

2017-2018

Coshocton County Head Start, Inc.



Family Handbook

Please review your “Parent Handbook” so that you will be familiar with Coshocton County Head Start, INC. rules and regulations. If you have any questions or concerns please contact the Hilltop Site.



Index

WELCOME	5-6
• Mission	
• Philosophy	
• Performance	
• Program Description	
CLASSROOM SITES, LOCATIONS, AND OPERATIONS	7
ADMINISTRATION	7
• Unlawful Discrimination Practices	
ENROLLMENT POLICIES	8-9
• Parent Center Committee	
• Policy Council	
LICENSED CAPACITY AND ADULT-CHILD RATIO	9
• Maximum Group Size	
VIDEO CAMERA POLICY	9
DAY CARE REGULATIONS	10
• Parent Roster	
• Program Options	
THE MOST IMPORTANT GOAL OF OUR CHILDHOOD CURRICULUM	10
HOLIDAYS	11
EMERGENCY CLOSINGS	11
RELEASE OF CHILDREN	11-12
• Custody Papers	
• Arrival and Departure Policy	
IN-KIND	12-13
SELF-ASSESSMENT	13
CONFIDENTIALITY POLICY	13
SUPERVISION OF ALL CHILDREN	13
OTHER CHILDREN IN THE CENTER	13
VISITING THE CENTER	14
EDUCATION SERVICES	14-15

HOME VISITS AND PARENT/TEACHER CONFERENCES	15-16
WHAT YOUR CHILD SHOULD WEAR	16
TOYS FROM HOME	16
EMERGENCY PROCEDURES	16
• Threat of Violence/ Stranger Danger	
• Fire Drills	
• Tornado Drills	
OUTDOOR PLAY	16-17
DISCIPLINE POLICY	17-18
DISABILITIES AND MENTAL HEALTH	19
PLAN FOR THE CARE OF A CHILD WITH SPECIAL NEEDS	19-20
• Mental Health Services	
• Child Abuse and Neglect	
SOCIAL SERVICES	20
PARENT ENGAGEMENT	20-21
• Family Advocates	
• Volunteering	
HEALTH	21-22
• Physicals/Dental Services	
• Immunization	
NUTRITION SERVICES	22-23
• Snacks from Home	
ADMINISTRATION OF MEDICATIONS, FOOD SUPPLEMENTS, & MODIFIED DIETS	23-24
• Prescription Medication	
• Modified Diets & Food Supplements	
• Storing Medications	
• Care of Children with Health Conditions	
COMMUNICABLE DISEASES & ILLNESS	24-25
• Management of Communicable Disease –Staff	
• Management of Communicable Disease –Children	
SAFETY POLICIES	25-26
• Incidents/Injuries Reports	
MEDICAL, DENTAL, AND EMERGENCY PLANS	26-28
FIRST AID SUPPLIES AND PROCEDURES	28
• Precaution Procedures	

TRANSPORTATION PRESCHOOL HEAD START	28-31
• Field Trips/Transportation of Children	
• Routine Trips	
PARENT/COMMUNITY GRIEVANCE PROCEDURE	31-32
TERMINATION POLICY & PROCEDURES	32-33
• Reason for Termination	
• Civil Rights Policy	
CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE	34
FORMS ATTACHED:	
• Sample Classroom Schedules	
• Field Trip Permission Slip	

Coshocton County Head Start, Inc.



WELCOME

Welcome to Coshocton County Head Start, Inc. This booklet has been prepared to give you information about our program so you will know what to expect. We will talk about the different opportunities available to you and your child and how we will work together to give each of you a “Head Start” experience.

MISSION

Coshocton County Head Start Inc. is a comprehensive family and child development program committed to providing quality services that support and nurture the families we serve. Our work connects through our community as we prepare our children for a successful future, in doing so we benefit not only our families, but our broader community as well.

PHILOSOPHY

Head Start believes every child and family has the potential for optimal growth and development and the parents will more readily participate if their contributions to the design of the program are necessary for its success. The attitude of staff toward parents greatly affects their partnership. Successful parent involvement is based on trust between staff and parents and a desire to work together.

A good way to develop successful parent involvement is to create a relaxed and comfortable atmosphere, which encourages openness. All staff should help parents feel wanted and important and encourage them to contribute ideas and suggestions.

Successful parent involvement enters into every part of Head Start, influences other anti-poverty programs, helps bring about changes in institutions in the community and works toward altering the social conditions that have formed the system that surrounds the economically disadvantaged child and his family.

PERFORMANCE

Graduation Ceremonies and other performances by the children are not consistent with what we believe to be developmentally appropriate activities for preschoolers. We encourage and support opportunities for our children and families to celebrate accomplishments. Appropriate suggestions for Coshocton County Head Start Child Development Program will not have graduation. A celebration for the children might include a special day where children and their families can participate in an active experience, such as, a picnic, special field trip or me and my family gatherings. This will permit our children to experience active learning to the fullest degree.

PROGRAM DESCRIPTION

Head Start is a Federal program providing preschool services to income and age eligible families at **no expense** to them. Pre-school services are for children 3-5 years of age. Early Head Start services are for children 9 weeks to 36 months and pregnant women. Children who attend Head Start/Early Head Start participate in a variety of educational activities. The program also promotes culture diversity. Culture diversity is part of the lesson plans, menus, dramatic play, books, pictures, celebration of holidays, events, field trips, and other activities at the center. If you do not want your child participating in certain activities or events, please speak with your child's teacher. Preschool Head Start and Early Head Start are both referred to as Head Start throughout this handbook. Head Start staff helps all children succeed by offering love, acceptance, understanding and the opportunity to learn and experience success at an early age. Head Start children socialize with others, solve problems, and have other experiences to help them become self-confident. The children also improve their listening and speaking skills. The children spend time in stimulating settings where they form good habits and enjoy playing with others and working on tasks with classmates. Your child will leave Head Start more prepared for the public school system, excited about learning, and ready to succeed. Your Head Start child will receive services from skilled professionals for any health problems. Children with health needs receive follow-up care. Services are offered to meet the special needs of children with disabilities. Head Start provides children with activities that help them grow mentally, socially, emotionally and physically. The Head Start staff recognizes that, as parents, you are the first and most important teachers of your children. Upon entry into the program, each child receives required screenings to confirm that he or she is in good health and is developing well. This is the initial determination of the child's overall health status, developmental strengths, needs, and areas of identified concern such as possible delay or disability (i.e. speech, language, behavior, cognitive, etc.).

CLASSROOM SITES, LOCATIONS, AND OPERATIONS



HILLTOP SITE

3201 C.R. 16, Coshocton Ohio 43812

Phone: 1-740-622-9537

EHS	Preschool
Rm 1: 8:30am- 2:30pm	Half Day: 8:30am-12:30pm
Rm 2: 9:00am-3:00pm	Full Day: 9:00am-3:00pm
Rm 3: 9:30am-3:30pm	
Rm 4: 10:00am-4:00pm	

Director: Susan Craddock

Administrative Assistant: Vanessa Swigert

Fiscal Officer: Bob Miller

Disabilities/Mental Health Manager: Debora Wolfe

Transportation Coordinator: Clifford Amore

SOUTH LAWN SITE

753 South Lawn Ave, Coshocton Ohio 43812

Phone: 1-740-622-8665

ECE 1: 9:30 am to 3:30 pm

ECE 2: 9:00 am to 3:00 pm

ECE 3: 8:30 am to 2:30 pm

ECE 4: 8:30 am to 2:30 pm

Head Start Education Manager: Tracie Hatfield

Early Head Start Education Manager: Teri Brannum

Family & Community Engagement Manager: Sara Parsons

Health/Nutrition/Safety Manager: Brenda Bissett

COSHOCTON COUNTY CAREER CENTER SITE:

23640 Airport Road, Coshocton, Ohio 43812

Phone # (740) 622-0211

9:00 a.m. to 3:00 p.m.

Licensing Administrator/ Lead Teacher: Lisa Porch

ADMINISTRATION

Coshocton County Head Start administers Head Start services at the Hilltop Site, South Lawn Site, and Coshocton County Career Center Site. Head Start's preschool and Early Head start program is funded through the federal government.

UNLAWFUL DISCRIMINATION PRACTICES

Coshocton County Head Start does not discriminate in the enrollment of children based upon race, color, religion, sex or national origin.

ENROLLMENT POLICIES

Sara Parsons-Family & Community Engagement Manager

Coshocton County Head Start, Inc. complies with the Federal Income Guidelines when enrolling children. Any family may apply, however, priority is given to those who meet the income eligibility guidelines, and children must be 3, 4, 5 year olds or until they are Kindergarten age eligible. (Children who are Kindergarten age eligible must have an IEP to be re-enrolled in Head Start for an additional year.) Ten percent of enrollment is permitted for over income families. These slots are reserved for children who are suspected of having or are diagnosed with a disability. The Selection Enrollment Criteria Sheet, a point system, is used to determine the most needy income eligible children. Children with the highest numbers are enrolled first.

Before a child is enrolled a registration packet must be completed, which includes The Child Health & Enrollment Form, Release Forms, Application, Family Profile & Assessment Form, Child Information Form, HIPAA Form, Dental Orientation, Transportation Form, USDA Form, Income Verification Form, etc.

PARENT CENTER COMMITTEE

The Parent Center Committee is made up of any parent/guardian with a child in Head Start and/or Early Head Start. During the year the parents/guardians will be asked to sit on committees to help with our self-assessment, review policies, help plan activities for their child's classroom and family involvement, etc. Parents/ guardians will also be elected to sit on the Policy Council from the Parent Center Committee meeting. Notes will be sent to notify all parents/guardians as the need arises.

Each year information is given to the families explaining the rights and responsibilities of parents in the program. When Head Start was formed in the 1960's parent involvement was considered to be so important that a law was written to ensure that parent have meaningful participation.

POLICY COUNCIL

Policy Council is the guiding body of all Head Start Programs. It makes recommendations and approves any changes in the program policies, decides on large purchases (new buses for example), and must approve hiring and firing of all staff.

Each center has representation of Policy Council elected from the Parent Center Committee meetings. They meet once each month. A meal is served before the meeting and childcare is available on site.

Throughout the year information will be sent to all parents/guardians about Policy Council and times of the meetings. All parents/guardians are invited to the meetings, whether they are members or not.

LICENSED CAPACITY AND ADULT-CHILD RATIO

Head Start meets staff/child ratios in accordance with Ohio Department of Job & Family Services. The state requirements for our centers are:

State requirements for	Adult-Child Ratio	Maximum Group Size
9 months to 3 year old	1:4	8
2 ½ year old children	1:8	16
3 year old children	1:12	24
4 year old children	1:14	28
School age children	1:18	36
Preschool Step Up to Quality	1:9	18

MAXIMUM GROUP SIZES

<u>HS Classroom Ratio:</u>	Preschool (3 year olds)	24
	Preschool (4 & 5 year olds)	28
<u>EHS Classroom Ratio:</u>	1 Adult to 4 Infant’s/Toddler’s	Max: 2 Adults to 8 Children
<u>Home Visitors:</u>	10 - 12 Children, no more than 14 Families	

Video Camera Policy
Coshocton County Head Start

Video Cameras have been installed in classrooms and hallways at the Hilltop and South Lawn Sites of Coshocton County Head Start Inc. These cameras shall be used for education and safety of children, parents and staff. The information from these cameras shall not be used for purposes regarding public viewing except in the event of a safety hazard for children, parents and staff or in the event of a court subpoena.

Coshocton County Head Start Inc. may also use video obtained from cameras in the following ways:

1. Teachers may review classroom video for assessment purposes
2. Management staff may review video for assessment purposes.
3. Management staff, the Executive Director, and the CCHS Board of Directors reserve the right to view video to observe classroom procedures.
4. Parents/Guardians may view video of their child in the event the child is having difficulty functioning in the classroom.
5. Service providers, who work directly with children, may view video of children for assessment purposes deemed necessary by program administration with a signed release from the parent or guardian.
6. Cameras are used to monitor visitors entering the building at the Hilltop and South Lawn Sites of Coshocton County Head Start

Approved by CC Board of Directors and Policy Council 5/12

DAY CARE REGULATIONS

The Ohio Department of Job and Family Services license Coshocton County Head Start. Because of the ages of children being served, the state of Ohio has laws, rules and regulations about the operation of the center, which your child attends. Coshocton County Head Start is very careful to ensure that the staff at each center is complying with all rules and regulations.

PARENT ROSTER

Each year we are required to prepare a list of parents (i.e. parent roster) whose children are enrolled in the center. However, before we include your name on the list you will be asked to sign a form statement whether or not you wish to be included. The roster will include child's name, parent/guardian name, child's birth date, address, phone number /cell phone, and child's teacher. This statement is included on the Child Enrollment and Health Information form. When the list is prepared it is available to parents/guardians by requesting a copy from your child's teacher or the Enrollment/ Parent Engagement Manager.

PROGRAM OPTIONS

Head Start's federal preschool option serves 146 children at Hilltop, South Lawn, and Coshocton County Career Center sites. Children enrolled in the federal Head Start preschool will attend 3 ½, 4, or 6.75 hour sessions, Monday through Thursday. Children will receive at least 128 classroom days in a school year for out Preschool program and at least 192 days for Early Head Start. Head Start families receive at least two (2) home visits and two (2) parent/teacher conferences each year. Special field trips also will be planned during the year as well, for our Preschool program.

Coshocton County Early Head Start offers two (2) program options. **HOME BASED OR CENTER BASED.** Early Head Start serves pregnant mothers and children up to the age of 3years old, with Center Base option from 8:30 – 2:30, Monday-Thursday.

THE MOST IMPORTANT GOAL OF OUR CHILDHOOD CURRICULUM



The most important goal of our childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident and inquisitive learners. We are teaching them **how** to learn, not just in Head Start, but throughout their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are instilling good habits, attitudes and a positive sense of themselves.

HOLIDAYS

Labor Day	Fair Days (1)	Thanksgiving Days
(2) Christmas/New Year's Break	Good Friday	President's Day
Spring Break (Head Start)	Martin Luther King Day	Memorial Day
July 4th		

The center may close additional days or close early at the Executive Head Start Director's discretion due to building maintenance, communicable diseases, etc. If this should happen your child's teacher and/or bus driver will give parents written notice.

EMERGENCY CLOSINGS

Head Start may have emergency closing due to lack of water or heat for over one (1) hour. In this situation parent/guardians will be notified by telephone and an announcement will be aired on WTNS and on Channel 4TV of Columbus. The option of a text message is now available



Head Start may close classes due to the weather. Announcements will be placed on WTNS and channel 4 as early as possible. The policy is to cancel classes if more than two school districts have canceled or a 'Level Two' has been issued. Any other decision will be made by the Executive Head Start Director.

If classes are canceled due to weather while children are in class, parents/guardians will be notified by phone and an announcement will be made on WTNS. When weather allows, buses will deliver children to their drop-off address. It is the responsibility of the parents/guardians to have an adult with permission available at the drop-off. If the bus cannot deliver a child due to road conditions on a township or county road, a parent/guardian will be asked to meet the bus at the nearest and safest state route.

Issues affecting one site, such as, no heat or water, those families will receive a call from staff. An announcement may or may not be placed on WTNS or 10TV.

RELEASE OF CHILDREN

**** PARENTS/GUARDIANS**:**

****It is important to notify us immediately when you move, change your telephone number, or change jobs!********In case of an emergency we need the most up-to-date information.**

All parent/guardians must complete a Release Form before enrollment. Parents/guardians will place names of those adult/teens (16 years of age or older) who are allowed to pick up their child (ren) from the classroom. In addition, the Release Form allows parents/guardians a place to indicate those individuals that cannot pick-up their child. Parents/guardians will sign and date this form. **Photo identification** will be required before the child is released. No phone calls will be allowed for authorizing pick-up for anyone not on the release form. It is your responsibility to update your release form for the following reasons:

- Address
- Telephone number
- Legal custody of the child
- Day time emergency contact person and telephone number
- Place of employment
- Additional persons for pick up

CUSTODY PAPERS

When there are custody papers available Head Start must comply. Copies are **required** to be placed in the child's main file and classroom file. The release form that is completed by the parent/guardian during registration must have the appropriate names according to the custody papers.

ARRIVAL AND DEPARTURE POLICY

ARRIVAL

1. Upon transporting your child to his/her site an authorized adult is to accompany the child to their classroom.
2. The teaching staff will greet all children when they arrive and take attendance.

DEPARTURE

1. When transporting home an authorized adult is to go to the classroom to pick up their child.

For Head Start children:

- The teaching staff will complete a pick-up form and the authorized adult will need to sign and date the form. The form will indicate who is picking up the child and the relationship to the child, child's name, and time of pick-up, date, adult's signature and teacher's signature. A copy will be given to the bus driver before departure time.

NOTE: FOR THE SAFETY OF ALL CHILDREN, EVERYONE MUST USE THE FRONT ENTRANCE TO ENTER AND EXIT. ALL VISITORS MUST SIGN IN.

IN-KIND

A condition of receiving Federal Funds is that Coshocton County Head Start must provide local "matching" funds. This local match can be donated cash or In-Kind space, time, mileage, etc. Head Start must provide 25% as a match of the Federal Funds. Much of the amount will be from the value of the donated space where our centers are located.

Another important source of In-Kind is volunteering. Parent/guardians can volunteer in their child's classroom by reading to the children, sharing a special hobby, sharing your families' culture, your family's tradition, or prepare items at home for the classrooms. If you are volunteering more than 2 days a month, you must get a BCI check (finger printing) done. This will be at the expense of our agency.

Donated goods and services are the other source of In-Kind. The equipment, supplies and etc. that parent donate to their center are also included in the total In-Kind. So you can see that your efforts help our program in many ways.

SELF-ASSESSMENT

Each year in the spring a program wide self-evaluation known as the PRISM is implemented at each center and at the Hilltop site. Its purpose is to determine the effectiveness of the program in meeting the Head Start Performance Standards and for identifying strategies to improve the

services in the coming year. Parents, staff and community people participate in the annual program evaluation.

CONFIDENTIALITY POLICY

Coshocton County Head Start complies with the Health Insurance Portability & Accountability Act (HIPAA) Privacy laws. All parent/guardians will be given a HIPAA brochure at registration. A staff member will review the brochure and you will be asked to sign a HIPAA form that states you have received the information and it has been explained.

1. All information concerning the families who are served through Coshocton County Head Start Program is confidential. Information including, but not limited to, income, ethnic origin, marital status, living arrangements, address, phone number, health, etc. is to be considered privileged and may not be released to any agency, individual, organization, etc. without the expressed written consent of the parent/guardian of the enrolled child with the exception of Children Services.
2. ACCESS: The parent/guardian has the right to inspect and review all data, which is collected, maintained, or used by Coshocton County Head Start in making decisions regarding their child. Upon request, Coshocton County Head Start shall provide a listing of the types and locations of such data. Examination of cumulative records may be requested by contacting the Family & Community Partnership Manager.
3. DUPLICATION: The parent/guardian may request copies of the records containing data regarding their child.
4. DISSEMINATION OF RECORDS: A parent/guardian must sign a Release of Information form before any personal identifiable data can be released to persons/agencies outside of Coshocton County Head Start.
5. RECORDS DESTRUCTION: Records will be kept at the Hilltop Site for seven (7) years after the child has left the program. After the seven (7) years, the records will be permanently destroyed.

SUPERVISION OF ALL CHILDREN

Head Start staff actively supervises those children assigned to them. **NO CHILDREN WILL EVER BE LEFT ALONE OR UNSUPERVISED AT ANY TIME.** Children will be within sight and hearing of the staff at all times.

OTHER CHILDREN IN THE CENTER

Regulations state only children enrolled in the program may be in the center during class hours.

VISITING THE CENTER

Head Start has an open door policy and staff encourages parents/guardians to visit their child whenever possible.

Visitor Policy

Coshocton County Head Start is committed to making your visit a safe, secure, and healthy one for you and others in the program. We require all visitors to Coshocton County Head Start to abide by the following safety rules while you are here. It takes the efforts of program staff, parents/guardians, and visitors working together to make our facilities safe, secure, and a healthy environment.

- **Parents/guardians/family members and other visitors are required to sign in/out at each center and have identification available.**

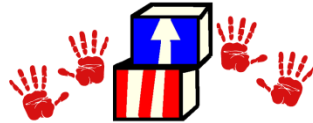
We encourage custodial parents or guardians of a child enrolled in the program to visit the center at any time during its hours of operation.

EDUCATION SERVICES

Tracie Hatfield– Education Manager

Jamie Darr–Early Head Start Classroom Support Specialist

Lori Gates- Head Start Classroom Support Specialist



Although the teacher is a very important part of your child’s education, Head Start believes you are the first and most important teacher of your child. For this reason we try to involve you in every way possible. The program works to help your child develop large and small muscles as well as speaking and listening skills. Children will learn to do things independently and get along with others. Teachers encourage children to think for themselves and solve their own problems. As children learn to solve problems for themselves, they gain confidence. Head Start wants to instill a positive attitude towards learning as part of being “Kindergarten ready”. Emphasis is also placed on reading and writing skills.

Every child in the program is screened so the parent and teacher can work together to encourage the child’s skills and to increase child outcomes. Our Head Start program uses the Early Screening Inventory (ESI) to evaluate children. Our Early Head Start program uses the Bailey Developmental screening tool and these results are shared with parents. The High/Scope Curriculum is used along with COR Advantage to track the child’s progress.

High/Scope Curriculum is play based and incorporates active learning. Materials and equipment will be selected using the criteria of safety, durability and developmental appropriateness. We use play to accomplish goals in all areas of development.

- **Social:** To help children feel they are a part of the group.
- **Emotional:** To help children experience pride and self-confidence, develop independence and self control and have a positive attitude toward life.
- **Kindergarten Readiness:** To help children become confident learners by letting them try out their own ideas and experience success by helping them acquire learning skills, such as the ability to solve problems, ask questions and use words to describe their ideas, observations and feelings. Language and Literacy along with math skills are emphasized in the classroom. Letter recognition and writing activities occur daily.
- **Physical:** To help children increase their large and small muscle skills and feel confident about what their bodies can do. The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule and talk with children are all designed to accomplish the goals of our

curriculum and give your child a successful start in school. Both curriculum and daily activities will reflect developmentally appropriate practices.

HOME VISITS AND PARENT/TEACHER CONFERENCES
Parents are encouraged to stay involved in their child's learning.

CENTER BASE OPTION: Home visits and parent/teacher conferences are special times set aside so a parent and child can meet with a teacher or a staff person. The home visit and parent/teacher conferences are an excellent time to ask a lot of questions about how your child is doing and what you can do to help. Two (2) home visits and two (2) conferences will be scheduled throughout the year.

Early Head Start HOME BASE OPTION: Children benefit the most when the important adults in their lives---their parents, caregivers, teachers, health care specialists, or home visitors---are working together to support their learning and growth. The home base option consists of 1 home visit a week, with each visit lasting 90 minutes.

- 1. Please plan to keep your appointment. It is often difficult to reschedule your appointment once it is missed.
- 2. Call the teacher whenever you need to cancel the appointment.
- 3. For a home visit, have the child dressed, fed and looking forward to visiting with their teacher(s).
- 4. For a home visit turn off the radio, T.V. or things that might distract the child during the lessons.
- 5. Discourage others from being present during your visit/conference.
- 6. Participate in the planned activities and plan with your home visitor for your next week's visit.

Head Start is mandated by the Federal Government to meet a required **85% average daily attendance** while school is in session. **Having your child in attendance daily and on time is critical to your child's education.**

If you have an uncontrollable situation and cannot bring your child to their center or keep your home visit appointment follow protocol and inform your child's teacher and/or Family Service Specialist.

WHAT YOUR CHILD SHOULD WEAR

Your child will be involved in many hands on activities at school, which can be **messy**, such as, painting and all children will participate in outdoor activities on a daily basis unless it is raining. Please send your child in play clothes, which are comfortable and with additional clothing, which are suitable for the weather. Also, we ask that you not dress your child in opened-toe sandals or flip-flops. **THIS IS A SAFETY HAZARD!** We have a lot of sand and playground equipment that can trip-up little toes. Please dress them in tennis shoes or shoes that cover their entire foot.

TOYS FROM HOME

We ask that you not to let your child bring toys from home unless you have discussed it with the teacher. However, from time to time it may be a good experience for your child to bring in an

item such as a rock, a pretty feather or a colorful leaf. This will give the child a chance to talk about something in front of the other children. This is another step towards self-confidence.

EMERGENCY PROCEDURES

THREAT OF VIOLENCE/STRANGER DANGER

In the event of a threat of violence or stranger danger/intruder, staff is required take children away from doors and into an area where they are out of site. To ensure the safety of children, 911 will be called by designated staff if necessary. The doors at all sites are locked at all times. All parents are provided with our lock down procedure.

FIRE DRILLS

Fire drills are held monthly at varying times. The lead teacher will be responsible for taking attendance and reporting to the Site Supervisor at each center. A fire and weather alert plan will be posted in each classroom and other areas occupied by children. The plan will include a diagram indication the evacuation routes.

TORNADO DRILLS

Children will practice a tornado drill 1 to 2 weeks before the National Tornado Drill is completed. Evacuation information for tornado emergencies is posted in each classroom. A fire and weather alert plan will be posted in each classroom, other areas occupied by the children and in the gym. The plan with include a diagram indication of the evacuation routes.

OUTDOOR PLAY



Research has shown children stay healthier when they have daily outdoor play. Based on this information and state requirements children who attend four (4) or more consecutive hours, will be included in our outdoor play on a daily basis. Even though some of our preschool children are in class only 3 ½ hours a day, they will still have outdoor play.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will **not** be taken outside when the temperature (wind chill and heat index factor) drops below 25 degrees or rises above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in wintertime.

The playground and equipment has been evaluated and approved by the Ohio Department of Job & Family Services. A monthly safety checklist is also completed using the ODJFS Form to ensure safety of the playground and its equipment.

DISCIPLINE POLICY

Coshocton County Head Start believes self-regulation, (self-help/self control), is a part of child development just as cognitive and motor skills are. Children need to be taught appropriate responses and given opportunities to practice these skills just as they do writing skills. There are no quick fixes to social competence and we recognize some children need more time to acquire these skills. Coshocton County Head Start looks at misbehavior as an opportunity to teach appropriate responses to conflict. We support this philosophy of discipline by:

1. Providing a positive role model.
2. Speaking in a warm and pleasant voice.
3. Giving the child appropriate choices.
4. Kneeling down to talk quietly and directly to the child.
5. Offering suggestions for alternative behaviors the child could do.
6. Getting information from the child or the children about the situation.
7. Listening to the children. Do not assume anything!
8. Encouraging children to use their words instead of their hands to settle conflict.

Our goal is for children to demonstrate self-regulation by responding to situations in appropriate ways. We want children to become socially competent by using problem solving techniques. Our long-term goal is for children to learn self-control rather than being controlled by the adults.

Physical discipline (punishment), such as hitting or shaking a child, threats to do so, or withholding food is not to be used in any of our centers. If a child engages in an act, which may cause physical harm to him/her or others, parent/guardians will be called immediately. A safety plan will be established for children with severe behaviors.

The Coshocton County Head Start discipline policy is in keeping with the program's goals and standards to encourage children to develop socially, emotionally, physically and intellectually by encouraging self-discipline and self-esteem.

Parents will be notified of sudden behavior changes and/or prolonged behavior problems.

Children experiencing behavior problems in the classroom will have the following steps taken for remediation:

1. The teacher will try redirecting the child, problem solving with the child and other techniques to improve the child's behavior.
2. The teacher will talk with the parents concerning the problem and will gather information from the parent as to possible causes for the behaviors and what type of discipline techniques are used in the home.
3. If the negative behaviors continue, permission will be obtained from the parent to have the mental health consultant observe the child in the classroom. A conference with the mental health consultant, parent and teacher will follow this observation and a plan will be developed to help the child behave appropriately.
4. The teacher will monitor the child and follow-up meetings will occur as needed. The emphasis of the plan is the combined team effort of the teacher, parent and mental health consultant.

5. If the child continues to pose safety issues to him or others in the classroom, Coshocton County Head Start has the right to deny the child participation in the classroom.

Physical discipline (punishment), such as hitting, shaking a baby or child, threats, or withholding food is not to be used in any of our centers.

The Coshocton County Head Start discipline policy is in keeping with the program's goals and standards to encourage children to develop socially, emotionally, physically and intellectually by encouraging self-discipline and self-esteem, using "*Conscious Discipline*" techniques which include:

- Create **Safety** through the development of healthy attachments that lay the groundwork for self-regulation.
- Build **Connections** through attuned interactions that help us better meet the needs of all children.
- Coach children through **Problem Solving** opportunities that teach social skills that will last a lifetime.
- Implement **Baby Doll Circle Time**, an innovative approach to meet the one-to-one connection needs of infants and toddlers.
- The **Feeling Buddies** are a [comprehensive](#) and innovative tool for teaching self-regulation. The Toolkit is based on a unique strategy in which the adult teaches the child to self-regulate and the child teaches the Buddy to self-regulate.



Disabilities & Mental Health
Debora Wolfe – Disabilities/Mental Health Manager



DISABILITY SERVICES

It is the policy of the program to provide a complete preschool experience for all enrolled children, including special needs children. A child with special needs receives all services, screenings, and any other special services necessary to provide a total learning experience. Direct and/or indirect services could include but not limited to: speech and psychological services, hearing screenings, neurological services, special shoes, braces and other physical needs, behavior services, sleeping habits and general habits. Should you have any questions

regarding the Disabilities, you may contact your child's teacher, family advocate, or the Disabilities/Mental Health Manager at the Hilltop office (622-9537).

PLAN FOR THE CARE OF A CHILD WITH SPECIAL NEEDS

Children with Individual Family Service Plans (IFSP) or Individual Education Plans (IEP) will receive individualized services on their lesson plans to meet goals implemented on the IEPs. During home visits and parent/teacher conferences designated HS staff will review with parents/guardians their children's development and how they are doing toward reaching IFSP/IEP goals. All children with IFSPs/IEPs have disability files at the Hilltop site, which for confidential reason are separate from their main files. Files are available for review by the Executive Head Start Director, upon request.

If a child needs a plan in addition to their lesson plan, the plan may include, but not limited to:

- Written instructions to improve goal(s)
- Written instruction to address addition concerns not listed on IEP
- Additional accommodations

MENTAL HEALTH SERVICES

Debora J. Wolfe- Disabilities/Mental Health Manager

- The Mental Health portion of Coshocton County Head Start focuses on the promotion of mental wellness, positive self-worth, respect for individual differences and the ability to develop appropriate social skills. Accomplishments in this area will affect a child's ability to play, love, learn and work within the home and other environments.
- The Child Development program strives to accomplish its mental health objectives by providing the following services: prevention, early identification and referral. Should treatment be needed, a positive behavior plan would be developed by the family, staff and Disabilities/Mental Health Manager.
- Our Mental Health Consultant is available on site monthly. Schedules are listed on the Parent Board. Should you have any questions please contact your child's teacher/home visitor or call the disabilities/mental health manager at the Hilltop site (622-9537) Referrals are made to school districts and/or Help me Grow when appropriate.

CHILD ABUSE AND NEGLECT

Debora J. Wolfe- Disabilities/Mental Health Manager

State law requires that all Head Start staff report suspected child abuse and/or neglect to Child Protective Services. All staff is trained in child abuse and neglect and has a copy of the reporting procedures in their personnel policies. These procedures are reviewed annually. A written report must follow the verbal report within 24-hours.

SOCIAL SERVICES

Sara Parsons-Family & Community Engagement Manager

An important goal of the social services component of the program is to help families in their effort to improve the quality of life for all members of their families. Each family completes,

with the help of staff, a needs assessment during registration, where family needs are identified. Parents will also be offered the opportunity to participate in a Family Partnership Agreement. Working together, families, staff and community agencies, when applicable, can setup steps in order to reach the families goals.

The staff will help the family locate local agencies which can provide assistance. Each family receives a RESOURCE DIRECTORY which lists agencies found in your own county. Staff will review the directory at the first home visit.

PARENT ENGAGEMENT

Sara Parsons-Family & Community Engagement Manager



Coshocton County Head Start provides many opportunities for parents of children enrolled in the Program, such as:

1. Volunteering
2. Trainings & Career Development
3. Fatherhood Initiative
4. Room Parent
5. Parent Center Committee
6. Health Advisory Committee
7. Policy Council

FAMILY ADVOCATES

Family Advocates assist families in all component areas including but not limited to: Registration to EHS or HS, Social Services Needs Health, Mental Health, and Disabilities. You will hear from your family advocate numerous times throughout the school year as they try to get to know your family and provide you with support and services specific to fit your family as well as keeping your child's information up to date.

VOLUNTEERING

Parents are encouraged to volunteer in their child's classroom. Both the parent/guardian and the program benefit from the volunteering. The volunteer learns many skills and helps in the program.

Training is provided so you will feel comfortable and useful in the classroom. As a volunteer you may be part of the learning process, read a story, help with an art project or work with one child at a time on some activity. You may also help prepare material for activities either at the center or at your home.

The only qualifications for a volunteer are an interest in what your child is doing and learning. Regularly scheduled volunteers will need finger printed, references and TB test.

HEALTH

Brenda Bissett – Health/Nutrition Manager



PHYSICALS/DENTAL SERVICES

From its beginning the program recognized a child in poor health couldn't function as effectively as a healthy child. Therefore, all children receive a comprehensive health screening, which includes a physical exam, dental exam, hearing, speech and vision screenings, and nutrition and immunization surveys. We collaborate with the local Children's Health Clinic and Children's Dental Clinic to assist with physicals and dental exams. The physical exam must be completed annually for preschool children, and for your Early Head Start child well child exams are done at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 36 months. Your child must have a physical 30 days after the first day of school. It is the responsibility of the parent/guardian to make arrangements for the physical exam. In addition, your child will need to be tested for lead.

The dental exam should include prophylaxis and a fluoride application. If the child has a private dentist, it is the responsibility of the parent/guardian to arrange for the dental exam. If your child does not have a private dentist, Head Start will assist with obtaining services at the Children's Dental Clinic.

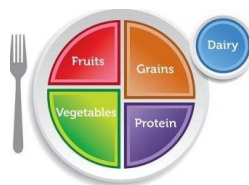
During the day in the center, the staff stresses good hygiene and good habits. If these habits, such as washing hands after using the restroom and brushing teeth after meals are continued at home the child benefits. During the year volunteers are needed in the classroom to help children learn these health habits. Training is provided for all volunteers before they work with the children.

The program provides children's vision, hearing and speech screenings. Parents/guardians are given the results of these screenings in writing and are notified if further evaluation is indicated. Staff will assist parents in making arrangements for these referrals.

IMMUNIZATIONS

Your child must have received or be in the process of receiving the following vaccines: DPT, Polio, MMR, Hep B. and HIB before he or she enters the classroom. These immunization requirements may be waived upon request for exemption by the parent for medical or religious reasons. The signed waiver is kept on file at the center and must be updated annually.

NUTRITION SERVICES



Brenda Bissett – Health/Nutrition Manager

The Nutrition Coordinator follows U.S.D.A. GUIDELINES.

They shall include:

Snack (2 items from the basic four food groups)

- Milk
- Juice, fruit or vegetable
- Bread and/or cereal

Lunch:

- Protein-rich foods-meat rich
- Vegetable and/or fruit (at least 2 kinds)
- Bread/Grain
- Milk

Depending on how long your child's day is at Head Start, they will receive one meal and the opportunity for at least one snack each day, (2 snacks for longer days). The children eat family style, passing food to each other and to the adults who eat with them. They are encouraged to "take one taste" of a food that is new to them or they think they don't like. We also introduce a variety of ethnic foods. We try very hard to have a relaxed mealtime and to encourage conversation.

The children take turns setting the table and they clear their own places. They'll learn these skills and enjoy the responsibility. Parents and staff are expected to be good models.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this Institution is prohibited from discriminating against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint-filing-cust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S.

Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C 20250-9410, by fax (202) 690 7442 or email at program.intake@usda.gov.

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

SNACKS FROM HOME

Nutrition is an important part of Head Start. All snacks and meals are provided by Head Start.

1. **Do not send snacks from home.** Approved snack menus are served.
2. **Do not send birthday treats.** We want all children to have equal celebrations. The monthly celebrants will have a birthday party with appropriate refreshments provided by the program.
3. **NO POTLUCKS.** Potlucks are not allowed during regular classroom hours.

ADMINISTRATION OF MEDICATION, FOOD SUPPLEMENTS, AND MODIFIED DIETS

Head Start **does not give medication** to children unless there is an Individual Education Plan (IEP) or life or death situations, such as, (i.e. bee stings or other allergy conditions). In these cases, Head Start must secure and follow the written instructions of a licensed physician, advanced practicing nurse certified to prescribe medication or a licensed dentist on the prescribed form provided by the department. The Ohio Department of Job & Family Services' Parent/Guardian Request for Administration of medication (attached) must be completed.

PRESCRIPTION MEDICATIONS

A prescription label also serves as written instructions from the parent/guardian on the form. The prescription label serves as written instructions for medications and food supplements as long as the following are met:

- The label contains the child's full name, current date (within the last twelve months), the exact dosage to be given, the specific number of doses to be given daily and the route of administration.
- The prescription label is attached to the original container
- Prescription labels, which do not contain a specified number of dosages to be given per day, but instead contain the instructions "TO BE GIVEN AS NEEDED", shall be accompanied with written instructions from the parent/guardian on the Request for Administration of medication form if it is to be administered by the center.

MODIFIED DIETS, FOOD SUPPLEMENTS & Special Request Diapers & Wipes

All modified diets will be accommodated and food supplements will be given when Head Start receives a written statement from the parents and physician or parents and Registered Dietitian. Also if your child needs a "special" diaper or kind of wipe Head Start will purchase the items when Head Start receives a written statement from child's physician.

STORING MEDICATIONS

- All medication and Epi-Pens will be in the classroom and out of the reach of children.
- Head Start staff will refrigerate medication as needed immediately upon arrival at the center and store in a separate container to prevent contamination with foods.
- Medications may **not** be stored in a child's cubby or book bag.
- Parents must complete the ODJFS Parent/Guardian Request for Administration of Medication form.
- Keep medications out of the reach of children
- Remove all medications from the site when no longer needed.

CARE OF CHILDREN WITH HEALTH CONDITIONS

Head Start will provide care for children with health conditions or requiring medical procedures. Head Start will use the JFS 01236 "Medical/Physical Care Plan" form (attached). The Plan will be written, signed and dated by the designated responsible staff member, the Health Manager and if applicable the certified professional who trained the staff to perform the procedure.

- The plan shall be revised at least annually, or more often if necessary
- The plan will be on file at the child's Head Start site as well as a copy for the Health Manager at the Hilltop site.
- A child with a health condition whose medical condition requires him/her to use an inhaler or medication for emergency needs will be placed in the plan with information as to how the medication/inhaler will be given and by whom.
- The staff members trained by the parent/guardian or certified professional will be permitted to perform medical procedures.
- Trained staff will be onsite at all times for whenever children who require treatment are present.

COMMUNICABLE DISEASES & ILLNESS

In an effort to provide a safe and healthy environment for the children and staff, Coshocton County Head Start has established a number of rules and policies concerning communicable diseases and illnesses. It is important for all parents to be aware of these policies and to cooperate with them. A Communicable Disease Chart will be posted at each Head Start Site.

MANAGEMENT OF COMMUNICABLE DISEASE

STAFF:

All staff members are trained in the management of communicable diseases, signs and symptoms of illness, hand washing and disinfecting procedures in accordance to state law.

Staff will not come to work if they have a communicable illness, have had a fever of 100 degrees within 24 hours, have skin lesions or infections or in general do not feel well enough to work with the children.

CHILDREN:

When children are exposed to a communicable disease, the Teacher or Health Manager will give a copy of the communicable disease paper to the parent/guardian with the name of the

communicable disease **circled**. A note is posted in each classroom and sent home with each child in the exposed classroom to inform the parents/guardians their children were exposed to a communicable disease. Notice is also posted on the Parent Bulletin board at exposed site.

A child will be discharged from the center for any of the following symptoms:

- Temperature of at least 100 degrees
- Diarrhea
- Vomiting
- Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, obvious discharge or yellowish pus, matted eyelashes, burning or itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty in swallowing

Isolation of a child due to suspected communicable disease:

- A staff member stays with the child until an authorized adult arrives.
- A staff member phones the child's parent/guardian to inform them of the illness and to pick the child up.
- Parents/Guardians are told to have the child examined by a physician if communicable disease is suspected and call the teacher with the information.
- Children who have a communicable disease or parasitic infestation must have a written authorization from his/her physician in order to return to the center.
- Children must have been free of symptoms that caused his/her dismissal from the center for a minimum of 24 hours before returning to Head Start.

Ohio Department of Health's "Child Daycare Center Communicable Disease Chart" is located on the parent board at South Lawn and Career Center and on the hallway door at the Hilltop Site of the Teacher's Work Room and in the Families Handbook

SAFETY POLICIES

- Parents and children will be greeted upon arrival and at departure.
- Parents are required to bring their child (ren) into the building and to their designated classroom.
- Children will be released to only the parent/guardian or parent designee. Head Start staff will be responsible for authorizing the release of all children. A written note or verbal instruction from the parent/guardian is needed if a child is to be picked up by someone not listed on the emergency pick up list or not a regular pick up person.
- Children will be under staff supervision at all times.
- A telephone will be available to summon assistance.
- Emergency phone numbers are posted beside each telephone.
- Spray aerosols will not be used at any time the children are present

INCIDENTS/ INJURIES REPORTS

The childcare staff member in charge of the child shall complete an incident/injury report when the following occur:

- An illness, accident or injury which requires first aid treatment.
- A bump or blow to the head.
- Emergency transporting.
- An unusual or unexpected event, which jeopardizes the safety of children or staff, such as, child leaving the center unattended.

Head Start will document all incidents/injuries on the JFS 01299 “Incident/Injury Report:

- This form is to be completed on the day of the incident/injury and given to the parent/guardian or person picking up the child from the center.
- In situations requiring emergency transportation the form will be available to the parent/guardian within at least 24 hours.
- All copies of incident/injury report forms will be kept on file at the site for at least 1 year and will be available for review. A copy of all incident/injury reports must be sent to the Health Manager.
- **Notification of incidents to the licensing office;** the Licensing Administrator or designee shall report to ODJFS licensing office **within 24 hours** as well as to the Health Manager and Executive Head Start Director for the following instances.
- Death of child at center.
- Serious incident, injury or illness to a child that requires emergency medical treatment, professional consultation or transportation for emergency treatment.
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

Written notification shall follow the 24-hour verbal notification and shall be on the designated JFS “Incident/Injury Report” form. This form will be faxed or mailed to the licensing office within three (3) business days from the occurrence.

This notification does not replace reporting to the public children services agency if there are concerns of child abuse or neglect.

MEDICAL & DENTAL EMERGENCY PLANS

The center has devised several procedures to follow in the event an emergency would occur while a child is in the center’s care. There is always one (1) staff member present who has received training in First Aid, Communicable Diseases and CPR. In case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening the EMS will be contacted to transport and a parent/guardian will be notified. A staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. **THE CENTER WILL NOT TRANSPORT CHILDREN IN EMERGENCY SITUATIONS.** EMS will transport all children. If a child would ever require Syrup of Ipecac to be administered it would only be done with instruction from the Poison Control Center.

Serious incidents, injuries or illness:

- 911 will be called if necessary.
- Parent will be contacted.
- An incident report will be completed by staff person and signed by administrator. This incident will be reported to ODJFS.

Medical, Dental and Emergency Plan:

There is a written medical and dental emergency (general or serious) plan and it is posted by every dial-out phone, in every classroom, gym and other areas that are used by the children. The plans will include:

- Head Start’s name, address, and telephone number.
- Location of the first aid kit, fire extinguishers, fire alarm system and electrical circuit box.
- Telephone numbers for:
 - ~ Emergency squad
 - ~ Fire Department
 - ~ Hospital
 - ~ Poison Control Center

- ~ Children Services Agency
- ~ Police Department
- Names of staff currently trained to administer First Aid and CPR.
- Location of children's records.
- General instructions to staff in case of emergency that include a detailed plan for supervision of all children.
- General instructions to staff in the event of any:
 - ~ Serious incident, injury of illness affecting a child.
 - ~ Instructions on immediate notification of parent/guardian
- Include instructions to staff in case of a dental emergency (JFS 01201 "Dental First Aid Chart).
- Instructions for staffing in the event of a general emergency to ensure children's safety.
- How the child will be transported in cases of emergency.

A report will be available within 24 hours after emergency occurs.

In case of a general emergency the following action steps will be taken:

DENTAL;

Following a head or mouth injury Coshocton County Head Start staff will:

- Calm the injured child.
 - Check to determine the type of injury and refer to Action Plan
 - ❖ If minor bleeding: Apply direct pressure with sterile gauze or clean cloth. If bleeding doesn't stop within ten (10) minutes, contact parent and arrange to have child transported to emergency room.
 - ❖ If bleeding profusely; Contact parent and arrange to have child transported to the emergency room.
1. Knocked Out Permanent (Adult) Tooth (avulsed tooth)
 - ❖ Find tooth, but do NOT handle it by the root (hold tooth by the crown).
 - ❖ If tooth is dirty, rinse gently with tap water, do not scrub or use antiseptic.
 - ❖ Attempt to gently replant tooth into socket. Have the child hold in place with a tissue or gauze. If not possible to replant tooth, place tooth in HBSS or if unavailable, a glass of cool skim or low fat milk. If skim or low fat is not available, use 2% or whole milk.
 - ❖ If milk is unavailable, place tooth in physiologic saline solution. If saline is unavailable, place tooth in saliva by spitting into a cup.
 - ❖ Place tooth in water only as a last resort. Tooth must not dry out!!!!!!!!!!
 - ❖ Contact parent/guardian and arrange to have CHILD AND TOOTH TRANSPORTED TO DENTIST IMMEDIATELY. Re implantation within fifteen (15) minutes is best.
 2. Knocked Out Primary (Baby Tooth)
 - ❖ Primary (baby) tooth should not be replanted. Contact parent/guardian and arrange to have child taken to dentist as soon as possible.
 3. Loosened/chipped Tooth/Tooth Pushed into Gums
 - ❖ Gently clean the area with warm water.
 - ❖ Do not attempt to move tooth into correct position.
 - ❖ Contact parent/guardian to arrange to have child taken to dentist immediately.
 4. Toothache
 - ❖ Do not place aspirin on gums of aching tooth (aspirin will burn gums!)
 - ❖ Contact parent/guardian to arrange to have child taken to dentist as soon as possible.
 5. Injury to Lips, Tongue, Cheek
 - ❖ Rinse affected area with warm water.

- ❖ Place cold compress over area to minimize swelling
 - ❖ If injury is due to a fall or if tooth is chipped, contact parent/guardian and arrange to have child taken to dentist immediately. (Foreign matter lodged in lip may cause infection). Also, see #3 above.
6. Broken or Dislocated Jaw
- ❖ Immobilize jaw by placing a scarf, necktie or towel under the chin tying the ends on top of the head.
Contact parent/guardian and arrange to have the child take to the emergency room immediately

FIRST AID SUPPLIES & PROCEDURES

First Aid supplies will be readily available in a clean and clearly marked unlocked container and kept out of the reach of the children.

- Head Start will have at least 1 kit per 75 children located at each site.
- First Aid kits are available on all field trips.
- The First Aid kits will include all items required to meet ODJFS licensure.
- Head Start staff will check the First Aid kits weekly.
- All Head Start buses have First Aid kits and are checked daily.

PRECAUTION PROCEDURES

All staff is trained in Universal Precautions.

- Blood spills shall be treated cautiously and decontaminated promptly as trained for Blood Borne Pathogens.
- Disposable gloves shall be worn while handling any blood spill, bloody diarrhea, bloody nose, etc. and discarded after each use.
- Contaminated surfaces shall first be cleaned with hot, soapy water and then disinfected with an appropriate bleach solution prepared daily according to product guidelines or other acceptable disinfectant solution, which is EPA rated as hospital disinfectant with label claim for micro-bactericidal activity.
- Hand washing with soap and water shall occur after the cleaning of any spill involving blood, vomit, fecal or urinary incontinence.

TRANSPORTATION: Preschool Head Start **Clifford Amore-Transportation Coordinator**

Coshocton County Head Start provides transportation to and from school except in some locations. Families will be made aware, at time of enrollment, if transportation is not provided in their requested address area. When the program provides transportation for your child, please be patient with the driver. **It is difficult for the driver to stay on schedule if a child is not ready, there is no one home or when a child is picked up or dropped off at a different address.**

1. Remember buses cannot always be on time.
 - The buses are to stay on schedule or as close as possible.
 - If a driver is running early, they are to wait somewhere safe. They cannot leave a scheduled stop early.
 - Allow for some flexibility due to traffic, trains, route changes (new child starts or moves) and many other events, which may be out of their control. However, every possible effort will be made to keep the route as consistent as possible.

- When a change is made such as a new child starting, bus drivers are to give parents/guardians an estimated time of pick up and drop off.
- **DUE TO STATE LAW, BUS DRIVERS ARE NOT TO WAIT FOR A CHILD.** We ask that your child is visible to the driver or bus aide as the bus arrives. Be ready when the bus stops. Drivers cannot wait for your child if they are not in sight.

Addendum-Effective 2010-2011 school year

This change/update will be effective immediately.

Due to changes in Regulations and Licensure by ODJFS, which affects child/ratios, the bus monitor will no longer get off of the bus to knock on a door or to leave a note if a parent or guardian is not at the bus stop for drop-offs. The child will be taken back to their attending site at the end of the route. We will make every possible effort to contact you if this should happen to your child. A person whom is 16 years of age and on the release list with a picture I.D. will need to pick the child up at their attending site. Please remember changes are very stressful on your child.

Should an emergency arise that would cause you to miss your child's drop-off, please call the transportation office as soon as possible.

2. Call the office when your child will be absent.
 - It is important that you call the Hilltop site at 622-9537 when your child will be absent from school.
 - There is a voice mail system for parents/guardians to leave messages the night before if necessary. Use extension 100 or simply press zero (0).
 - When leaving a message, **please speak clearly** and leave **your name**, the **child's name**, and the **reason the child is absent**.
 - If your child misses two days in a row and no calls have been made, the bus will no longer stop for your child until parent/guardian places a call to the transportation office to begin transportation once again. This will happen on the 3rd day.
 - If it is long distance for you to call our Hilltop site or you don't have a phone, notify the transportation office to make arrangements.
3. Change of "Release To" information
 - Changes to the Release Form must be either completed at or sent to the Hilltop site on 3201 Co. Rd. 16. It is important you keep this information updated because a child **cannot** be released to someone who is not listed on the form.
PARENTS/GUARDIANS REMEMBER TO PLACE YOUR NAME ON THE FORM AS WELL.
 - Parents/guardians can send a letter to school with their child indicating someone new will be picking up your child at school or from the bus by writing **their name, child's name, where they will pick up your child, date and parent/guardian's signature**. This is allowed occasionally; otherwise please update your "Release Form". The teacher will see that the transportation department receives the information the same day.
 - In cases of emergency, the parent/guardian can call the Hilltop Site, **not** the teacher or bus driver to give the name of another adult who will need to pick-up your child that day.
 - **REMEMBER—THOSE ADULTS (16 years and older) PICKING UP YOUR CHILD MUST HAVE AN I.D.** This is in compliance with the Ohio Department of Job and Family Services Regulations and for the safety of your child.

4. Change of pick-up and/or drop-off locations.
 - New pick-up and/or drop-off locations **must** be made and approved through the Transportation Office at the Hilltop site.
 - Drivers and Teachers **cannot** make these changes.
 - The transportation office will need at **least two (2) days** notice and **must** be in the route area. Otherwise, your child may need to switch sites or be placed on a waiting list if there is no room.
 - When a child is to be picked-up or dropped-off at the 2nd address, the parent/guardian **must** call the transportation office at least two (2) hours before the route begins.
 - A child may be picked up or dropped off at another scheduled location with prior approval from the transportation department. Remember the adult must be on the “Release Form”.

FIELD TRIPS/TRANSPORTATION OF CHILDREN



ALL TRIPS REQUIRING TRANSPORTATION MUST HAVE PARENT WRITTEN PERMISSION.

We will provide transportation for all field trips. Coshocton County Head Start’s bus drivers are CDL licensed and follow all State and Federal transportation laws. All bus drivers and teaching/childcare staff have been trained in first aid, communicable diseases and CPR. All buses are equipped with cell phones and first aid kits for emergencies. For each child going on the field trip, the staff will have a copy of their ODJFS Child Enrollment and Health Information and Release forms.

Before leaving all drivers are responsible by law to complete an attendance sheet for all children and the teacher/childcare staff will count all children present. All children will wear an identification tag stating name, address and Hilltop site’s phone number. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

The written permission form will include:

- The child’s name
- The specific destination(s)
- The dated signature of the parent/guardian
- The approximate time frame the children will be on the trip
- If the field trip is around water more than 3 ft. in depth

Staff/child ratio will be followed.

- Whenever children are transported a second adult (Bus Monitor) shall be present in the vehicle at all times.

Parents/guardians **cannot** transport their child to the field trips. They can, however, take them home from the field trip, but Head Start **must** have their intent to do so in writing before the field trip or sign a release form from the bus driver at the end of the field trip.

When parents/guardians transport, the responsibility is theirs only while they are transporting their child(ren).

Upon arrival at the destination another count will be taken to assure that all of the children have arrived safely. This process will be repeated upon leaving the destination and returning to the center. NOTE: State laws require the drivers to check children as they enter or leave the bus.

During the course of the field trips, each staff member will have specific children that they are responsible for supervising. Each group will have their own identifying mark/symbol, (i.e. dog group, cat group, etc.), that is matched to the staff member responsible for the group.

ROUTINE TRIPS

All bus drivers and teaching/childcare staff have been trained in first aid, communicable diseases and CPR trainings. All buses are equipped with cell phones and first aid kits for emergencies. For each child going on the field trip the staff will have a copy of their ODJFS Child Enrollment and Health Information and Release form.

Before leaving all drivers are responsible by law to complete an attendance sheet for all children and the teacher/childcare staff will count all children present. Before any child participates in a routine trip, Head Start will obtain written permission from the parent/guardian for routine trips. Whenever children are transported to and from school there will be a second adult present.

Parents/guardians **can** transport their child to and from school. When parents/guardians transport, the responsibility is theirs **only** while they are transporting their child (ren).

Upon arrival at the destination another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the school and returning to home. NOTE: State laws require the drivers to check children as they enter or leave the bus and the driver must walk the bus at the end of the day to ensure no child has been left.

PARENT/COMMUNITY GRIEVANCE PROCEDURE

The Coshocton County Head Start Program strives for open communication between staff, volunteers, parents and community persons. However, if a complaint or disagreement arises the agency will use the following procedure to resolve the problems. Every attempt should be made to resolve issues at the lowest level of authority and the least amount of program disturbance.

Step 1

- A. Ask the Site Supervisor or Teacher of your local center for a conference.
- B. Explain your concerns as clearly as possible with a request of some action to be taken to resolve the issue.
- C. If you are not satisfied with the response put your concern in writing. List as many facts as you can and request a response.

Step 2

- A. Submit this written concern to the Director. Wait for a reasonable time (5 working days) for a response.

- B. If you are not satisfied with the response to your written concern, or do not receive a response from the Director, proceed to Step 3.

Step 3

- A. The Coshocton County Head Start Policy Council Executive Committee will serve as the Grievance Committee for any concern not resolved with the Director. The Policy Council President may be contacted through the Main Office, 3201 C.R. 16, Coshocton, Ohio 43812. Contact in writing and allow a reasonable time (5 working days) for a response. Upon receiving a written response a hearing will be scheduled.

- B. If you are not satisfied with the response from the Coshocton County Head Start Policy Council Grievance Committee, contact the President of the Coshocton County Head Start, Inc. Board. The Board President will contact the Executive Committee of the Board of Directors to resolve the concern. Contact in writing and allow a reasonable time (3 working days) for a response.

This grievance procedure’s highest level of appeal is the Coshocton County Head Start, Inc. Board of Directors.

In addition, persons who wish to report a suspected violation of the Child Care Ohio Department of Education rules for Preschool Programs, Chapter 3301-37, call 614-466-0224. (Rev. /approved P.C. 4/98).

TERMINATION POLICY AND PROCEDURES

The right and responsibilities of the consumer were examined closely as this policy was adopted

Your child may be terminated from the program based on abuse and complete neglect of the parent rules and guidelines. The following procedures will be taken:

1. Notice to bring the situation to your attention.
2. A written warning of intention to terminate services.
3. Termination from the program if the situation continues, then a written notice stating reasons for termination will be given.

MAJOR REASONS FOR TERMINATION

1. Student attendance – If your child (ren)’s attendance has been inactive without prior arrangements with the Family & Community Partnership Manager.
2. Failure to provide all necessary enrollment forms and information.
3. Behavior – Disruptive, violent or unsafe: After a behavior plan has been established, if the steps are not followed by parent/guardian the Termination Policy will be followed in accordance with 45 CRF 1304.20 (a) (1) (ii)

Each child is expected to attend regularly. Parents/Guardians are to call the Hilltop site at 622-9537 when their children will not be attending at least 2 hours prior to class time. Children from the Fresno and Pleasant Valley sites should call the Hilltop site as well. An answering machine is available for parents/guardians to call the night before if needed.

CIVIL RIGHTS POLICY

All of Coshocton County Head Start sites have adopted the following policy: We will provide equal employment opportunity to all people without regard to race, color, creed, national origin or sex: and to promote the full realization of this policy through a positive program of recruitments of the position for which he or she is being considered.

Dissemination of the Equal Employment Opportunity Policy will be communicated through affiliation with the policies of the United Way of Franklin County, Inc. as well as by the prominent posting of this policy at sources of recruitment and distribution of written copies of this statement to any candidate who present him/herself for employment and persons already employed at the center.

PURSUANT TO SEC.602 OF THE ACT, 78 STAT.252U.S.C. 200D-1AND 45 CFT PART 80, ALL RECIPIENTS IN FEDERALLY FINANCIALLY ASSISTED PROGRAMS MUST BE INFORMED OF THE PROHIBITION OF DISCRIMINATION, NOTIFIED OF HIS OF HER RIGHT TO FILE A WRITTEN COMPLAINT ALLEGING DISCRIMINATION OF THE GROUNDS OF RACE, COLOR, NATIONAL ORGIN AND FURTHER NOTIFIED THAT SUCH COMPLAINTS CAN BE FILED WITH OHIO DEPARTMENT OF PUBLIC WELFARE OFFICE OF PERSONNEL, CIVIL RIGHT SECTION, 30th FLOOR, STATE TOWER, COLUMBUS, OH OR WITH THE U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE, WASHINGTON, D.C. TO THE OFFICE OF CIVIL RIGHTS.

Ohio Department of Job and Family Services **CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility IS REQUIRED , UNDER Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the names, telephone number or email of any parent/guardian who request that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire department, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the child Care in Ohio website. The website is: <http://jfs.ohio.gov/cec/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32,42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of Ohio Administrative Code.