



SENDCAA
HEAD START BIRTH TO FIVE
FAMILY HANDBOOK
2014 – 2015

Site	Address	Phone
Central Head Start Toll Free #: 1-800-618-8439	3233 S University Drive, Fargo	235-8931
South Head Start	3329 S University Drive, Fargo	364-9331
North Head Start	1040 N 29 Street, Fargo	446-5121
West Fargo Head Start	109 3 Street East, West Fargo	282-3351
Early Head Start	3600 15 Street South, Fargo	298-6758
SENDCAA Childcare	3233 S University Drive, Fargo	232-2452
Gwinner Head Start	14 Main Street North, Gwinner	678-3957
Lisbon Head Start Toll Free #: 1-888-881-5043	418 5 Avenue West, Lisbon	683-3133
Wahpeton Head Start	1202 Westmore Avenue, Wahpeton	642-9825

My child's Head Start information:

Site:

Center #:

Lead Teacher/Teacher:

Teacher/Teacher Assistant:

Family contact:

Health contact:

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Mission Statement & Vision Statement

SENDCAA Mission Statement

To provide a range of services and activities designed to alleviate poverty and give low-income people the opportunity to improve their standard of living and achieve self-sufficiency.

Head Start Mission Statement

Creating a community of learners through nurturing children and engaging families.

Head Start Vision Statement

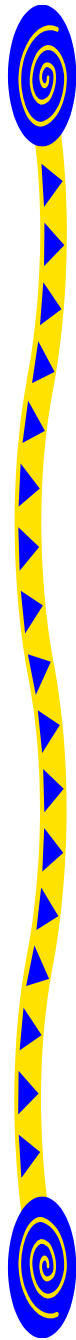
Building on a cornerstone of success that inspires all children and families to reach their full potential.

Family Rights

*To be treated with dignity and respect	*To be informed of health and developmental screening results done at Head Start Birth to Five
*To be provided with information pertaining to Health and Safety, menus, education and disciplinary action, and Policy Council	*To expect a high quality, comprehensive child development program that includes: developmentally appropriate education, nutrition and health, special services within program specifications and opportunities for social and emotional growth
*For staff to be committed to keeping your child safe and healthy while in their care	*To elect Policy Council representative for each site
*To participate in the following activities: <ul style="list-style-type: none"> ○ Volunteer in child's classroom/center ○ Attend fieldtrips ○ Family education opportunities ○ Health and dental screenings and follow-ups ○ Policy Council and Parent Committees 	*To have input into the direction and quality of the program through: <ul style="list-style-type: none"> ○ Family and Community Partnerships ○ Policy Council ○ Self-Assessment surveys
*To be informed of services and resources available to children and families through Head Start Birth to Five	*To be informed/referred to community services and resources for children and families that are not available through Head Start Birth to Five
*To communicate with staff about child/family needs and concerns	*To know the names of staff <ul style="list-style-type: none"> ○ To be informed of staff changes
*To expect all records to be kept confidential, except with your written consent and as required by law	*To have complaints handled efficiently, confidentially, and in a timely manner
*To receive Head Start Birth to Five services free of charge	

Family Responsibilities

<p>*To attend open house, home visits and conferences with center staff</p> <ul style="list-style-type: none"> ○ To abide by rules, policies and procedures of Head Start Birth to Five 	<p>*To treat staff with dignity and respect</p> <ul style="list-style-type: none"> ○ To express concerns about your child or family if you would like assistance or referrals
<p>*To provide support for the program by:</p> <ul style="list-style-type: none"> ○ Signing In-Kind Documentation when attending activities and volunteering ○ Maintaining your child's regular attendance, each site is required to have 85% average attendance ○ Participating in backpack reading and monthly calendar activities 	<p>*To complete the health requirement of the program</p> <ul style="list-style-type: none"> ○ Keep scheduled medical and dental appointments related to referrals to providers in the community ○ Call Head Start Birth to Five health staff as well as your doctor/health care provider if you need to cancel referred appointments
<p>*To show your child you value his/her time at Head Start Birth to Five by asking questions about the day</p>	<p>*To help build your child's self-image by:</p> <ul style="list-style-type: none"> ○ Treating your child with dignity ○ Teaching healthy habits and how to have pride in his/her appearance ○ Developing language skills through conversation and reading
<p>* To provide child emergency contact information and to update as information changes.</p> <ul style="list-style-type: none"> ○ Anyone listed and authorized to pick up your child will be asked to provide a valid picture ID. 	



Program Options

Head Start Part-Day/Part-Year

SITE: Gwinner, Lisbon, Wahpeton, Central, North, South, and West Fargo
WHEN: Monday through Thursday. Available as a morning session 8:00am-11:30am or afternoon session 12:00pm-3:30pm.
128 Days in session per program year. End of August through May.

Head Start Full-Day

SITE: Central and South Fargo
WHEN: Monday through Friday. Core hours: 8:30am–3:30pm.
190 days in session per program year. End of August through June.

Limited Pre-school Child Care is offered outside of Head Start core hours by the Boys & Girls Club of the Red River Valley/Fargo Youth Commission with documentation of current work/school schedule.

Hours child care is offered: 6:45am-8:30am and 3:30pm-6:00pm

Contact the Fargo Youth Commission for openings and cost at 235-2147 or www.youthcommission.org

Early Head Start Full-Day/Full-Year

SITE: Early Head Start
WHEN: Monday through Friday. Core hours: 8:30am-3:45pm.
48 weeks in session per program year. Mid-August through the end of July.

Early Head Start Combination Based Services

SITE: Early Head Start
WHEN: There are two schedule options for combination based services:
Mondays, Wednesdays and every other Friday or
Tuesdays and Thursdays and every other Friday. Core hours: 9:00am-3:00pm.
109 days in session per year ending mid-August through end of July.

Head Start services are provided at **NO COST** to families through the use of federal Head Start funding.

Family involvement activities offered throughout the school year are also provided at no cost to Head Start families.

Attendance

Head Start is a school readiness program and we want to see your child succeed. An important factor in school success is establishing a regular routine of attendance. This means attending each scheduled school day with on-time arrival and pick-up. Federal Performance Standards requires that Head Start Birth to Five Programs must analyze the causes of absenteeism when the program's monthly average daily attendance rate falls below 85%.

- ✚ Each day, sign your child in and out of the center on the clip-board outside of the center.
- ✚ Contact your child's teacher or family advocate if your child is going to be absent.
- ✚ When calling, please state the reason for the absence and give a possible date of return.
- ✚ If we do not receive a call from you about your child's absence we will call you or make a home visit to follow-up.

If your child is absent for three (3) days in a row, or has a pattern of irregular attendance; the family advocate will visit with you at this time to discuss absences and to offer assistance.

PART DAY Head Start Birth to Five	
Monday – Thursday	8:00am – 11:30am
Monday – Thursday	12:00pm – 3:30pm
FULL DAY Head Start Birth to Five	
Monday - Friday	8:30am – 3:30pm
EARLY HEAD START CORE HOURS	
Monday - Friday	8:30am – 3:45pm
EHS Combo	
Monday & Wednesday	9:00am – 3:00pm
Tuesday & Thursday	9:00am – 3:00pm

Arrivals and Pickups:

It is important that children arrive on time and are picked up on time. If late arrival becomes a pattern the family advocate will visit with you at this time to discuss late arrivals and to offer assistance.

If a late pick up occurs, staff will contact the parent and also the contacts you have authorized on the emergency sheet. After one (1) hour if the parent or no emergency contact has been reached, we will assume your family is in crisis and contact the local police department.

If the attendance guidelines are not followed the child may be placed on the waiting list.



SENDCAA

Head Start Birth to Five

Part Day Parent/Guardian Agreement

SENDCAA Head Birth to Five staff will:

- Provide a safe environment including educational, health, nutrition and family-centered services.
- Ensure open communication with parent(s)/guardian(s).
- Call parent(s)/guardian(s) if the child is absent.

SENDCAA Head Start Birth to Five families will:

- Have children at the center consistently during the core hours to allow them to participate in all learning experiences and curriculum-guided activities.
Morning Session: 8:00 am-11:30 am Afternoon Session: 12:00pm -3:30 pm
- Work together with staff to establish a regular pattern of attendance. If late arrival becomes a pattern the family advocate will visit with you at this time to discuss the late arrivals and to offer assistance.
- Communicate with staff when child is absent.
- Communicate any changes with staff (e.g. address, phone numbers, etc.)
- Receive program services free of charge and contribute in-kind hours by participating in volunteer opportunities.

Drop Off and Pick Up

Family and friends previously authorized by the parent/guardian are able to drop off and pick up your child. In the case of a late pick up, staff will contact the parent and the contacts previously authorized to pick up your child. After one (1) hour and no emergency contact has been reached, we will assume your family is in crisis and contact the local police department. If late pick-ups become a pattern your family will meet with you to offer assistance.

Parent/Guardian signature _____

Date _____

Parent/Guardian signature _____

Date _____



SENDCAA

Head Start Birth to Five

Full Day Partnership Agreement

Head Start Performance Standard 1306.32(d)(3)

Head Start grantees may provide full-day services only to those children and families with special needs that justify full day services or to those children whose parents/guardians are employed or in job training with no caregiver present in the home. The records of each child receiving services for more than six hours per day must show how each child meets the criteria stated above.

SENDCAA Head Birth to Five staff will:

- Provide a safe environment including educational, health, nutrition and family-centered services.
- Ensure open communication with parent(s)/guardian(s).
- Verify work/school schedule periodically throughout the school year.
- Call parent(s)/guardian(s) if the child is absent.

SENDCAA Head Start Birth to Five families will:

- Keep a current full-time schedule on file at Head Start.
- Have children at the center on-time consistently during the core hours to allow them to participate in all learning experiences and curriculum-guided activities. Site core hours: Head Start: 8:30am-3:30pm
Early Head Start: 8:30a.m. - 3:45 p.m.
- Communicate with staff when child is absent.
- Communicate any changes with staff (e.g. work/school schedules, address, phone numbers, etc.)
- Receive program services free of charge and contribute in-kind hours by participating in volunteer opportunities.

I understand the following conditions must be met to receive full-day services:

- Parent(s)/Guardian(s) work at least 30 hours/week, Monday through Friday. (OR)
- Parent(s)/Guardian(s) enrolled as a full-time student. (OR)
- Parent(s)/Guardian(s) a combination of at least 30 work and school hours/week, Monday through Friday.
- Partnership Agreement with outside agency.
- Special circumstances which would justify full day services.

If work/school hours reduce during the school year to under 30 hours/week, Monday through Friday, the family advocate will visit with the parent/guardian to offer assistance with a plan to continue full day services, transition to another program option, or with a transition to the Head Start Birth to Five waiting list.

Drop Off and Pick Up

Family and friends previously authorized by the parent/guardian are able to drop off and pick up your child. In the case of a late pick up, staff will contact the parent and the contacts previously authorized to pick up your child. After one (1) hour and no emergency contact has been reached, we will assume your family is in crisis and contact the local police department. If late pick-ups become a pattern your family will meet with you to offer assistance.

Parent/Guardian signature

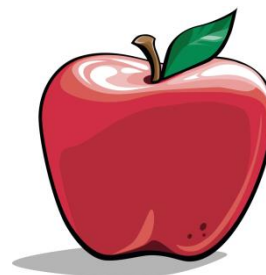
Date

Parent/Guardian signature

Date

Child Nutrition Policy

1. Staff work together to identify each child's nutritional needs taking into account staff and family discussions concerning ;
 - a. Any relevant nutrition-related assessment data, information about family eating patterns.
 - b. Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and feeding requirements of infants and toddlers and each child with disabilities.
2. Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, depending upon the length of the program day.
3. All children in morning center-based settings who have not received breakfast at the time they arrive at the center must be served a nourishing breakfast.
4. Each infant and toddler in center-based settings must receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as recommended in the USDA meal pattern.
 - a. Infants are held while being fed and are not laid down to sleep with a bottle.
 - b. Feeding schedules and amounts and types of food provided; meal patterns; new foods introduced; food intolerances and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition must be shared with parents and updated as needed.
 - c. Infants and young toddlers must be fed "on demand" to the extent possible or at appropriate intervals.
 - d. All toddlers, preschool children, and staff will eat together family style.
5. For 3 to 5 year-olds in center-based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern. Food served must be high in nutrients and low in fat, sugar, and salt.
6. Meals and snacks will be provided to each child during group socialization activities in the home based program option.
7. Children brush their teeth during the day.
8. Food-related activities are offered in the classroom.



Safety Plan

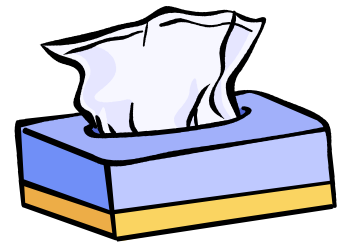
At Head Start Birth to Five we prepare children and staff if there was an emergency.

Throughout the year we practice:

- 3 Fire Drills
- 2 Tornado Drills
- 2 Lock Down Drills
- 2 Lock Down in Place Drills
- 2 HazMat Drills

Each site has a safe place for evacuation in the case of fire, tornado, or flood. Each family would be called by staff and notified of where to pick up their child. In these instances, safety of yourself and your child is our highest priority. We will keep your child safe until you are able to safely pick him or her up. If you do not have a phone, we would try to reach someone on the Child Emergency Information form to pick up your child.

We recommend that each family practice fire and tornado drills at home to have a plan of where to go for safety in case of a real fire or tornado. We can help you make a safety plan for your home! Please contact our Safety Coordinator and she can give information on creating a plan or assist you with the plan.



Illness Policy

1. Please call if your child is going to be absent. We will call you if we do not hear from you.
2. If your child becomes ill while at school, you or your indicated alternate will be contacted and asked to take your child home.
3. **Illness results in greater need for care than the staff can provide.**
4. Children with the following symptoms/illness should stay home or will be sent home until improved, treated or diagnosed as non-contagious:
 - A. Symptoms and signs of possible illness such as lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing or other unusual signs for the child.
 - B. A child with chicken pox will not be allowed to return to Head Start Birth to Five until all lesions have crusted over.
 - C. Fever and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is a temperature of 100°F taken under the arm, 101°F taken orally, or 102°F taken rectally. Children 4 months or younger with a rectal temperature of 101° F should be excluded.
 - D. Vomiting-2 or more times in 24 hours.
 - E. Diarrhea- stool not contained in diaper; “accidents” for toilet trained children; stool frequency exceeds 2 or more stools above what’s normal for child.
 - F. Impetigo- until treatment is started and lesions are covered.
 - G. Head lice (can return after treatment) *Madison and Lodoen sites must adhere to school district policies and be nit free before returning to school.
 - H. Scabies-until treatment is completed.
 - I. Any unexplainable rash- with fever or behavior change.
 - J. Suspected strep throat-until treated for 24 hours.
 - K. Other at our discretion – if child does not feel well enough to participate in the usual center activities.
5. A child's temperature should be normal for 24 hours without medication to reduce fever prior to returning to Head Start Birth to Five. Even a child with a serious infection may show no signs of fever upon waking in the morning.
6. Children with vomiting or diarrhea should not return to school until they have been symptom free for 24 hours.
7. If your child is exposed to something contagious away from school, please notify us.

8. If your child has a positive (+) mantoux, medical clearance from a physician must be given to attend.
9. We will try to accommodate requests to keep children indoors during outdoor playtime, depending on staff availability. In order to maintain staff ratios, your child may need to go outside but not participate in outdoor activities.
10. Please call your child's center or the Health Staff if your child is injured at home.
11. The program does not deny admission to a child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

Health

Preventive health services are important in SENDCAA Head Start Birth to Five, and for this reason, all children are required to have complete dental and physical exams within the first 90 days of enrollment. Children enrolled in EHS have more frequent well-child exams the first two years of life. When health problems are discovered, the health staff helps the families seek treatment right away. A medical home (a place where your child receives ongoing and accessible health care) must be found. Ask your Health Staff for information if you are in need of a medical home.

A mental health consultant is available to the program to train staff and parent(s)/guardian(s) to be aware of the specific social and emotional needs of young children, and to observe the children's classroom behavior.

Physical Examination

Has your child had a physical exam in the last year? Please tell the Health Staff so she can send for the records. If your Head Start child needs a physical exam the Health Staff can assist you with making an appointment if needed. SENDCAA Head Start Birth to Five **will NOT** pay costs if you take your child to your doctor for a physical exam. If you do not have medical coverage for your child, please visit with the Health Staff or your Family Support Coordinator.

Dental Examination

Has your child had a dental exam in the last year? Please tell the Health Staff so she can send for the records.

Each child enrolled in the Head Start program is required by federal guidelines to have a dental exam. If your child needs a dental exam or dental follow-up the Health Staff may assist you in making the appointment. SENDCAA Head Start Birth to Five **will NOT** pay costs if you take your child to your dentist. A parent/guardian needs to be present when the child goes to the dentist.

Height and Weight

Your child's height and weight are monitored throughout the year by the Health Staff.

Immunization

North Dakota law requires your child's immunization record must be on file. If your child needs more immunizations during the year you will have different options: your own physician or public health. **Your child's immunization record must be on file at SENDCAA Head Start before your child attends any classroom activity.**

Hearing Screening

During the early years, children are learning many things. Language is a very important part of their education. Even slight problems with a child's hearing can cause them to experience gaps in their learning.

For this reason, we include hearing screenings as part of our developmental screenings. Your child's hearing will be screened within 45 days of enrollment and completed annually at Early Head Start. If your child is experiencing hearing or ear problems, three things may happen:

1. We may wait a month and then repeat the screening.
2. You may be asked to take your child to a doctor to determine if there is a medical problem.
3. Your child may need a complete hearing evaluation. We will discuss these steps with you if they become necessary and give you names of professionals whose services you might use.

If you have any questions about your child's hearing, please discuss those with the Health or Special Services Coordinator at SENDCAA Head Start.

Vision Screening

A vision screening will be completed by the SENDCAA Head Start Health Staff and/or volunteer optometrists within 45 days of enrollment. If any concerns are found, the child will be referred to an eye doctor of your choice for follow-up. SENDCAA Head Start may be able to help you obtain glasses for your child if necessary.

Developmental & Social/Emotional Screening

Each child in SENDCAA Head Start Birth to Five is required to participate in a developmental and mental health screening. This must be done within 45 days of the child's enrollment in the program. This will be done by SENDCAA Head Start or public schools staff.

The developmental screening consists of different sections. Children are screened in the areas of:

- Language (how well a child understands what is being said as well as the development level of the child's spoken language)
- Cognitive Skills (colors, numbers, reasoning/problem solving ability)
- Gross Motor (balance, jumping, etc.) and Fine Motor (grasping, manipulation of items)
- Speech (a child's ability to use speech sounds in words)
- Social/Emotional- DECA- Preschool and Infant/Toddler Program (done by parent(s)/guardian(s) and teacher(s) – at least 3 times per year.

The screening activities look briefly at a broad range of activities. Your child's results will be reviewed with you. When scores indicate a referral for services the information is shared with you. Additional testing is sometimes completed. If your child's score on additional testing has indicated that they need extra help to learn the skills taught at SENDCAA Head Start, your child may receive that help from the local school district or private pay providers.

SENDCAA Head Start and school districts work together to provide the best developmental opportunities for preschool children. Special services are provided to 3-5 year old children who

qualify for them at no cost to the parent(s)/guardian(s). Preschool Special Needs teachers and therapists meet with SENDCAA Head Start teachers during the year as consultants.

You and your child's teacher will set goals for your child. Ideas for activities to enhance your child's development will be shared. It's important that you understand **your importance** in the process. You know your child better than anyone. We value your information. If you have any additional concerns, please talk to your child's teacher or call the Special Services Coordinator at SENDCAA Head Start.

Health & Dental Services

SENDCAA Head Start Birth to Five may assist in coordinating health and dental services with families. Any additional assistance and/or payment for health or dental services must have prior approval and be arranged by SENDCAA Head Start Birth to Five personnel.

If your child has a medical assistance number (Cass, Richland, Ransom, or Sargent County) Social Services will pay for health and dental care.

If your family has health or dental insurance, please tell your Health Staff. If your child is **not eligible** for medical assistance, Blue Cross/Blue Shield Caring Program, the ND Healthy STEPS Program or insurance you must provide documentation of denial from these programs and then SENDCAA Head Start Birth to Five will try to assist with dental costs of a child enrolled in SENDCAA Head Start Birth to Five. SENDCAA Head Start Birth to Five may also assist in the cost of dental follow-up if the child is **not eligible** for medical assistance, Blue Cross/Blue Shield Caring Program, the ND Healthy STEPS Program or insurance. If the costs of follow up dental care are very high, SENDCAA Head Start Birth to Five will work with your family to find other resources.

Appointments

When you make an appointment for health or dental care it is very important to keep the appointment. If you cannot keep the appointment, call the dentist or clinic and call SENDCAA Head Start. If possible call early so the dentist or the nurse can give someone else your appointment time. Please help SENDCAA Head Start Birth to Five maintain a good reputation by keeping your appointment, arriving at your appointment on time, and canceling an appointment, if you have a necessary conflict.

Medication Administration

Parent(s)/guardian(s) need to complete a *Medication Administration* form in order for medications or OTC (over-the-counter) medications to be given at SENDCAA Head Start Birth to Five. The parent/guardian and the child's licensed health care provider must sign the *Medication Administration form*.

Any medication sent to school or being sent home must be handed to the bus driver or person responsible for transporting the child for safekeeping. Please do not send medication with your child or put it in your child's backpack.

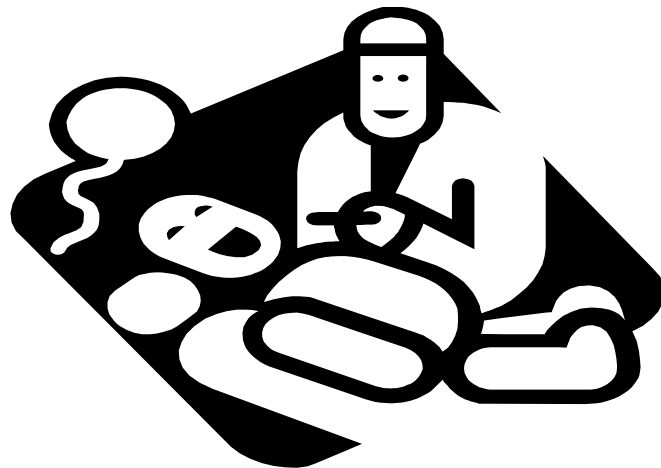
All medication sent to SENDCAA Head Start Birth to Five will be kept in a locked box or cabinet. Any medication needing refrigeration will be stored in a locked box while refrigerated.

Head Start/EHS will no longer have Epi-pens on site. If your child is required to carry an Epi-pen for a health condition the parent /guardian will be responsible to supply HS/EHS with an Epi-pen to keep on site for their child.

Head Start/EHS staff will carry a cell phone with them at all times when out of their classrooms to call 9-1-1- in case of an emergency.

Any prescription medication or OTC medication i.e. cough drops, Tylenol, etc., brought to Head Start must be in the original container with the name of the medication, prescription label, strength, dosage that needs to be given, time medication needs to be administered, etc. Most pharmacies will provide a second bottle if needed. All medications will only be given with a completed *Medication Administration form* signed by the parent/guardian and the child's licensed health care provider. If necessary, Head Start can contact health care professionals for clarification. All prescriptions must be reviewed and have a new *Medication Administration form* signed by the parent/guardian and the child's licensed health care provider at the beginning of every program year. Parent(s)/guardian(s) must also provide a written prescription by a recognized licensed health care provider to use medication samples.

Medication will only be given by staff trained to do so. Parent(s)/guardian(s) can provide education to designated staff that will be giving the medication. Parents should give as many scheduled doses as possible at home.



North Dakota Child Passenger Safety Law

North Dakota law states children younger than 7 years old must ride in a car seat or booster seat.

Minnesota law states children under the age of 8 or 4 feet 9 inches tall must ride in a car seat or booster seat.

*North Dakota Penalty for violating this law is ONE POINT assessed against the driver's license.

*It is recommended that children ride in the back seat until they are 13 years of age.

* Minnesota (effective July 1, 2009) the driver is responsible. The violation is a minimum of \$50 petty misdemeanor fine. This applies to both residents and non-residents of Minnesota. Suspected non-use is a valid basis to stop a motor vehicle.

North Dakota Law (below)

<u>Infants</u>	<u>Toddlers</u>	<u>Children</u>	<u>Pre-teens/Teens</u>
<p>Infants should ride in rear-facing seats until they are at least 1 year old and weigh at least 20 lbs. It is safest to keep infants rear facing until they reach the maximum weight/height allowed by the seat manufacturer.</p> <p>By law, infants must ride in rear facing car seats.</p>	<p>Toddlers at least one year of age and weigh more than 20 lbs. may ride in forward-facing car seats until they reach the upper weight limit of the car seat; usually until 30 or 35 lbs. The American Academy of Pediatrics recommends keeping toddlers rear-facing until they are 2 years old</p> <p>By law, toddlers must ride in car seats.</p>	<p>Children who weigh between 40 and 80 lbs. and are less than 4'9" tall should use a booster seat to position the lap and shoulder belt.</p> <p>Children should be as close to 4 years of age as possible before using a booster seat. Booster seats must be used with lap <u>and</u> shoulder belt.</p> <p>By law, children who have outgrown their car seat must use a booster seat until they are 7 years of age.</p>	<p>Children who weigh more than 80 lbs. and are more than 4'9" tall should use seat belts, using both the lap and shoulder belt.</p> <p>By law, children ages 7-17 must be buckled in a car seat/booster seat or seat belt.</p>

- For more information call Fargo-Moorhead Area SAFE KIDS at 701-234-7233.
- SENDCAA Head Start Birth to Five has a certified Child Passenger Safety Technician on staff. If you would like your car seat checked call 701-234-5570 (Sanford Education #).

Vehicle and Pedestrian Safety

Vehicle Safety

- Parents and staff operating vehicles near entrances, exits, and other pedestrian areas on our sites must not jeopardize the safety and well-being of any pedestrians.
- When entering parking lot, do not exceed 10 miles per hour.
- Yield and stop at all cross walks and stop signs.
- Do not allow your children to exit or enter the vehicle without an adult at the door of the vehicle.
- Ensure that all children are in age appropriate safety restraints (child safety seat or booster chair).
- Remember to always buckle up!

Pedestrian Safety

- Hold children's hands while walking to and from the building. Ensure that children are safely inside the building or vehicle before releasing them.
- Watch for cars and teach your children how to look left, right and left again crossing driveways and streets. Walk, don't run, when crossing the parking lot, driveway or street.
- Walk with your children at a pace slow enough for them to keep up.
- Make eye contact with driver's to ensure that they see you before crossing
- Refrain from cell phone use while escorting your children to avoid potentially dangerous situations.

Clothing

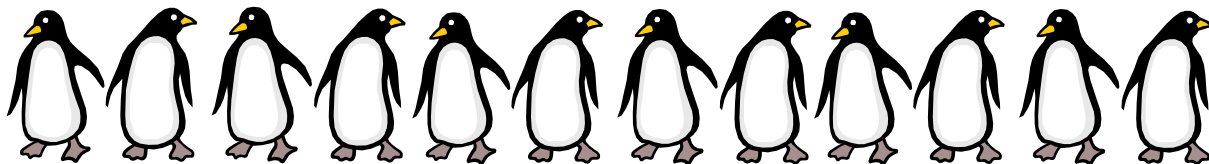
What My Child Should Wear To Head Start

1. Comfortable, simple clothes that the child can play in and get “messy” in.
2. Non-skid shoes that the child can wear to run, jump, and climb.
3. Warm outdoor clothes including coat, mittens, hat, boots, and snow pants. Outdoor play is important to children’s health.
4. Label your child’s outdoor clothes to prevent mix-ups and losses.
5. Please send an extra set of clothes to school, if possible, in case of accidents. This includes pants, shirts, underwear and socks.

Storm Warning Procedure

Your local public school district delays school by 2 hours.	↔	Head Start Part Day - Head Start Full Day - Early Head Start Full Day - Early Head Start Combo -	No morning classes Open at 10:00am Open at 10:00am No class
Your local public school district cancels school before 8:00am.	↔	All Head Start classes are closed. Includes part-day, full-day, and Early Head Start.	
Your local public school district closes early due to deteriorating weather conditions.	↔	Head Start staff will contact you if the program will close early. Please update your phone numbers with staff so you can be reached, if needed.	
The SENDCAA Agency is closed.	↔	All Head Start classes are closed. Included part-day, full-day, and Early Head Start.	

You are encouraged to use your own discretion when choosing to send your child to Head Start Birth to Five on days we are experiencing bad weather.



Social & Emotional Development

SENDCAA Head Start Birth to Five realizes that the earliest years set the stage for lifetime emotional well-being, social skills and competencies. We strive to create an environment where all children leaving Head Start Birth to Five have the skills and knowledge they need to be emotionally healthy, socially competent, and ready to learn.

We do this by using the Devereux Early Childhood Initiative- DECA Preschool and Infant/Toddler Program:

- Providing a positive atmosphere classroom environment.
- Developing social and emotional goals for all children.
- Early identification of social-emotional developmental concerns.
- Supporting families and center staff working together to address challenging behaviors.
- Assisting families in:
 - Understanding typical social-emotional development
 - Developing and using positive guidance techniques
 - Accessing resources needed to resolve stressful events or child mental health concerns
 - Understanding the link between family and child mental health and wellness
 - Developing a nurturing environment
 - Identifying and strengthening young children's protective factors and increase resilience

We will be offering a variety of classes that cover topics such as; social and emotional development, school readiness, discipline and challenging behaviors, mental health and wellness. Classroom staff will be discussing social and emotional development at each conference. Social and emotional development is the foundation for all learning.

Along with the DECA program, we use the Nurtured Heart Approach. The approach comes from a book written called "Transforming the Difficult Child" by Howard Glasser. The Nurtured Heart Approach philosophy is to transform a child by building inner wealth and therefore, decreasing challenging behaviors. It is a very practical approach that offers techniques to use and get immediate results. We will be offering classes throughout the year. Please look for the classes in the family calendars and flyers that go home in your child's backpack.

We also have Mental Health Consultants we contract with. They are here to support families with concerns, education, and guidance as needed. Please let your child's teacher or Family Support Coordinator know if you would like to meet with one of the Mental Health Consultants. The Mental Health Consultants also support classroom staff with guidance for addressing challenging behaviors as well as promoting resilience for all children.

Parent and Family Engagement at a Glance

Head Start Birth to Five welcomes and encourages parents to be actively involved in their child's school experience. Children have a more positive experience when their parents are involved. Parents are their child's first and most important nurturer and teacher.

<p>Parent Teacher Conference and Home Visits</p> <ul style="list-style-type: none"> • We believe that the parent-teacher partnership is the key to a successful program. • Four times during the school year you will meet with your child's teacher to talk about progress and plans for your child. 	<p>Parents Involvement</p> <ul style="list-style-type: none"> • There are many ways to be involved in Head Start, including volunteering in the classroom, sharing your culture or a special talent, and participating in program management. • Parents are encouraged to visit their child's center anytime during hours of operation.
<p>Family Services</p> <ul style="list-style-type: none"> • SENDCAA Head Start Birth to Five works in partnership with parents to identify strengths and family goals. • Your family advocate will complete a family inventory with you at the beginning and end of the school year. • Family advocates are available to talk to about resources and services in our community. 	<p>Parent Committee</p> <ul style="list-style-type: none"> • Parents are involved in program decision making and governance. • All parents are automatically members of your Head Start site's Parent Committee and are encouraged to be active members. • Childcare can be provided during the meetings and transportation will also be provided, if needed.
<p>Parents as Partners</p> <ul style="list-style-type: none"> • Stay active and involved in your child's school life. • Attend school meetings. Go to parent-teacher conferences. • When you meet the teacher, tell him/her something positive about your child Read all materials that come home from school. • Classroom newsletters and the FYI will have important information. • Read to your child at least for a few minutes each day. 	<p>In-Kind</p> <ul style="list-style-type: none"> • All Head Start programs must receive In-Kind support from local sources in addition to their federal funding. • In-Kind support is defined as a donation of time, skills, and/or goods from a parent, community member, or another agency. • Parents give the most by volunteering their time to SENDCAA Head Start Birth to Five.



SENDCAA

Head Start Birth to Five Policy Council

What is Policy Council?

Policy Council is a group of interested parents and community volunteers working on behalf of Head Start.

Why would I want to join?

Serving on Policy Council provides parent volunteers with many opportunities: You can:

- Learn leadership skills
- Attend training
- Provide input on parent concerns
- Be a state representative
- Serve on several different committees
- Evaluate the program
- Review program policies, goals and budget
- Learn more about your community and what Head Start has to offer

Do I have the experience?

No experience is necessary, just a willingness to be involved. Head Start provides the training on Policy Council roles and responsibilities.

I might be interested, but what am I committing to?

Parents are elected to Policy Council. You will let staff know you are interested and introduce yourself to parents at the Parent Committee meeting. The Policy Council meets once a month; you would be expected to call if you were unable to attend. A meal is provided and child care. Let your family advocate know if you need transportation.

Want to know more?

Talk with your family advocate or child's teacher for more Information.

Transition Tips

When your child begins Infant, Toddler or Preschool setting, you may notice that they may need a little extra time, attention and support. School transitions signal a new stage of family life for everyone.

Children may feel...

- Sadness at the loss of the old school, friends and separation from parents.
- Anxiety about the unknown.
- Fear of not making friends or being accepted.
- Will I ever see my parents again?

Parents may feel...

- Sadness about their child growing up and moving on to the next stage.
- Anxiety about whether the new school or teacher is best for their child.
- Uncertainty about what their own role should be in the new setting and the school views parent involvement.
- Awareness that their child's growing up is linked to a new stage of life for parents too.

Here are some things you can do for a smooth transition.

- When the EHS/HS has an open house, be sure to attend. You and your child can get acquainted with the teacher.
- Take time to talk. Ask your child what he would like to know about the school. Write down questions you have about policies and find out the answers.
- Take time to visit the school and get a tour of the building. Practice walking into the building.
- Talk about what happens during a typical day. Go through the schedule with your child.
- Let your child know it is normal to feel a little worried or scared. Share a childhood memory of when you were scared about a new situation and how it worked out okay.

Contact your Family Advocate if you are looking for further help with your transition.

What Will My Child Learn?

Our goal is for children to grow and develop to their full potential. We want children to experience the excitement of making new discoveries and mastering new skills. It is important for children to grow:

Intellectually – imitating and pretending, being able to name colors and shapes, solve problems, recognize letters and numbers, enjoy stories.

Socially – Form relationships with other children and Birth to Five staff, taking turns, respecting others.

Emotionally - be confident, develop healthy self-esteem, deal with feelings, and develop self-regulation.

Physically - small and large muscle coordination, balance, cut with scissors, hold a pencil.

Curriculum

The early years are a special time in the life of young children. They are learning to trust others outside the family. They gain independence and self-control. At the same time they observe people and experiment with objects in their environment. The ability to express themselves and understand others using language is growing quickly.

It is important that children feel safe and valued, their physical needs are met, and they feel secure.

Teaching staff provide opportunities for children to learn and practice new skills. Activities challenge them to build on the skills they have.

We use the *Creative Curriculum for Preschool and Creative Curriculum for Infants and Toddlers* as a framework for planning learning experiences for children.

The environment is an important part of the curriculum. The classroom is divided into learning centers. Children learn by choosing, actively exploring and experimenting. Learning centers generally include:

Blocks	Creative Art	Dramatic Play	Library/Writing	Discovery
Math	Sensory Table	Table Toys	Active Play	

Children are learning lifelong health habits like hand-washing; tooth-brushing; dressing for the weather; staying safe; healthy food choices; safety in the home, in the classroom; and more.

Teachers develop a weekly lesson plan that organizes activities and experience around a theme. Parents can review this lesson plan and provide appropriate input at any time.

Daily Schedule

Children are actively engaged during throughout the day. The daily schedule is posted at the center. A typical schedule for Head Start includes:

Circle Time – Group activities when children listen and share in activities with others.

Free Play – Children explore the learning centers and activities. They choose what activities interest them.

Small and Large Group Activities – Teacher staff work with children on a specific activity. It may be a game, a project for the classroom, or a hands-on investigation of an interesting topic.

Meals – Health food choices, good manners, and enjoyment of sharing a meal with friends are important parts of the meal.

Outside/Gym – Active play.

Healthy habits are encouraged. Time is set aside for tooth-brushing, hand-washing, etc.

At Early Head Start the schedule provides sufficient time for routines, play experiences, and transitions.

Conferences and Home Visits

Parents and teachers are partners working together to help children grow and learn. Family contacts are made four times throughout the year in your home and in the classroom. You and your child's teacher will:

Identify your child's strengths and needs along with your family's strengths and goals.

Evaluate your child's progress.

Set goals and plan activities that will help your child grow.

Review community resources and information available.

School Readiness Overview

SENDCAA Head Start Birth to Five program's approach to school readiness means that children are ready to be lifelong learners, families are ready to support their children's learning and schools are ready for our children. Our program has a comprehensive focus on all aspects of healthy child development which results in school readiness.

School readiness means that children possess the skills, knowledge and attitudes necessary for success in school and for later learning in life. We recognize that parents are their child's primary teacher and advocates. For parents and families, school readiness means they are engaged in the long-term, lifelong success of their child.

SENDCAA Head Start Birth to Five Program will establish school readiness goals, including individual child goals in collaboration with parents. The goals appropriately reflect the ages of children birth to five, are defined as the widely held expectations of children's status and progress and are consistent with the GOLD assessment tool, across the domains of:

- Language and Literacy Development
- Cognition and General Knowledge
- Approaches to Learning
- Physical Development and Health
- Social and Emotional Development

Family Confidentiality Procedures

Parents, families and their children have a right to privacy and confidentiality. Whether a volunteer, or a teacher confidentiality is required by law. This is violated if staff or volunteers discuss a child or family in inappropriate places or situations, or repeats gossip or rumors about a child or their family.

When discussions involve personally identifiable information that is confidential the parties should be sure that legitimate educational interest is involved. If the discussion involves information that is rumor, opinion, or hearsay, chances are that confidentiality is in question, and the parties have moved from professionalism to gossip.

SENDCAA Head Start Birth to Five follows federally mandated Health Insurance Portability and Accountability Act (*HIPAA) and Family Educational Rights and Privacy Act (**FERPA) confidentiality and family permission rules.

Each staff member, volunteer, substitute or student is required to read and sign the Standards of Conduct at the start of his or her employment or volunteer experience. This demonstrates that they understand and agree to abide by the confidentiality policy and of FERPA and HIPAA. The standard of conduct is included in the Family Handbook and parents will be asked to sign before volunteering in their child's classroom.

Release of Information

In the event that parents are separated or divorced, either or both parents may request their child's educational information through a written request, UNLESS SENDCAA Head Start Birth to Five is in possession of a court order prohibiting a parent from receiving information.

Any information being released to newspapers, magazines, and television or radio reports, via telephone, email or in person regarding Head Start may be released only through Head Start administrative staff who have been formally designated by the program Director.

Any sharing of any information or data will always be compliant with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability (HIPAA) Act.

Data must be secure and access limited only to the specific individuals approved and assigned to work with Head Start students or families to ensure that no data is released or reported in any manner that would allow the identification of individuals.

*Confidentiality of all data found in health records is required under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191.

**Confidentiality of information contained in educational records is required under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232(g).

Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of SENDCAA Head Start Birth to Five are mandated reporters under this law. The employees are not allowed to discuss their suspicions with parent(s)/guardian(s) prior to reporting the matter to County Social Services nor are they allowed to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Head Start takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. Child Protective Services is designed to protect the welfare and best interests of all children. As mandated reporters, the staff of Head Start Birth to Five cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Community resources are available to help parents and families under stress. We are here to help and support you, but we still have an obligation to report suspected abuse or neglect.

Pet Policies



“Pets in the classroom should be limited to those in an approved contained environment, or, visiting animals that are professionally certified as therapy or service animals, who are attending with a certified trainer.”

Birthday Policies

Your child’s birthday is an exciting milestone in their life, and in yours and ours. Please know that birthdays will be celebrated in a manner to make the day very special for our children, but without negatively impacting the health and safety of our children. The manner of celebration shall be as equal and fair to each student as possible; shall be determined and planned in advance by each teacher in collaboration with their supervisor; and always in accordance with any pertinent rules or policies.

Health and Wellness:

Food and Beverage Policy

SENDCAA Head Start Birth to Five’s Food and Beverage Policy is in effect on, and after, August 18th, 2014. The purpose of the policy is to ensure that only safe and healthy food and beverages are consumed by our children.

This policy applies to all food and beverages offered and provided to children on school property. Due to health, wellness and safety concerns regarding food allergies, the cost to parents and low nutritional value of treats we have a policy of *“no outside food or beverages”* in our program.

Invitations

For confidentiality reasons, we cannot give family names, addresses, and telephone numbers. Please do not ask us to help with birthday parties you may plan for your children. We cannot distribute invitations to children.