have a Representative, your site will not be represented when issues come to a vote at Policy Council meetings. Parents who are members of the Policy Council are reimbursed for mileage to and from the meeting location paid at the government rate. The Policy Council Chairperson will also serve on the YVEDDI Board and an YVEDDI Subcommittee and act as a liaison between the two groups.

Recruitment is ongoing throughout the year! If you know of any families that have children age 3 – 5, please contact (336) 367-4993 ext. 232 or 233.



## HEAD START CLASSROOM, ADDRESSES AND TELEPHONE NUMBERS

Subject to change; current 7-8-19

DAVIE COUNTY			
<i>J. G. Koontz I</i> 336-284-6066 7131 NC Hwy. 801 South Mocksville, NC 27028	<i>J.G. Koontz 2</i> 336-284-2317 7131 NC Hwy. 801 South Mocksville, NC 27028	<i>Mocksville</i> 336-998-1831 819 Dulin Road Mocksville, NC 27028	
STOKES COUNTY			
<i>Mount Olive</i> 336-985-5260 2145 Chestnut Grove Road King, NC 27021	<i>London</i> 336-591-7204 609 School Street Walnut Cove, NC 27052	<i>Danbury</i> 336-593-8113 1070 Hospice Drive Danbury, NC 27016	<i>Sandy Ridge</i> 336-871-2551 1308 Amostown Rd Sandy Ridge, NC 27046
SURRY COUNTY			
<i>Jones I</i> 336-786-6155 ext. 240 215 Jones School Rd Mount Airy, NC 27030	<i>Jones II</i> 336-786-6155 ext. 239 215 Jones School Rd Mount Airy, NC 27030	<i>Jones III</i> 336-786-6155 ext. 238 215 Jones School Rd Mount Airy, NC 27030	<i>Jones IV</i> 336-786-6155 ext. 241 215 Jones School Rd Mount Airy, NC 27030
<i>Jones V</i> 336-786-6155 ext. 231 215 Jones School Rd Mount Airy, NC 27030	<i>Oak Grove</i> 336-835-4248 453 Oak Grove Rd Elkin, NC 28621	<i>Paynetown</i> 336-786-7628 205 Marshall Farm Rd Mount Airy, NC 27030	<i>Red Hill Creek</i> 336-352-4588 101 McMickles School Rd Dobson, NC 27017
<i>Surry Center</i> 336-367-7202 389 Jenkinstown Rd Dobson, NC 27017			
YADKIN COUNTY			
<i>Yadkinville</i> 336-367-4993 ext. 235/236/237 729 West Main St. Yadkinville, NC 27055	<i>Jonesville</i> 336-835-1879 205 Center St. Jonesville, NC 28642	<i>Boonville</i> 336-367-5301 533 N. Carolina Ave. Boonville, NC 27011	

# Program Policies



## ATTENDANCE

Head Start places intense focus on school readiness, therefore your child's attendance is very important. Parents/guardians must bring their children to school every day on time.

**In accordance with Head Start Performance Standard 1302.16 (1), if your child is unexpectedly absent and you have not contacted the program within one hour of classroom start time, we must attempt to contact you to ensure your child's well-being.**

**If your child is absent or going to be absent FOR ANY REASON, you are to notify** your child's Teacher or Family Advocate. When notifying staff you should state the reason for the absence and give a possible date of which your child will return to class. **If your child cannot return by the date stated, again contact the Teacher with an explanation.** If your child is absent due to sickness for three days in a row we request that you bring a note from your doctor. Exceptions may be made for vacations, extended illness, out-of-town emergencies etc. by contacting the Family Advocate in advance for extended absences.

**If a child is absent for (3) consecutive days** or has a pattern of irregular attendance, family contact will be made by telephone or in person by a Head Start staff member to discuss absences and offer assistance to ensure that any attendance challenges are addressed.

**In order to offer every Head Start child the best services, attendance is extremely important.** Those who attend infrequently deny other children who could attend regularly an opportunity for service. Federal regulations require that our attendance rate be at least 85%. Children who have patterns of irregular attendance or fall below the 85% will receive a letter explaining the importance of their child's attendance at school. **If a child's chronic absenteeism continues with no response or cooperation from the parent/guardian, then the child's slot may be withdrawn.**

If there is no contact made with parents, the following procedures will take place:

- Day (3) Phone Call or Home Visit by Family Advocate if unable to reach by phone
- Day (4) Contact attempt
- Day (5) Child dropped from program

In the event that the child is dropped from the program, parents have the option of contacting the Family Advocate and having the child placed on the waiting list. Communication between the parent/guardian and Head Start staff is very important!

## CONFIDENTIALITY

YVEDDI Head Start Program is committed to ensure the security and confidentiality of personnel, children, and family files. Confidentiality requirements include, but are not limited to, the following:

- Physical and electronic records/files are secured
- Only authorized staff members may access child and family files
- Staff members share child information on a need-to-know basis
- Parent/guardian's written consent is needed prior to any release of individual child or family records

## FAMILY PARTNERSHIP AGREEMENT

The purpose of the Family Partnership Agreement (FPA) is to assess the goals and needs of families enrolled in the program and reinforce the Parent, Family and Community Engagement Framework. **The FPA is family driven and designed to help families become self-sufficient. Although voluntary, all enrolled families are strongly encouraged to participate.** This is a valuable way for families to engage in program activities, become more aware of community resources, achieve self-sufficiency and foster the need for families to become advocates for their children.

Once the initial assessment has taken place, Head Start will collaborate with the family to help achieve the goal or meet the particular need. The Family Advocate will give the necessary referrals/information and provide the support needed to aid the family in their endeavor to become self-sufficient. Family Advocates will conduct comprehensive follow-up with the family to ensure timely and efficient services.

## HEAD START FAMILY PARTNERSHIP AGREEMENT

<b>As a Head Start Parent, I will:</b>	<b>As a Head Start Staff member, I will:</b>
Make sure that my child attends school every day and on time.	Promote a welcoming and culturally sensitive environment that is respectful of your child and family's unique identity.
Provide my child a medical and dental home. If my child does not have a medical and dental home, I will work with the Head Start staff to find one.	Provide resources and information to help your family locate a medical and dental home and follow up with you to ensure that your child receives appropriate health screenings.
Make sure that my child's immunizations and well-child care visits with his/her primary care physician are up to date.	Work with you to ensure that your child's immunizations and well-child care visits are up to date.
Follow up on any medical, dental or other health concerns regarding my child.	Follow up on medical, dental, or other health concerns regarding your child in a timely manner.
Attend two parent conferences and work with my child's Teacher to develop and support my child's educational goals.	Collaborate with program staff to provide you information about your child's education.
Welcome Teachers and Family Advocates into my home to discuss ways in which I can help my child's development at home and relation to school readiness.	Collaborate with family in order to set age-appropriate school readiness goals for your child.
Participate in parent programs and educational activities offered at my child's school.	Coordinate training and resources for you and your family.
Work in partnership with my Family Advocate to set goals for my family and me.	Assist you on progress towards achieving your goals and provide referrals and support when you need social services and community services and community resources
Participate in leadership opportunities and Parent Committee meetings.	Assist in organizing the Parent Committee meetings and other activities.
When possible, I will volunteer and attend events at my child's school.	Inform you regularly about volunteer opportunities and other events in the classroom and at school.

- Staff are trained prior to their start date through orientation or one-on one training on how to maintain confidentiality Only information that is essential to provide services will be recorded and maintained on any Head Start child

### CHILD ABUSE AND NEGLECT REPORTING

All Head Start staff, contractors and volunteers are required by law to report to the Child Protective Services Division of the Department of Social Services in the county of the child's residence if they suspect a child has been the victim of abuse or neglect, whether it occurs inside or outside of the school. The person who suspects that a child has been abused and/or neglected will take this action immediately. The report should be made by phone and/or writing. Telephone reports should be placed in writing immediately and are to be sent only to the Family and Community Partnership Coordinator at the Head Start Administrative Office (HSAO), who will serve as the Child Abuse Coordinator. In the absence of the Coordinator, forward the report to the Head Start Director.

### ORIENTATIONS/SCREENINGS

All newly enrolled children/parents must attend Orientation/Screenings. Parents are notified of the time and date. During Orientation/Screening, the parent will complete orientation paperwork; children will receive screenings for developmental, behavior, hearing, vision, speech and will also receive a growth assessment.

### PAYMENTS AND FEES

Parents are not charged for participation in the Head Start program or for services provided. Staff will not ask parents for money or items. Parents may donate items upon approval from the HSAO staff.

### ITEMS/INFORMATION TO BE PROVIDED BY PARENTS:

Each parent/guardian is required to provide the following:

- A weather-appropriate change of clothes for children in case of an accident Send your child in clothing that is comfortable and appropriate for play. Rubber soled shoes are needed for safety. Flip-flops/sandals/open-toed shoes are discouraged. They limit the ability to run and play safely.
- Three up-to-date working emergency contact numbers We must be able to get in touch with you for the safety of your child. **Any changes to contact information must be reported to the Teacher or Family Advocate immediately.**

### BIRTHDAY PARTY AND CELEBRATION POLICY

Classroom celebrations may take place at the discretion of the child's Teacher. **No food or candy may be brought to the classroom/site.** We prefer celebrations occur during snack time. The Teacher must approve any party favors prior to bringing them to the classroom. Any gift you may wish to give to your child must be done at home. This includes the delivery of flowers, balloons and toys. Such deliveries will not be accepted at Head Start.

### TRANSPORTATION SERVICES

In order to ensure that families receive services, we *may* provide assistance in obtaining transportation, when possible. This includes to and from the center, for dental and medical appointments, Parent Workshops, Policy Council meetings, Parent/Teacher meetings at the center, and referrals to other agencies.

A Transportation Plan/Contract will be completed with each family that will be receiving transportation services to determine the location of their home and if the home is on the bus route. For homes outside our routes, alternative pick-up/

drop-off spots such as bus stops are identified in order to provide child transportation to and from the center.

### HEAD START CENTER ARRIVAL TIME AND PICK-UP POLICY

Head Start Center Arrival Time and Pick-Up Policy background:

This policy was developed by a group of Head Start Parents, staff, and representatives from Stop Child Abuse Now (SCAN). While these rules may seem stern, our committee feels it is important to establish healthy routines for children and families that will promote optimal learning in the classroom, and help prepare children to enter into the public school system ready to learn.

#### Arrival and Drop Off

Head Start arrival time is from 8 – 8:30 A.M. and **no child will be accepted after 8:30**

**A.M. for any reason** other than a doctor's appointment. Please bring a doctor's note to ensure proper documentation of absence. If after the doctor's appointment your child cannot arrive by 10:30, you will need to make other arrangements for the day. **If your child has an appointment, you will need to inform the teacher the day before or by 8:30 the morning of so that lunch can be ordered for your child.**



#### Departure and Pick up

**Departure time for all children is 2:30 P.M.** In the event that an emergency arises and you cannot be at the center to pick up your child by 2:30, you must immediately **call the center to inform the teacher.** We will attempt to contact your emergency contact person(s). Emergency contacts must be up to date and will be verified by the Family Service staff. For children who are transported by YVEDDI transportation, parents are expected to be at the drop-off site when the bus arrives or the child will be left only in the care of an adult who is listed on your release information. If the occasion arises that children are not picked up on time, the following procedure will be used:

- 1<sup>st</sup> Time:** Parent conference with the teacher
- 2<sup>nd</sup> Time:** The Head Start Family Advocate will contact the parent
- 3<sup>rd</sup> Time:** Parent conference with Head Start Intervention Team prior to bringing the child back to school. The incident will also be reported to the local Department of Social Services who will have access to all Head Start records, as applicable.

### IMPORTANT INFORMATION FOR BUS RIDERS

- Parents must notify the Transportation office if their child will not be riding the bus at (855)-820-0022 as early as possible.
- Children should be waiting and ready to board. Waiting time for children will not exceed one minute at any given stop.
- After three consecutive absences, parents must contact the Family Advocate to resume transportation services.
- Parents must walk children to the bus and release the child to the monitor.
- Parents must be at the approved drop off site when the bus arrives.
- Children are required to wear appropriate seat belt and restraints.
- Staff reserves the right to refuse transportation for children who appear to be ill, feverish or soiled.
- Children are not allowed to eat or drink on the bus.
- Children will only be allowed to board the bus at an approved location.

### PARENT OF THE YEAR

The Parent of the Year Contest runs from August thru December of the school year. Classroom staff will nominate a parent to represent their classroom by completing the nomination form along with the parent. Selection of Parent of the Year will be based on the number of volunteer hours, staff recommendation, involvement in Head Start activities, and community involvement.



The Parent of the Year may be asked to represent YVEDDI Head Start in competition at the North Carolina Head Start Conference. If funding is available, the Parent of the Year and sponsoring Teacher may receive free registration to the North Carolina Head Start Conference including hotel expenses, meals and mileage reimbursement (if carpool is not available). In addition to the award received at the NCHSA conference, the Parent of the Year will also be honored at the classroom End of the Year Celebration. **All parents nominated will complete an application answering questions about how their active participation has made a difference in the Head Start program.**

Criteria for Nomination by Teachers (all must be met):

- Be a parent or legal guardian of an enrolled Head Start student.
- Be a member of the North Carolina Head Start Association.
- Demonstrate a sincere interest in the activities of the Head Start program.
- Attend three of the four Parent Committee Meetings from September thru December.
- Volunteer in the classroom 40 hours (Classroom related activities)
- Complete at least one special project with the children.
- Write a short report about volunteer activities.

### PARENT WORKSHOPS

Parent Workshops and other trainings are held throughout the year at various locations and are based on interest and needs of parents. During these workshops, children are given an opportunity to participate in hands on activities that allow for parent/child interaction. Invitations will be sent home notifying parents/guardians of the time and location of these educational and valuable sessions.

### HOME VISITS-FAMILY ADVOCATE

Head Start Family Advocates will conduct a minimum of two Home Visits per year. However, additional Home Visits may be scheduled when needed. Home Visits and conferences will be scheduled with location and time options available to meet the needs of individual families. Every effort is made to conduct the visit in the home. During the Home Visit, the Family Advocates work with the family to complete a Parent Interest Survey, Family Partnership Agreement, set School Readiness Goals and follow-up on Family Partnership Agreement and referrals.

Here are examples of some referrals that Head Start staff can provide:

- Housing assistance
- Utility assistance
- Alcohol or substance abuse services
- Domestic violence services
- Food and clothing assistance
- Adult Basic Education (ABE)
- Adult High School Diploma or GED
- English as a Second Language (ESL)



Policy Council Meetings	Monthly
Parent /Teacher Conferences	November and April
Parent Board in Classroom	Ongoing – activities are posted
Program Newsletters	Quarterly – emailed or sent home with child and posted on Parent Board in classroom
Parent Training/Workshops and Family Involvement Activities	Scheduled throughout the year
Committees and Advisories	Formed throughout the program year as needed

VOLUNTEERING

Parents and family members are highly encouraged to volunteer anytime the center is open. We are not able to accommodate siblings/other children if you volunteer in the classroom.

Some ways you can choose to participate and volunteer are:

- Attend Parent Committee Meetings
- Serving as elected members of the Policy Council
- Assist office staff
- Cultural activities
- Help Teachers in classroom
- Read stories to children
- Arrange bulletin boards and other displays
- Assist with crafts and other activities
- Assist in clean-up activities
- Serving on the Parent Engagement Committee, Education Committee, Health Committee, Health Services Advisory Committee.

Head Start staff support and supervise all parent volunteers, working closely with parents to make sure that standards are followed and parents succeed with volunteer experience. A TB test may be required for volunteers, depending on hours and responsibilities. This will be determined on a case- by- case basis. You will be notified if additional items are needed. If you are interested in volunteering in one of these activities please contact your Teacher or Family Advocate.

BOOK BAG POLICY

For the safety of our children, Head Start has a **No Book Bag policy**. We do not allow children to carry book bags on the buses or into the classrooms. Any information that needs to be sent home with your child will be sent in a large communication folder.

EMERGENCY CONTACT INFORMATION

Emergency contact numbers are required and must be listed on the Application and kept up-to-date. You must report any changes to your child’s Teacher or Family Advocate immediately. Your child will not be allowed to stay at Head Start without **current** emergency contact information. If your child must be picked up due to an emergency (i.e. sickness or behavior), you must arrive within one hour.



We encourage you to list as many emergency contacts and individuals for pick-up as necessary. They must be 18 years or older. **We cannot and will not release a child to anyone who is not listed on the transportation or emergency contact by the parent/guardian.** A photo I.D. is required for persons unknown. There will be no exceptions to this policy so that we may ensure the safety and confidentiality of your child and your family.

**If an emergency arises and you cannot be reached at any of your contact numbers, Head Start may be required to contact local law enforcement or DSS.**

ACCIDENT/INCIDENTS

Accident/Incidents are reported the day an accident or incident occurs by staff to the HSAO and a write up is forwarded as soon as possible to the county licensing consultant if medical care is needed.

CUSTODY/RECORDS RELEASE

YVEDDI Head Start strives to ensure that parents are kept up-to-date on their child’s progress. Upon written request, Head Start will release information to both parents regarding a child’s record or progress at Head Start, unless a current court order document is provided to the Head Start staff. Head Start will also release children to both parents unless court ordered custody documents are provided. If you have questions regarding this procedure, please contact your Family Advocate.

HARMFUL/DISRUPTIVE BEHAVIOR POLICY

It is Head Start’s policy to use appropriate discipline techniques as an overall approach to helping children recognize clear consistent limits and develop self-control. Appropriate discipline techniques are redirection, positive reinforcement and prevention, when it will prevent a child from being consistently out of control. In the event that harmful or disruptive behaviors occur that prevent the learning environment from being normal and safe, the Teachers may seek approval from any management staff to send the child home. **This will be done as a last resort.** No child should be allowed to disrupt the learning environment in the Head Start classroom. The following actions will be taken in the event of harmful or disruptive behaviors:

1<sup>st</sup> Offense: The child will be sent home. The Teacher will discuss behavior with parent and behavior management information will be given to the parent.

2<sup>nd</sup> Offense: The child will be sent home and a copy of our Harmful/Disruptive Behavior policy will be given to parent.

3<sup>rd</sup> Offense: The child will be sent home and may not return until the Behavior Intervention team, Teacher(s), and parent (s) meet. Behavior Intervention Policy and Procedures will be discussed and a plan of action will be determined.

When sending a child home for harmful or disruptive behavior, parents may not be contacted at their place of employment unless the child is displaying severe uncontrollable behavior. No child shall ever be excluded from free-play and outdoor play due to misbehavior. In the event that the parents cannot be contacted, Teachers are to refer to the Emergency Contact Information in the child’s file. The following procedures will be used:

- The parent should sign the Visitor/Staff Contact Log
- Teachers must document harmful or disruptive behaviors on a Behavior Recording Sheet. This information will be used in the event that the child is referred to the Health Coordinator. It is important that the parents are kept updated on their child’s behavior.
- The Health staff should be contacted and informed of every child who is sent home.
- The Teacher will complete a Disruptive/Harmful Behavior Tracking form and will forward to Health Staff.

DISRUPTIVE PARENT/PERSON POLICY

The Head Start program strongly encourages parents to become involved in their child’s education and always welcomes parent visitation and volunteering in the Head Start classroom. Head Start believes parents are their child’s first and most influential Teacher and recognizes the importance of parental participation. However, Head Start will not sanction inappropriate behavior that disrupts the environment of the Head Start classroom. Persons or parents who act violently, curse, or threaten staff or students will not be tolerated.

If an incident as described above occurs, the Teacher will calmly ask the person/parent to leave and explain that they are upsetting the children and that we can meet with them later to discuss their concerns. If the person/parent refuses, Teachers should call law enforcement. Teachers will then notify the Head Start Director or other management staff as soon as the situation permits. Administrative staff will determine further admission of the disruptive parent/person into the child’s classroom.

LOCKDOWN PROCEDURES

A lockdown is implemented when a situation occurs that may be hazardous to health or is life threatening. A lockdown means **no one** is allowed to enter the center and **no one** is allowed to exit the center. Children are not permitted to leave the school/classroom during a lockdown. Doors are locked and parents must follow the directions of Head Start personnel.

***A Lockdown Includes:***

- Teacher/Center Director calls 911 immediately and provides as much information as possible
- Fire evacuation alarms must not be sounded
- All doors, windows, and classrooms will be locked by classroom staff. No additional locks are permitted other than locks found on doors.
- Blinds will be closed
- No one will be permitted to enter or leave the building.
- Lockdown will continue until the school/HS classroom receives an “all clear” signal from emergency or administrative personnel
- Students and teachers will remain in their classrooms
- Parents will not be allowed to pick up children from HS classroom
- Parents should not call the classroom as the phone must only be available to emergency personnel
- Emergency Safety Evacuation routes are posted with two exit routes from every location in the building

# Family Engagement

*YVEDDI Head Start believes that parent involvement is essential to a child’s success in education and in life. Head Start desires to take parent involvement further, to engage parents and families in a manner that will lead to positive and long lasting outcomes beyond their years with Head Start.*

PARENT FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK (PFCE)

Parent and Family Engagement in YVEDDI Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children and ongoing learning and development for both parents and children. The Parent Family, and Community Engagement (PFCE) Framework is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. It outlines an approach to building solid foundations for successful parent and family engagement in three areas: Program Leadership, Continuous Program Improvement, and Professional Development.

Building on this foundation, the framework highlights a set of desired family outcomes and examples of strategies to achieve them.

These outcomes include:

- Family well-being
- Positive parent–child relationships
- Families as lifelong educators
- Families as learners
- Family engagement in transitions (e.g., to Head Start and Kindergarten)
- Family connections to peers and the community
- Families as advocates and leaders

***Our staff reaches out to you in many ways. We seek your input, provide you with information and keep you up-to-date on program activities and special events. Below is a table and timeline of a few:***

Event:	Timeline:
Parent Orientation/Screening	June/July and as new children are enrolled
Community Resource Booklet	Available throughout the year
Home Visits	August and February (Teachers) October and April (Family Advocate); other contacts as needed
Parent Committee Meetings	Monthly

### HEAD LICE

If a child has contracted head lice, the parent is notified as soon as possible. The child shall not return to the center until he/she has been treated with a lice shampoo or lice cure kit. Each Teacher who discovers head lice in their center should immediately notify the Health Staff.

All household members who are infested must be treated. All clothing and bedding used by members of the household who were infested must be laundered in hot water, dry cleaned or dried in the dryer on high heat (pillows included). All combs, brushes and hair bows must be washed in hot water. Carpets, mattresses, upholstery and car seats must be vacuumed and cleaned thoroughly. Any infested family member must receive a second treatment.

Any child who becomes infested again should be treated as before using the same procedures. If this continues to occur, the child must be taken to the doctor because continued use of pesticides can cause adverse reactions. Before the child may enter the center again, a staff person will carefully examine the hair for lice. Teaching Staff must remove all bedding and soft/cozy materials from the classroom and make sure it is laundered.

### CARE OF SICK CHILD

**A child with an infectious or contagious illness must not attend the classroom until the illness has run its course.**

Teaching Staff will refuse to admit any child to the center that is suspected of having an infectious or contagious illness and/or fever. Teaching Staff will notify the bus monitor (if transportation is provided) of any child who has been sent home that should not return the next day. The bus will not pick up the child on the following day.

Any child who becomes ill at the center and is suspected of having an infectious or contagious illness, including symptoms of diarrhea, vomiting or fever of 100 degrees or more shall be separated from the other children and placed in the sick area. The parent/guardian must be notified to come pick up their child immediately. The child will be made as comfortable as possible until they leave the center. The Teacher will complete the Child Symptom Record Form and parents or other authorized person should sign the form prior to departure.

- The staff shall provide a separate area for the child to rest, which can be easily supervised until the authorized person comes for the child.
- Any child that is unable to participate in regularly scheduled daily activities including outdoor play must stay home until they are able to do so.

The child may return to school when symptom **free for 24 hours without any fever reducing medications**, (such as Tylenol or Motrin). Children displaying symptoms of illness may require doctor's clearance before returning to school.

### EMERGENCY MEDICAL PROCEDURES

In the event of a critical illness or medical emergency Head Start staff will call 911 and provide emergency First Aid or CPR (if needed) to the child until emergency medical personnel arrive. Staff will contact the parent as soon as possible.

In case of minor illnesses not requiring professional care, the child's parent or emergency contact person will be contacted. Parents will be notified of any minor injuries, cuts, and bruises. Parents will be asked to sign an Accident/Incident Form that will be forwarded to the Health staff. Emergency medical and dental plans are posted in each classroom.

***Classrooms will post a sign with a picture of a lock to notify parents that a lock-down is in process either in the front door glass or the window closest to the front door.***

### PROGRAM CONCERN/COMPLIMENT POLICY

Our program wants to ensure parent satisfaction with our services. During the school year, there may be an occasion that a parent feels it necessary to write a formal complaint/compliment towards teaching staff, management staff, or programmatic policies. In the event that this occurs, the following policy must be followed:

Parents may obtain a Program Concern/Compliment Form from either the classroom or the Family Advocate. If the parent needs assistance in completing the form, they may ask for help from classroom or office staff. Bilingual staff must translate complaints that are completed in Spanish.

- The Family Advocate will immediately report the concern to the Head Start Director. This may be done by fax or email.
- The Head Start Director will review the complaint and forward to the appropriate management staff person for follow-up.
- The appropriate management staff person will investigate if there is a complaint, talking to both the staff and parent about the pending issue. Documentation of the investigation and resolution must be made on the Program Concern Form. If a resolution is not made, the management staff person will set up a meeting with the parent, other involved parties, and the Head Start Director, if necessary, to work through the problem. All efforts will be documented on the Program Concern Form.
- The completed form is then returned to the Head Start Director for filing.

### SEX OFFENDER POLICY

Registered offenders are not allowed on any Head Start property including school buildings, playgrounds, parking lots, buses or other property of any kind for any reason, including attendance at all Head Start events, whether before, during, or after school hours. In addition, sex offenders subject to the NC General Statutes 14-208.18 may not attend or be present at any student function or field trip on or off Head Start property that is (1) Head Start sponsored or (2) otherwise under the official supervision or control of Head Start personnel.

### ADA/IDEA

YVEDDI Head Start strives to meet ADA requirements in all our classrooms and in the equipment used for children. Every effort is made to provide the same accommodations and services on an equal basis for those with disabilities and those without disabilities.

IDEA-the Individuals with Disabilities Education Act (P. L. 102-119) requires that all states and territories provide a public school education to children with disabilities from ages 3 to 21, no matter how severe the disability. This law promises to children with a disability a "free appropriate public education" at public expense, educational placement is based on an evaluation of each child's own special needs and that an Individualized Education Program (IEP) is planned for your child and states the services they will receive. If you have a child with a disability, be sure they are receiving the special education they deserve. If you need further information, please call the HSAO (336) 367-4993 and we will be glad to assist.

### NON-DISCRIMINATION STATEMENT

In accordance with Federal Law and Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

#### Tobacco/Smoke-Free Environment

Smoking is now prohibited on the PREMISES of any Head Start facility. This includes cigarettes and e-cigarettes. (h) Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the child care center, in vehicles used to transport children, or during any off premise activities. All smoking materials shall be kept in locked storage. For child care centers in an occupied residence that are licensed for 3 to 12 children when any preschool-age children are in care, or for 3 to 15 children when only school-age children are in care, the premises shall be smoke free and tobacco free during operating hours. (i) Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the center and in vehicles used to transport children. No one is allowed to smoke on any Head Start property or in your car that is on Head Start property or at Head Start-sponsored events at other locations when in the presence of students or school personnel.

*Note that these policies must apply not only to smoking, but also to the use of smokeless tobacco products.*

#### Prevention of Shaken Baby Syndrome and Abusive Head Trauma

##### **Belief Statement**

We, YVEDDI Head Start, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

##### **Background**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is a trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. This policy has been developed and adopted in order to prevent SBS/AHT according to North Carolina Child Care rules and regulations.

##### **Procedure/Practice**

How to Recognize Signs and Symptoms:

Children will be observed for signs of abusive head trauma. Some signs and symptoms include: irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, lack of smiling or vocalization, and the inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

How Staff will Respond:

If SBS/AHT is suspected, staff will:

- Call **911** Immediately upon suspicion of SBS/AHT and inform the Director and/or On-Site Administrator.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin CPR.

How to Report/Local Resources:

Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education

## Nutrition & Health Information

#### CHILD HEALTH SERVICES

Head Start emphasizes the importance of early identification of health problems. We assist every child in receiving comprehensive health care by linking the parent with an appropriate agency and state health insurance to help with follow-up services. This includes medical, vision, dental, speech, hearing, mental health, developmental, and nutritional services.

Children are served breakfast, lunch and an afternoon snack each day in order to meet at least two-thirds of their daily nutritional needs. Special dietary needs, with documentation from the child's doctor, are followed and addressed on an individual basis. Nutrition education is part of our daily lesson routine with weekly nutrition activities.

Head Start recognizes the importance of providing mental health and psychological services to children to support their emotional and social development. Three mental health classroom observations are completed annually.

#### TOOTHBRUSHING POLICY/DENTAL PROCEDURES

Tooth decay is a disease that is all too common in children. One way to prevent tooth decay is thorough brushing with fluoride toothpaste. Children brush teeth daily in the classroom.

Tooth brushing:	Fluoride Toothpaste
Frequency:	One time per day
Amount:	1/8 tsp (pea-sized)



Your child will be brushing daily with fluoride toothpaste under the supervision of the classroom staff. All children must receive a dental screening/exam within 90 days of enrollment. Head Start will assist all families to ensure that dental screenings/exams and, if needed, treatments, are completed on a timely basis. A list of local dentists who accept Medicaid is available from your Family Advocate.

#### CHILDREN'S PHYSICAL/IMMUNIZATION PROCEDURES

Head Start encourages each child to have a medical/dental home and requires a current physical including an updated shot record and lead screening. The Family Advocate will obtain a copy of the immunization record prior to the first day the child attends school and the physical form is due within thirty days of the child's enrollment date.

A current physical is any well child exam completed within one year of the date of enrollment. The NC Division of Child Development and Early Education requires current physicals on all children enrolled in public child care within (30) days of enrollment, or the child will not be allowed back into the center until one is completed. Physicals should be renewed when they expire and shots updated at that time. Health staff will send a reminder that physicals will expire one month prior to the expiration date.

In order for our program to meet Head Start Performance Standards (our Federal guidelines), we must ensure that all children receive a lead toxicity screening. Medicaid eligible children should receive a screening blood test at (12) months and (24) months of age. Children between the ages of three and five years must also have a screening blood test if a lead toxicity screening has not been previously conducted.



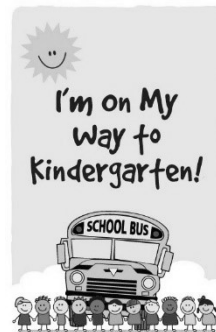
## ASSESSMENTS

YVEDDI Head Start uses Teaching Strategies Gold Online as our assessment tool. This helps us get to know your child and to see how they are growing and learning. This is not a test; children do not “pass” or “fail”. Child assessments evaluate your child’s development. We use the assessment data to plan activities for the classroom according to the needs of your child. This is incorporated into our regular school day. Teachers will share your child’s progress with you during Parent/Teacher Conferences, Home Visits, and whenever requested. Teachers will seek your ideas when setting new school readiness goals.

## SCHOOL READINESS

School Readiness is a very important part of our program and involves more than just children. School Readiness is about children, families and the environment. Children are not innately “ready” or “not ready” for school. Their skills and development are strongly influenced by their families and through their interactions with other people and environments before going to school. All areas of children’s development and learning must be included in definitions of readiness.

School Readiness is more than basic knowledge of language and math, even though these are important. Readiness expectations should include all areas: physical, cognitive, social, and emotional competence, as well as, positive attitudes toward learning. Our staff is committed to collaborating with you to prepare your child for success in Kindergarten by working with you in setting school readiness goals that are developed from the assessment data, your input and IEP’s (Individual Education Program). All children develop at their own pace and our Teachers work individually with your child to help them reach their full potential.



(DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).

Instances of suspected maltreatment in the home are reported to the county Department of Social Services.

Davie: (336) 753-6250  
Stokes: (336) 593-2861  
Surry: (336) 401-8800  
Yadkin: (336) 679-4210

### **Prevention Strategies to Assist Staff Coping with Children that are Distraught**

Staff will determine if the child has any physical needs such as being hungry, tired, sick or in need of toileting assistance or diapering. If no physical need is identified, staff will attempt one or more of the following strategies:

- Comfort the child by providing hugs, rocking the child, or walking with the child providing some one-on-one attention.
- Sing or talk to the child with a soothing, pleasant voice tone.
- Gently rub or pat the child’s back, chest, or tummy.
- Turn on soothing music.

In addition, the facility:

- Allows for staff a short, but immediate break from the children if they feel they need one and are becoming frustrated
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break.
- Provide support and training to parents about how to cope/manage with children during difficult times. Training will be provided at monthly parent meetings, newsletters or at parent workshops that are all available at different times of the school year.

### **Prohibited Behaviors**

Behaviors that are prohibited and will not be tolerated include (but are not limited to):

- Shaking or jerking a child for any reason
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

### **Strategies to Ensure that Staff Members Understand Brain Development in Children 0-5 Years Old**

All staff take training on SBS/AHT within the first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment, as well as, the brain development of children up to five years of age. Staff should review and discuss:

The Science of Early Childhood Development, Center on the Developing Child, [developingchild.harvard.edu/resources/inbrief-science-of-eed/Brain Development from Birth](http://developingchild.harvard.edu/resources/inbrief-science-of-eed/Brain%20Development%20from%20Birth) video, the National Center for Infants, Toddlers, and Families, [www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth](http://www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth)

### **Resources**

Parent Web Resources

- The American Academy of Pediatrics: [www.healthychildren.org](http://www.healthychildren.org)
- The National Center on Shaken Baby Syndrome: <http://dontshake.org>
- The Period of Purple Crying: <http://purplecrying.info>

Facility Web Resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention <http://centerforchildwelfare.fmhi.usf.edu>
- Early Development and Well-Being, Zero to Three [www.zerotothree.org](http://www.zerotothree.org)

## References

- The National Center on Shaken Baby Syndrome [www.dontshake.org](http://www.dontshake.org)
- NC DCDEE [ncchildcare.dhhs.state.nc.us/general/mb](http://ncchildcare.dhhs.state.nc.us/general/mb) and [ccrulespublicasp](http://ccrulespublicasp)
- Shaken Baby Syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions](http://www.mayoclinic.org/diseases-conditions)
- Pediatric First Aid/CPR/AED, American Red Cross [www.redcross.org](http://www.redcross.org)
- Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)
- Calming Techniques for a Crying Baby, Children's Hospital Colorado, [www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques)
- Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

## Application

This policy applies to children up to the age of five and their families, operators, early educators, substitute providers, and uncompensated providers.

**Communication Staff** (includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers)

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement. The child care facility shall keep the **SBS/AHT Staff Acknowledgement Form** in the staff member's file.

## Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement.
- The child care facility shall keep the **SBS/AHT Parent Acknowledgement Form** in the child's file.

**Effective Date** June 9, 2017

# Education Information

## EARLY CHILDHOOD DEVELOPMENT SERVICES

The YVEDDI Head Start education program is designed to meet the individual needs of each child. Every child receives a variety of learning experiences to foster intellectual, social, physical and emotional growth. We also strive to prepare children for their next step into the public school system by incorporating school readiness activities and materials in the classrooms.

## HEAD START OUTDOOR PLAY POLICY



Head Start children are required (1) hour of gross motor play daily. (DCD Reg. Article 7 Chapter 110) (ECERS; Program Structure) Gross motor play will occur outdoors unless there is a weather advisory. Make sure that you send appropriate clothing for outdoor play such as coats, hats and gloves.

All children will have the opportunity to engage in active play in a safe, secure outdoor area on a daily basis, weather permitting, for a short period. Outdoor play will be required each day for a minimum of fifteen minutes. Only in the event of weather advisories or active precipitation, will staff provide vigorous gross motor activities in the classroom or gym. Our program will follow local forecasts for notification of adverse weather advisories recommending that the public stay indoors for health reasons.

In the event that adverse weather or weather advisories keep children from playing outdoors, staff will plan and implement vigorous motor activities in the classroom. Vigorous activities include any action that will require children to use their large muscles. These activities will be implemented after the children have been outdoors for the minimum of fifteen minutes.

Energetic activities include:

- Climbing or marching or crawling
- Riding/pedaling
- Pushing/pulling

## HOME VISITS/PARENT TEACHER CONFERENCES

Head Start Teachers will conduct a minimum of two education Home Visits and two Parent/Teacher Conferences each year to provide families with information to support their role as the child's primary Teacher and caregiver. However, additional Home Visits and/or conferences may be scheduled when needed. Home Visits and conferences will be scheduled with location and time options available to meet the needs of individual families and will address educational issues relevant to the child. During the conferences and Home Visits, Teachers will discuss the child's progress thoroughly and obtain parent input, as well as, set school readiness goals.

## CURRICULA AND LEARNING RESOURCES

YVEDDI Head Start uses The Creative Curriculum. The Creative Curriculum provides a flexible framework for Teachers to instruct children in nine areas: Social/Emotional, Physical, Language, Literacy, Cognition, Mathematics, Science and Technology, Social Studies, and The Arts. Children learn through play and active, hands-on experiences.

Other curricula resources utilized include the following: Safety (program developed), Second Step (anti-violence), and I Am Moving; I Am Learning (anti-obesity), Be Active Kids and the parenting curriculum, Ready Rosie. Each Teacher incorporates these curricula according to children's needs and program guidelines.