Dear Families,

Welcome to our Head Start and Early Head Start Program. Our goal is to prepare your child for kindergarten. We will achieve this goal by working with you as a team and providing your family with access to information and services available in the county.

We will help you:

- Assess and support your child’s social, emotional, and educational needs
- Ensure your child is up-to-date on their medical and dental needs
- Be involved in your child’s education in the classroom and at home
- Access resources that will help you meet needs your family may have

Please help us by:

- Sending your child to school every day
- Attending meetings and working with us as a team
- Volunteering and/or completing the take home activities

Please call us at any time with questions, comments or suggestions at (330) 424-6693.

Sincerely,

Your Head Start Family

To provide quality education and comprehensive services that support the early development of children and their families for success
Welcome!

Your child is enrolled in an early childhood learning and development program whose level of quality exceeds Ohio’s child care licensing standards.

High quality learning and development program settings are important because early experiences last a lifetime. Your child has 1,892 days from the day they are born until they enter kindergarten. What happens on this journey lays the foundation for success in school and life.

Achieving a Step-Up-To-Quality Five-Star rating means that your child is in a program that has demonstrated a level of quality that meets all requirements and standards for the first three rating levels and is eligible to gain additional points needed to achieve a higher star rating. Programs have the flexibility to earn points in areas that best support their values, goals and structure. Below are several ways a program can provide increased quality at the Five Star level:

- **Lower staff to child ratios**
  Teachers have more time to support your child’s individual development and learning. This is important because 90% of brain development occurs by the time your child is six years old.

- **Administrator and teachers with higher education qualifications**
  The administrator and most teachers have a bachelor’s or master’s degree and many years of experience working with young children. These qualifications benefit your child’s development and learning.

- **Administrator and teachers completing 20 hours of specialized training every two years**
  The administrator and teaching staff are committed to expanding their education and skills to better support your child’s development and learning.

- **Teachers developing lesson plans that support each child’s growth**
  Teachers plan intentional and purposeful activities and experiences that meet the needs, interests and abilities of children and support them where they are in their development.

- **Assessments completed to evaluate and improve the learning experience**
  Regular assessments are done with your child to help keep track of their growth over time. This allows teachers to adjust how they offer experiences to your child daily.

- **Program values families and community**
  Centers and the program work with families and neighborhood organizations to provide more opportunities for children.

For more information on your program or other star rated programs visit [www.odjfs.state.oh.us/cdc/query.asp](http://www.odjfs.state.oh.us/cdc/query.asp)

To stay current with information regarding learning and development programs in your area and statewide, visit [www.earlychildhoodohio.org](http://www.earlychildhoodohio.org)
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<td>Parent Center Information</td>
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Head Start History

Head Start is one of the great success stories of President Lyndon B. Johnson’s “War on Poverty” of the 1960s. The Head Start Program in Columbiana County began as an eight-week summer program in 1965, serving 135 children in nine sites in the county. The funding came from the Federal Office of Economic Opportunity.

In 1970, Head Start expanded to a half-day program for the school year in Columbiana County. In 2014, the Columbiana County Head Start Program welcomed Jefferson County into our service area. In 2018, all of our centers achieved a 5-star Step-Up-To-Quality rating, the highest distinction in Early Childhood Education in the state of Ohio. In 2019, we launched our Early Head Start program to begin serving infants and toddlers throughout our two-county service area.

The number of children served is based on the funding that is available and received. We are currently serving 443 Head Start students (ages 3-5) in full day, school year programs and 68 Early Head Start students (ages 6 weeks-2 years) in full day, full year programs in both the center and in a home-based setting.

In the past 25 years, educators and psychologists have been able to evaluate the impact of Head Start on the children who participate in the program. Research shows that children receiving a positive preschool experience are more likely to finish high school and do better academically than children not attending preschool.
**Program Philosophy, Goals, and Services**

The Community Action Agency of Columbiana County, Inc. Head Start & Early Head Start Program serves both Columbiana and Jefferson Counties. It is our goal to prepare children for Kindergarten. We also help families meet their needs and become active partners in preparing children for school because we recognize that parents are the child’s first teacher. Most children enrolled in the Head Start Program are from households with incomes at or below the Federal Poverty Level (FPL), but some children may come from households whose incomes are above the Federal Poverty guidelines, if certain circumstances exist. We serve typically developing children and children with special needs. The program strives to provide a variety of learning experiences for the children and families enrolled.

- **Education** – Every child receives an education that fosters intellectual, social, and emotional growth. Teachers use assessment data and classroom information to create lesson plans, classroom activities, and individual child goals. The child's progress on these goals is reviewed during School Family Conferences, In-Home conferences, and daily contact.

- **Health** – The program monitors and facilitates the completion of child health screenings. Additionally, the program tracks the health and dental requirements of the children, based on the Early and Periodic Screening, Diagnostic and Treatment guidelines established for the state of Ohio. Social and emotional activities are incorporated in the classroom and Mental Health Consultants are available to meet with staff and parents upon request.

- **Family Partnership** – When a child enters our program, each family is assigned a Family Advocate. Families will be given the opportunity to develop an individualized plan, which includes identifying goals and ways to accomplish them. The Family Advocate will make referrals for services to support the family in reaching their goals.

- **Family Engagement** – We use the School Family approach, in which parents are encouraged to be engaged in all aspects of the program. Parents will have the opportunity to participate in a variety of activities as we recognize parents as their child’s first and most influential educator.

- **Nutrition** – Head Start provides a menu that meets Child and Adult Care Food Program (CACFP) requirements. Three (3) meals are provided to full-day children: breakfast, lunch and a snack. New foods are introduced monthly, as to expand the palate of our children and allow them to experience new cuisines in the safety of their classrooms. All meals meet United States Department of Agriculture (USDA) nutrition guidelines.
Fees and Overtime

Fees – Head Start is a non-profit agency and does not charge any fees to enroll children into the program. The Early Childhood Education Expansion grant awarded by the office of Early Learning and School Readiness requires a sliding fee scale to be determined for children enrolled in the Early Childhood Education (ECE) grant funded program. All state funded children that are below 100% of the FPL attend for free. We have the flexibility to determine rates for these children between 101% - 200% of the FPL at the program level. Our agency has decided to waive fees for children whose family falls between the 101% - 200% of the FPL at this time.

Overtime – The days, times, and hours of program operation are pre-set and listed on the Program and Center Information page of this handbook. The program will provide before and after care on a in East Liverpool and St. Anthony’s for Early Head Start children and their Head Start siblings on a limited basis. Details can be discussed with the Family Advocate or Site Supervisor of those two locations.

Before & After Care Fees – Extended care may be available in the future at certain locations with limited spacing. Fees will be based on the ODJFS Publically Funded Child Care (PFCC) rates, which are available on their website. Times, hours, and locations are to be determined.

Enrollment and Health Information Need for Admission

Applications – Applications are taken by phone, in-person, or through our website www.caaofcc.org/headstart. Applications are reviewed weekly and families will be contacted by their local Family Advocate about the next steps in the enrollment process, including the collection of 12 months of income and proof of the child’s birth. Head Start does not require proof of income for children that are designated as Foster or Homeless. Children will remain on the waitlist until they are selected based on the selection criteria that was created and approved by our Policy Council and our Board of Directors.

Child Enrollment Process and Health Information Needed for Admission – Before being selected to enroll, each child must have the following completed and signed documents on file:

- Student Release
- Child Enrollment and Health Information for Child Care form
- Current copy of their immunization record
- Family and Child Information form
- Release of Information
- CACFP Enrollment form
- Permission to Screen form
• In addition, each child must submit a current physical examination within the first thirty (30) days of their first day of class and every thirteen (13) months thereafter.

**Acceptance** – Acceptance occurs once a family has met the eligibility criteria, completes the enrollment paperwork, and has had their immunization record checked. Enrollment paperwork is reviewed and verified. If additional information is needed from a family to ensure the safety of the child in the program, the Family Advocate and Site Supervisor will contact the family to work with them for enrollment.

**Enrolled/Entry** – When a child is accepted, they are ready to be enrolled into the classroom when openings are available for entry. Children are not automatically enrolled, but are chosen on the selection criteria eligibility points, starting with the children with the highest points and working down to the lowest points. This ensures that the families with the highest needs are being served.

**Disenrollment of a Child Policy:**
Children with irregular attendance will be looked at on a case-by-case basis. When necessary, an Attendance Improvement Plan will be developed with the family. In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child’s place must be considered an enrollment vacancy and the child will be replaced with another child on the waitlist. Always inform your Family Advocate or classroom teacher if your family is experiencing a hardship that is preventing you from sending your child. We will help and work with you to try to find a solution.

### Scheduled Closings for 2019-2020

<table>
<thead>
<tr>
<th>Program closings include:</th>
<th>September 2nd &amp; 13th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule holidays</td>
<td>October 4th &amp; 14th</td>
</tr>
<tr>
<td>Parent-teacher conferences</td>
<td>November 8th, 11th, &amp; 25th-29th</td>
</tr>
<tr>
<td>Teacher planning days</td>
<td>December 2nd &amp; 23rd-31st</td>
</tr>
<tr>
<td>Planned training days</td>
<td>January 1st-3rd &amp; 20th</td>
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<tr>
<td></td>
<td>February 10th &amp; 17th</td>
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<td>March 5th &amp; 6th</td>
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<td></td>
<td>April 8th-13th</td>
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<td>May 8th &amp; 25th</td>
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### Columbiana & Jefferson County Early Head Start Program Information

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Operation Days and Hours</th>
<th>Staff to Child Ratio Maximum Group Size</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
</table>
| St. Anthony's EHS 1        | TBD January 2020         | Ratio: 1:4 Max Size: 8                | 740-314-8083 | 243 South 7th Street
                               |                          |                                       |         | Steubenville, Ohio 43952
| Southern EHS Home Visitor  | Weekly 90 minute Appointments | Case Load 12                         | 330-386-4699 | 810 West 8th Street
                               |                          |                                       |         | East Liverpool, Ohio 43920
| East Liverpool EHS 1       | TBD January 2020         | Ratio: 1:4 Max Size: 8                | 330-337-3831 | 1712 Lincoln Avenue
                               |                          |                                       |         | Salem, Ohio 44460
| East Liverpool EHS 2       | TBD January 2020         | Ratio: 1:4 Max Size: 8                | 330-337-3831 | 1712 Lincoln Avenue
                               |                          |                                       |         | Salem, Ohio 44460
| Central EHS Home Visitor   | Weekly 90 minute Appointments | Case Load 12                         |         |                                                 |
| Salem EHS 1                | TBD January 2020         | Ratio: 1:4 Max Size: 8                |         |                                                 |
| Northern EHS Home Visitor  | Weekly 90 minute Appointments | Case Load 12                         |         |                                                 |

### Jefferson County Head Start Program and Center Information

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Operation Days and Hours</th>
<th>Staff to Child Ratio Maximum Group Size</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
</table>
| St. Anthony's Room 103     | 9:30-3:45*               | Ratio: 1:10 Max Size: 20              | 740-314-8083 | 243 South 7th Street
                               |                          |                                       |         | Steubenville, Ohio 43952
| St. Anthony's Room 104     | 9:30-3:45*               | Ratio: 1:10 Max Size: 20              | 740-314-8083 | 243 South 7th Street
                               |                          |                                       |         | Steubenville, Ohio 43952
| St. Anthony's Room 109     | 10:30-4:45*              | Ratio: 1:10 Max Size: 20              | 740-314-8083 | 243 South 7th Street
                               |                          |                                       |         | Steubenville, Ohio 43952
| Steubenville City HS Partnership | 8:15-2:15              | Ratio: 1:10 Max Size: 20              | 740-283-2001 | 936 North 5th Street
| Steubenville City HS Partnership | 8:15-2:15              | Ratio: 1:10 Max Size: 20              | 740-283-2001 | 936 North 5th Street
| Steubenville City HS Partnership | 8:15-2:15              | Ratio: 1:10 Max Size: 20              | 740-283-2001 | 936 North 5th Street
| Tiltonsville               | 8:15-2:15               | Ratio: 1:10 Max Size: 20              | 740-859-3443 | 106 Grandview Avenue
                               |                          |                                       |         | Tiltonsville, Ohio 43963

*Duration Classrooms are 6 hours and 15 minutes*
### Columbiana County Head Start Program and Center Information

<table>
<thead>
<tr>
<th>Site</th>
<th>Operation Days and Hours</th>
<th>Staff to Child Ratio</th>
<th>Phone</th>
<th>Address</th>
<th>Email</th>
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<tbody>
<tr>
<td>East Liverpool 1</td>
<td>8:00-2:00</td>
<td>Ratio: 1:10</td>
<td>330-386-4899</td>
<td>810 West 8th Street</td>
<td><a href="mailto:tena.liberati@caaofcc.org">tena.liberati@caaofcc.org</a> or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Max Size: 20</td>
<td></td>
<td>East Liverpool, Ohio 43920</td>
<td><a href="mailto:stephanie.arwin@caaofcc.org">stephanie.arwin@caaofcc.org</a></td>
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<tr>
<td>East Liverpool 2</td>
<td>8:00-2:00</td>
<td>Ratio: 1:10</td>
<td>330-426-1932</td>
<td>195 West Grant Street</td>
<td><a href="mailto:lacey.pickens@caaofcc.org">lacey.pickens@caaofcc.org</a></td>
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<tr>
<td></td>
<td></td>
<td>Max Size: 20</td>
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<td>East Palestine, Ohio 44413</td>
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<tr>
<td>East Palestine 1</td>
<td>8:30-2:30</td>
<td>Ratio: 1:10</td>
<td>330-426-2061</td>
<td>46635 Y&amp;O Road</td>
<td><a href="mailto:nicolette.foden@caaofcc.org">nicolette.foden@caaofcc.org</a></td>
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<td></td>
<td></td>
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<tr>
<td>Glenmoor</td>
<td>9:15-3:15</td>
<td>Ratio: 1:10</td>
<td>330-932-0396</td>
<td>7878 Lincoln Place</td>
<td><a href="mailto:rene.davis@caaofcc.org">rene.davis@caaofcc.org</a></td>
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<tr>
<td></td>
<td></td>
<td>Max Size: 20</td>
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<td>Lisbon, Ohio 44432</td>
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<tr>
<td>Lisbon 1</td>
<td>10:30-4:45*</td>
<td>Ratio: 1:10</td>
<td>330-424-6693 x318</td>
<td>1712 Lincoln Avenue</td>
<td><a href="mailto:sue.beadnell@caaofcc.org">sue.beadnell@caaofcc.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Max Size: 20</td>
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<td>Lisbon 2</td>
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<td>330-424-6693 x328</td>
<td>110 East Main Street</td>
<td><a href="mailto:elizabeth.ware@caaofcc.org">elizabeth.ware@caaofcc.org</a></td>
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<td></td>
<td></td>
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<td>Salineville, Ohio 43945</td>
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<tr>
<td>Salem 1</td>
<td>8:00-2:15*</td>
<td>Ratio: 1:10</td>
<td>330-337-3831</td>
<td>8143 State Route 9</td>
<td><a href="mailto:michael.cervone@caaofcc.org">michael.cervone@caaofcc.org</a></td>
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<td>Hanoverton, Ohio 44423</td>
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<td>Salem 2</td>
<td>8:00-2:15*</td>
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<td></td>
<td>929 Center Street</td>
<td><a href="mailto:danielle.hendershot@caaofcc.org">danielle.hendershot@caaofcc.org</a></td>
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<td></td>
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<td>Wellsville, Ohio 43968</td>
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<tr>
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<td></td>
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<td>Max Size: 20</td>
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<tr>
<td>Salem 4</td>
<td>9:00-3:15*</td>
<td>Ratio: 1:10</td>
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<td>Max Size: 20</td>
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<tr>
<td>Salineville</td>
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<td></td>
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<td>United</td>
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<td>330-223-1700</td>
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<td></td>
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<td>Max Size: 18</td>
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<td>Wellsville 1</td>
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<tr>
<td>Wellsville 2</td>
<td>10:15-4:15</td>
<td>Ratio: 1:10</td>
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<tr>
<td></td>
<td></td>
<td>Max Size: 20</td>
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*Duration Classrooms are 6 hours and 15 minutes
### Sample Daily Schedule

#### EHS Center-Based Schedule for Toddlers and Twos

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival/Welcome Routine</td>
<td>8:00-8:45</td>
</tr>
<tr>
<td>Diapering and Toileting</td>
<td></td>
</tr>
<tr>
<td>Eating and Mealtimes (Breakfast)</td>
<td></td>
</tr>
<tr>
<td>Diapering and Toileting</td>
<td>8:45-10:15</td>
</tr>
<tr>
<td>Indoor Play</td>
<td></td>
</tr>
<tr>
<td>Sleeping and Nap Time (Individual Needs)</td>
<td></td>
</tr>
<tr>
<td>Cleanup</td>
<td></td>
</tr>
<tr>
<td>Diapering and Toileting</td>
<td>10:15-11:45</td>
</tr>
<tr>
<td>Individual Play (Reading to children individually or small group)</td>
<td></td>
</tr>
<tr>
<td>Outdoor Play</td>
<td></td>
</tr>
<tr>
<td>Eating and Mealtimes (Lunch)</td>
<td>11:45-12:30</td>
</tr>
<tr>
<td>Diapering and Toileting</td>
<td>12:30-1:45</td>
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<tr>
<td>Sleeping and Nap Time (Individual Needs)</td>
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<tr>
<td>Quiet Play (Reading to children individually or small group)</td>
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</tr>
<tr>
<td>Diapering and Toileting</td>
<td>1:45-2:15</td>
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<tr>
<td>Eating and Mealtimes (Snack)</td>
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</tr>
<tr>
<td>Individual Play (Reading to children individually or small group)</td>
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<tr>
<td>Departure Routine</td>
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#### Head Start Full-Day Schedule (6 hours)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>Arrival/Welcome Routine/Restroom</td>
<td>8:00-8:30  (30 minutes)</td>
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<tr>
<td>Meal</td>
<td>8:30-9:00  (30 minutes)</td>
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<tr>
<td>Music and Movement</td>
<td>9:00-9:10  (10 minutes)</td>
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<tr>
<td>Circle Time</td>
<td>9:10-9:30  (20 minutes)</td>
</tr>
<tr>
<td>Large Group (Math, Science, Art)</td>
<td>9:30-9:45  (15 minutes)</td>
</tr>
<tr>
<td>Journal Activity</td>
<td>9:45-9:55  (10 minutes)</td>
</tr>
<tr>
<td>Center Time/Focus Groups/Assessments</td>
<td>9:55-10:45  (50 minutes)</td>
</tr>
<tr>
<td>Outdoor/Gross Motor Activity</td>
<td>10:45-11:15 (30 minutes)</td>
</tr>
<tr>
<td>Restroom/Wash Hands</td>
<td>11:15-11:30 (15 minutes)</td>
</tr>
<tr>
<td>Meal</td>
<td>11:30-12:00 (30 minutes)</td>
</tr>
<tr>
<td>Literacy Activity</td>
<td>12:00-12:15 (15 minutes)</td>
</tr>
<tr>
<td>Restroom/Wash Hands</td>
<td>12:15-12:20 (5 minutes)</td>
</tr>
<tr>
<td>Quiet Time</td>
<td>12:20-12:50 (30 minutes)</td>
</tr>
<tr>
<td>Restroom/Wash Hands</td>
<td>12:50-1:00  (10 minutes)</td>
</tr>
<tr>
<td>Meal</td>
<td>1:00-1:20   (20 minutes)</td>
</tr>
<tr>
<td>Limited Choice Time/Small Groups</td>
<td>1:20-1:45    (25 minutes)</td>
</tr>
<tr>
<td>Goodbye Routine</td>
<td>1:45-2:00   (15 minutes)</td>
</tr>
<tr>
<td>Dismissal</td>
<td>2:00</td>
</tr>
</tbody>
</table>
School Delay and Cancellation Policy 2019-2020

FOR WEATHER CANCELLATIONS – please watch your local television station WTOV 9 or WKBN 27 or listen to WOHI (AM 1490), WKBN (AM 570) or WSOM (AM 600).

When the school district where your center is located,

- Closes, your center is closed.
- Runs on a two-hour (2) delay:
  o HS Classrooms that begin at 8:00 in Columbiana County:
    o Morning pick-up transportation will be cancelled. Class will start at 10 am. Parents/guardians will need to self-transport. Afternoon drop-off transportation will run as scheduled.
  o HS Classrooms that begin at 9:00 or after in Columbiana County:
    o Class times and transportation will run as usual with no changes.
  o HS Classrooms in Jefferson County:
    o Tiltonsville will start 2 hours later than their normal class start time with transportation provided 2 hours later than normal bus stop time. Afternoon drop-off transportation will run as scheduled.
    o St. Anthony’s will follow Indian Creek Local School District closings and delays and will start 2 hours later than their normal class start time with transportation provided 2 hours later than normal bus stop time. Afternoon drop-off transportation will run as scheduled.
    o Garfield EAST Elementary will follow Indian Creek Local School District (I.C.L.S.D.) for weather delays and cancellations for transportation. If I.C.L.S.D. is on a two-hour delay (2), the EAST morning will be self-transport. Busing will be provided for the midday and afternoon runs. If I.C.L.S.D. closes, EAST will be self-transport all day IF Steubenville City Schools are open
  o EHS Classrooms in Columbiana will close if the Columbiana County Campuses of Kent State University close and Jefferson County will close if EGCC Steubenville Campus closes. In the event that counties issues snow level emergencies, please contact your center to confirm center is open. Parent and student safety is a priority. Use caution if traveling on winter roads.

Family Advocates will NOT call individual parents to tell them the center is closed.

Parents/guardians are responsible to check television, radio, or social media for a change in schedule due to weather. However, parents/guardians will be contacted by Head Start/Early Head Start staff for unexpected emergencies that cause a delay or cancellation such as heating, flooding, or weather related early dismissals, etc.
Attendance Counts

In order to have a successful experience at Head Start and Early Head Start, regular attendance is necessary. Studies show that children who attend preschool on a regular basis have better success through elementary school.

If your child is going to be absent, contact the center or your Family Advocate. If we do not hear from you, your Family Advocate will contact you by phone, text message, or home visit each time your child is unexpectedly absent from center. For children with a dual placement, the Family Advocate may call the dual placement classroom. Staff will assist families to overcome participation problems and follow up on multiple absences.

If you are unable to keep your EHS home visit, please call your Home Visitor to cancel and reschedule.

If you miss the morning pick-up bus, you may self-transport to the center so your child can attend class. Late arrivals are always accepted.

Late Child Pick-Up Procedure

If you are unable to pick up your child at the scheduled time due to an emergency, please notify your child’s center as soon as possible. If no one is notified and you have not picked your child up, the people listed on the Student Release form will be contacted to come and get your child.

1. It is the responsibility of parents/guardians to notify staff immediately of any changes in authorization for pick-up or emergency contact numbers. Program staff will not release your child to anyone who is not on the Student Release form.
2. The first time your child is not picked up on time from the bus or center, it will be documented.
3. The second time your child is not picked up on time from the bus or center, the pick-up procedure will be reviewed with you.
4. The third time your child is not picked up on time from the bus or center, a meeting will be scheduled with administration staff to address concerns.
5. If this problem continues, further action to resolve the issue will be taken, up to removing the child from the Head Start/Early Head Start Program.
6. The Department of Job and Family Services will be notified when emergency contacts cannot be reached.
Early Learning (0-3)

Children in our center-based and home-based Early Head Start Program will begin working on developmental milestones to enhance their early learning in physical, social emotional, cognitive, language & literacy, approaches to learning development to prepare them to enter preschool as strong students.

School Readiness (3-5)

In order to help with promote a smooth transition for children and families from Head Start into the elementary school system, the Head Start centers will participate in School Readiness Committees in collaboration with their district to communicate and share program and district ideas and expectations.

The program works with local schools to plan classroom visits for children who will be moving to kindergarten next year. Families receive information about kindergarten screening and orientation dates in their school districts. A transition summary that includes a snapshot of your child’s skills is also passed on to your child’s school district of residence.

<table>
<thead>
<tr>
<th>SCHOOL READINESS GOALS</th>
<th>HEAD START DOMAIN</th>
<th>TEACHING STRATEGIES DOMAIN AND DIMENSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 Children will regulate own emotions and behaviors in order to take care of their own needs appropriately, such as zipping coats and tying shoes.</td>
<td>Social and Emotional Development</td>
<td>Social-Emotional 1a, 1b, 1c</td>
</tr>
<tr>
<td>P2 Children will demonstrate manipulative skills for gross-motor and fine-motor strength and coordination. Uses a 3-finger grip of dominant hand to hold a writing tool.</td>
<td>Perceptual, Motor, and Physical Development</td>
<td>Physical 6, 7a</td>
</tr>
<tr>
<td>P3 Children will listen to, understand, and comprehend increasingly complex language.</td>
<td>Language and Literacy</td>
<td>Language 8a</td>
</tr>
<tr>
<td>P4 Children will demonstrate the ability to resist distractions, remain positively engaged, and persist at learning tasks.</td>
<td>Approaches to Learning</td>
<td>Cognitive Development 11a, 11b</td>
</tr>
<tr>
<td>P5 Children will use number concepts and operations: counts, quantifies (0-5) and connects numerals with their quantities (0-5).</td>
<td>Cognition Mathematics Dev.</td>
<td>Mathematics 20a, 20b, 20c</td>
</tr>
</tbody>
</table>
Communication & Family Engagement

We respect our parents/guardians as experts when it comes to knowledge about your children and family. Head Start/Early Head Start want you to feel welcome and to be an active part in your child’s early education and school life.

There are many ways to participate in Head Start/Early Head Start!

Classroom Events

Celebrations & Special Events

Home Visits

School Family Conferences (Parent Teach Conferences-Fall/Spring)

Active Volunteering

Join Policy Council (Center Representative attends monthly Head Start meeting)

Attend Center Parent Meetings (Help plan events for classrooms)

Parent Education Opportunities (Learn about resources and parent support)

Volunteer in Classroom (ODJFS Background Clearance required.)

General Communication - How We Stay In Touch

Phone Calls

Text Messages

Newsletters

Flyers

Facebook

Head Start Website

Communication Apps

Face-to-Face
Parent Comments/Concerns

Please feel free to voice any concerns, issues, or comments about the program when they occur. It is important for our program to address concerns immediately and provide positive feedback to our staff often. For any concerns or issues, please follow the steps below:

1. Attempt to resolve the issue at the center level with the classroom staff. If the concern involves a Head Start employee, please discuss the concern with the Site Supervisor at the center.

2. If you have been unable to resolve the issue, please call the administration office at 330-424-6693 to discuss your concern.

Your concern will only be discussed with the persons necessary to resolve the issue. Your comments and concerns are important to us.

Volunteer Policy and Requirements

Open Door Policy

Head Start has an "Open Door Policy". This means that parents/guardians can come to the site at any time to observe or pick-up their child from class. If you would like to meet with your child’s teacher, please make an appointment, as our teachers must be focused on the students while they are present. Additionally, the Site Supervisor of each center will post the hours on the parent board in the center when he/she is available to speak with parents/guardians. Keep in mind that our centers are ODJFS licensed child care centers, so there are background clearance requirements that must be followed to volunteer in the classroom or engage with the classroom.
**Management of Illness**

Head Start recognizes that childhood illnesses are not uncommon. Staff members are trained in the Management of Communicable Diseases, and every classroom will display a current “Ohio Communicable Disease Chart”. If your child is showing any of the following signs or symptoms of an illness, please keep your child home until they have been symptom free for twenty-four (24) hours to prevent the spread of infection:

- Temperature of at least one hundred degrees Fahrenheit (100°F) when in combination with any other signs or symptoms of illness or behavioral changes;
- Diarrhea (three or more abnormally loose stools within a twenty-four (24) hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficulty or rapid breathing;
- Yellowish skin or eyes;
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain;
- Untreated dark urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infection;
- Sore throat or difficulty in swallowing;
- Vomiting more than one time or when accompanied by any other signs or symptoms of illness;
- Any open or seeping sores/wounds.

A daily health check will be completed on each child upon arrival. If your child shows any of the above signs or symptoms of illness, you will be asked to keep your child home for the day. Furthermore, if a child becomes sick while at school, a staff member will call you to pick up your child. While your child is waiting for you to pick them up, they will be provided a quiet place to lie down away from the other children, but always in the view of a staff member. When you pick up your child, you will be asked to keep them home until they have been symptom free for twenty-four (24) hours. If your child has an elevated temperature, you are asked to keep them home until they have been fever-free for twenty-four (24) hours from their last dose of any fever reducing medication (Tylenol, Motrin, etc.). Also, if your child’s doctor prescribes an antibiotic, they must remain home until twenty-four (24) hours after the first dose has been given.

If a child is exposed to a communicable disease while in class, staff will complete a “Health Alert Form” to be sent home to families and posted in the center. No personal identifying information of the child with the original illness will be disclosed to anyone outside of necessary staff. It is our duty to maintain the confidentiality of that child. The ODJFS Communicable Disease Chart can be found at [http://www.odjfs.state.oh.us/forms/num/JFS08087/pdf/](http://www.odjfs.state.oh.us/forms/num/JFS08087/pdf/)
**Medical and Dental Requirements**

Program staff will work with families in establishing an ongoing source of medical and dental care and to obtain determinations from health and oral care professionals as to whether or not the child is up-to-date with age appropriate medical and dental preventative exams and needed follow-up care.

1. Once accepted into the program, the family will be asked to have the Head Start Physical and Dental Forms completed and signed by the child’s physician and dentist. We will keep these forms in the child’s licensing file.

2. A Child Health Requirement Form will be completed for any child that completes enrollment paperwork without a completed physical or dental form.
   a. Once health and dental appointments are received from the parent/guardian, the appointment time and doctor’s name will be noted on the Child Health Requirement Form.

3. The forms submitted will be reviewed for completion and determination as to whether the child is up-to-date on scheduled age appropriate well-child exams.
   a. The Ohio Early and Periodic Screening, Diagnosis and Treatment (EPSDT) schedule will be used to determine if the child is up-to-date on scheduled age appropriate well-child exams.

4. The Family Advocates or EHS Home Visitors will work together to assist families in keeping the child up-to-date on age appropriate well-child exams.

**Child Immunization Requirements**

All children enrolled in the Head Start/Early Head Start program must have received immunizations that are medically appropriate for the child’s age as required by The Ohio Department of Job and Family Services or have a religious or medical exemption on file.

The state of Ohio requires a minimum of one dose of the following immunizations, as appropriate for the child’s age:

- DtaP/DT (Diphtheria, Tetanus, Pertussis)
- Polio
- Hib (Haemophilus Influenza Type B)
- Hepatitis B
- Hepatitis A
- Varicella (Chicken Pox)
- MMR (Measles, Mumps and Rubella)
- Pneumococcal disease (Pneumonia)
- Rotavirus
- Influenza (seasonal)
1. All program applicants must submit an immunization record before their child may attend preschool.

2. The immunization records will be reviewed to ensure that the child has the minimum requirements for vaccination or has an Ohio Legal Immunization Exemption form on file for any religious or medical exemptions from vaccines.
   a. Children not meeting the requirements shall be excluded from the classroom until requirements are met.
   b. If an outbreak of any disease in which a child has not been immunized against occurs, the child will not be allowed to attend class until after the incubation period of the last case has passed. If the child has been in contact with the disease, they will be allowed to return until after the incubation period of the last case has passed. If the child has been in contact with the disease, they will be allowed to return once they have written documentation from their Primary Care Physician stating they may return to class.

3. The Family Advocates or EHS Home Visitors will ensure families have the resources to complete or remain up-to-date on their child’s immunizations.

4. Parents/guardians should submit an up-to-date immunization record if their child receives any immunizations throughout the school year.
Administration of Medication

The classroom staff at your child’s center can give medication to your child, if needed. A “Request for Administration of Medication Form” must be completed to give your child any medication. Any time your child will need to take medication during school hours, it is important to give a twenty-four (24) hour notice. This will give the program time to have the Site Supervisor complete all the necessary paperwork and provide any necessary training. Once the paperwork is on file stating that your child needs to take medication during school hours, the medicine must always be at school. If the medicine is not available to the child during school hours, then the child cannot be in class.

If you need to send medication on the bus with your child, DO NOT put it in your child's book bag! You must hand the medicine to a staff member.

Any medication brought into the classroom must be in the original childproof container. If the medication is from the pharmacy, the following information must be on the label:

- Child’s name
- Name of the medication
- Dosage and how often the medication should be given
- Name of the prescribing doctor
- Date the prescription was filled (which must be within the last 12 months)

If the medication is an over-the-counter medication, it must come in the original box. The medication must be age appropriate with clear instructions or the child’s doctor will need to complete Box 2 of the “Request for Administration of Medication Form” if the child’s age or prescribed dose is different than the manufacturer’s instructions.

Child Medical/Physical Care Plans

Any child attending the Head Start/Early Head Start Program who requires special treatments for allergies, health or medical conditions, or needs food supplements, must have a “Child Medical/Physical Care Plan” on file. A child requiring a modified diet will also need to have a “Special Diet Form” completed. Within the enrollment paperwork, an “Allergies, Special Health or Medical Conditions, and Food Supplements” form will be completed. If a child has any condition which would trigger the need for a Child Medical/Physical Care Plan or Special Diet Form, the Site Supervisor will contact the parent/guardian to discuss the steps needed to ensure that their child’s needs are met while attending Head Start/Early Head Start and a “Child Medical/Physical Care Plan” will be completed at this time. All Plans will be reviewed for approval at the administration office. It is each parents'/guardians' responsibility to provide current health information or any changes in their child’s health condition to their Family Advocate, Teacher, or Site Supervisor.
Emergencies and Accidents

General Emergencies: In the event of a general emergency (any threat to the safety of children due to environmental situations or threats of violence, natural disaster or loss of power, heat, or water), staff are instructed to follow the written instructions posted and contained in the Emergency Preparedness Plan available at every center. Each Site Supervisor is required to review this plan with staff and parents at parent orientation.

Serious Incidents, Injury, or Illness: Staff members have received training in First Aid/CPR, Communicable Disease, and Child Abuse. In case of minor accident/injury, staff will administer basic First Aid. If the injury is more serious, First Aid will be administered, and the parent/guardian will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, Emergency Medical Services (EMS) will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available health records. If parents refuse consent to transport their child by EMS to the hospital, EMS will be contacted and administer medical care until the parents/guardians arrive at the center to transport the child to the hospital for additional evaluation.

A copy of the complete Emergency Preparedness Plan is available for review at each center and at the main Head Start Office.

Incident/Injury Report

Incident – an unusual event that does not necessarily result in an injury to the child.
Minor Injury – an injury resulting in a child being able to return to normal activity. Basic First Aid may be given by staff such as a band aid.
Serious Incident/Injury/Illness – an unusual or unexpected event which threatens the safety of children or staff. Examples include:

- An incident, injury, or illness resulting in a limitation of the child’s activity;
- Medical attention/intervention is necessary (beyond basic First Aid by staff);
- A child is taken to the doctor or hospital

Any Serious Incident/Injury/Illness will result in a phone call from your child’s teacher. For all other incidents, you or authorized pick-up person receiving the child will sign the Incident/Injury Report. A copy will be in your child’s book bag for you.

*Special Note- All head injuries requiring first aid or follow up with a medical professional will be reported in the OCLQS system within 24 hours.
Classroom Management Policy

Our goal at Community Action Agency of Columbiana County, Inc. (CAA of CC) Head Start is to provide all children with a welcoming and nurturing learning environment. Children must feel safe and respected by adults and their peers. It is the responsibility of our staff to see that the philosophy of Head Start is always supported and maintained. Parents and other visitors will be presented with the Head Start Classroom Management Policy statement and be expected to follow it while on Head Start premises or participating in Head Start related activities.

Discipline: The term discipline can be defined as the guidance adults give children to help them develop self-control, learn appropriate behaviors, understand rules, and interact positively with other children, adults, and the environment. Discipline is a process that is part of any interaction children have with their environment. Positive guidance will help a child move toward greater freedom and confidence as an independent human being. Discipline should be an ongoing positive learning experience. Adults support children when they understand and practice positive, respectful control and use of authority with children.

Guiding Principles

1. Discipline should demonstrate respect for the child.
2. Key discipline strategies are prevention and redirection.
3. Guidance includes keeping children safe from hurting themselves or others.
4. Use of physical punishment or harsh discipline - yelling, too many unreasonable rules, shaking - may lead to aggressive or unsafe behavior in children and will not be tolerated.
5. Classroom rules must be posted and reviewed upon each transition in the classroom.
6. Staff members follow the principles of Active Supervision to ensure that children are always within sight and sound in order to react quickly.

Staff Responsibilities

1. Implement child education regarding safety during transitions within the first week of school to include:
. Individual line-up spots
  a. Name to face role call
  b. Use of ratio check system
  c. Stop sign check points
  d. The process of using the empty room placard

2. Creating a classroom where positive guidance and discipline are used helps to support the overall growth and development of children.

3. Staff will always model appropriate behavior for the children.

4. Staff will assist children in resolving conflicts by using words instead of actions.

5. Staff will support children in learning the classroom rules and expectations.

6. Fair and consistent consequences for breaking rules are taught and used by all staff.

7. Staff will not use food as a reward or punishment. Food cannot be used during classroom activities, unless the children will be able to eat the finished product.

   **Head Start Classroom Management Policy is shared and reviewed by parents.**

1. The Classroom Management Policy is reviewed on a regular basis.

2. Corporal punishment, isolation, demeaning a child, and unrestricted use of "time-out" are never permitted.

3. Any staff person using corporal punishment, isolation, demeaning a child, unrestricted use of "time-out", or any other unacceptable or inappropriate form(s) of discipline will be subject to disciplinary action, up to and including termination. Any staff person observing another staff person using any of these methods is required to report the incident to the Family & Child Development Managers immediately. Failure to report an infraction will result in disciplinary action, up to and including termination. Parents and visitors are encouraged to use the Parent Concern Form if they have a concern, which can be provided upon request.
Transfer of Supervision of Children

Supervision Statement – Children are never to be left alone or unsupervised. The primary responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff are to remain alert to the safety needs of the children, anticipate possible hazards, and take necessary and appropriate precautionary and preventive measures. Classroom volunteers are never to be left alone with the children or counted in ratio.

Arrival/Departure – Teaching staff are required to take attendance as each child enters and leaves the classroom. Children may not be dropped off at the entrance of the building or be sent inside alone. Walking and self-transporting parents are required to sign their child in and out and are responsible for the supervision of their child before signing them in and after signing them out. Parents/guardians must inform teaching staff of their child’s presence before leaving and when picking up to ensure staff is aware that the child is arriving or departing.

Arrival by Bus – Attendance will be taken as children enter the bus and again as children exit the bus. At no time will children be left unsupervised. As children depart from the bus, parents are required to sign that they have received their child.

Tracking of Children – Staff must use an approved system to track ratio and child attendance throughout the day to acknowledge how many children are in their care daily and to note how many are in and out of the room at any given moment. (Dry Erase boards by door, roster with moveable tabs, etc.) An authorized adult is always present with every child. Some children may be officially signed out of the program to receive itinerant services with parent permission. The child will be officially signed back into the care of center staff after services are provided.

Release of Child – Staff will not release a child to anyone other than the people listed on the child’s Student Release form. A photo ID must be presented when someone unfamiliar to staff, but is listed on the Student Release form, picks up the child. A child shall only be released to people fourteen (14) years of age or older with written permission signed and dated by the parent/guardian and the Site Supervisor. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child. Law Enforcement and Children Services will be notified if needed.

Custody Agreement Procedure – If a child is subject to a legal custody agreement, one copy of the agreement must be kept in the child’s center file and a second copy must be kept on file at the central Head Start Office or uploaded into the child’s file. All staff must abide by the rules set forth in the agreement.

Dual Enrolled Children – If a child is arriving at the Head Start classroom from another program, the Head Start staff member receiving the child will sign them out of the other program and have the other program staff member sign the child into the Head Start classroom. The Head Start staff member will also mark the child “present” on the daily attendance form. In the event a child is absent, the teacher from the other classroom will notify a Head Start staff member and the child will be marked “absent” on the daily attendance sheet.
Transportation of Children

Parents’ Role:

Emergencies: If a child has a life-threatening injury while in our care, Emergency Medical Services (EMS) will be contacted, parents/guardians notified, and a staff member will accompany the child to the hospital if necessary, with all available health records. If parents refused consent to transport their child by EMS to the hospital, EMS will be contacted and administer medical care until the parents/guardians arrive at the center.

Routine Trips:
1. Parents must sign permission for routine transportation on the Student Release.
2. The bus will stop at a designated place to load or unload students. PARENTS/GUARDIANS and STUDENTS must be at the bus stop 10 minutes before the bus is due to arrive. PARENTS/GUARDIANS and STUDENTS must be prepared to wait at the bus stop 10 minutes after the bus is due to arrive. The bus will NOT wait for parents; parents must have children ready and waiting on the bus.
3. Bus routes will be established at the beginning of the school year. Parents/guardians will be informed as to the pick-up and drop-off times for their child. Please be available to put your child on and take your child off the bus. Bus drivers will wait for students until the established route time. Bus drivers arriving at scheduled route times shall not wait.
4. Students and parents should be at least 10 feet from the road waiting and watching for the bus to arrive. If the student is not at the stop, the bus driver will come to a complete stop and then continue to the next stop. They will NOT return to your stop for a second pick-up. A parent/guardian should call the center and notify them if child will be absent.
5. Parent/guardians must wait until the bus comes to a complete stop, the bus driver opens the door, the red lights are flashing, and the stop sign on the bus is extended before escorting their child to the bus door.
6. Parent/guardian must hold the child’s hand and accompany the child to the bus door.
7. No child may cross the street unaccompanied by an adult to get on the bus.
   a. For students who cross the street, the driver will put his/her hand in the window and place the other hand over the horn on the bus. The student and parent/guardian shall be watching the driver at this time waiting for the driver to lower his/her hand to signal them to cross the road to board the bus. Parents/guardians should check traffic as well and continue to hold their child’s hand until the child is safely aboard the bus.
8. Students must use the handrail when entering and exiting the bus.
9. A parent/guardian or authorized representative at least 14 year or older must be at the bus loading/unloading location to accompany the Head Start student.
10. If no parent/guardian or authorized representative is available at the bus unloading location at the time of drop off, the Head Start student will remain on the bus and return to the center at the end of the route. Staff at the center will call the parent/guardian or authorized representative to come to the center to pick up the child.
11. If staff determines that the parent/guardian or authorized representative appears to be unable to transport or receive the child safely and without possible harm to the child, the local Police Department will be notified, and the child will be returned to the center.
12. If the bus is going to be more than 15 minutes late picking up or dropping off a child, staff will attempt to call the parents/guardians to inform them of the change.
13. Arrangement to drop a child somewhere other than the designated bus stop must be submitted to the Site Supervisor and approved by CARTS. This stop will not take effect until the parent/guardian receives approval. A new bus stop must be within a normal bus route. If a new bus stop cannot be added to the route, families will be given the option of self-transporting the child to the center or to the closest available stop.

**Staff Role:**

The bus driver and the bus monitor should be attentive at all times to the safety of the children and the safe operation of the school bus. Being able to identify dangerous and threatening situations on the school bus routes is one of the first steps in assuring this safe ride.

1. All bus drivers/staff have student seating charts for daily transportation and field trips. Written permission is obtained from the parent/guardian prior to field trips.
2. Attendance will be taken for all students entering and exiting the bus.
3. The Head Start staff member and bus driver must walk the length of the bus while completing a visual check to ensure that all children are off the bus. The bus driver will then place the designated sign in the rear window of the bus.
4. The designated bus monitor and the driver will assist with loading and unloading children.
5. Classroom staff must complete a second attendance when the children exit the bus.
6. If a child is left on the bus unattended, the HS/EHS Director must be notified immediately. Staff responsible for leaving a child on the bus unattended will be subject to termination.
7. Once the child is on the bus, it is the Head Start staff’s responsibility to take the child to his/her seat. If a child is struggling to get on or off of the bus and continues to struggle, it may be in the best interest of the student and staff to have the parent/guardian escort the child to or from his/her seat and assist with fastening or unfastening the seat belt. However, parents may NOT ride the bus.

**Field Trips:**

Parent/guardian permission is required for all preschool field trips. All Head Start students participating in a field trip should be transported by the Head Start bus both to and from the field trip destination when possible. If a parent/guardian chooses to take their child home from the field trip, the child must be signed out of the classroom by the parent/guardian. If a parent chooses to drive to the destination, Head Start will not be responsible for an accident/incident. Head Start parents/guardians may transport other parents/guardians to a field trip location at the driver’s discretion. Siblings may attend Head Start field trips, but parents/guardians are solely responsible for all non-Head Start children. Parents/guardians may never ride on a Head Start bus.
Safety Tips for Pick-Up and Drop-Off

- Always have proper identification. Any parent/guardian or authorized individual must show proper identification to sign out a Head Start/Early Head Start Child.

- Walk your child to the designated bus stop location each school day. At the end of the school day, you or an authorized person must be present at the location for your child to be released.

- Sign your child in and out using the Sign In/Out sheet in the classroom.

- Always ensure that your child’s teacher is visually and verbally aware of your pick-up or drop-off.

- Update the Student Release form as often as needed with corrected phone numbers.

Diaper Changing

Infant and toddler diapers will be checked every 1-2 hours and changed if wet or soiled. All supplies necessary for diaper changes, including diapers, wipes, and gloves, will be provided by Head Start/Early Head Start. Parents/guardians are asked to provide a change of clothes for your child.

1. If a child has a wet or soiled diaper, the child will be placed on the clean designated changing table and properly secured, using the changing table straps. The staff member will put on gloves to protect both themselves and the child.

2. The child’s lower covering will be removed, and the diaper removed. The child will be wiped with a diaper wipe from front to back until the child has a clean bottom. The staff member will dress the child in a clean diaper.

1. The diaper will be properly disposed of with the gloves used for changing that child and the staff member will redress the child. Disposable soiled items will be stored in a plastic lined container that is discarded daily.

3. The staff member will assist the child in washing their hands and wash their own hands. The staff member will return the child to safe play.

4. The changing table will then be cleaned and sanitized using the following three steps:
   a. Clean the area with warm water and soap
   b. Disinfect with bleach solution (made daily)
   c. Staff member washes hands

5. The staff member will follow the same steps for each child who needs a diaper change.
Pull-Up/Soiled Clothing Changes

Changing will be done in an area near a water supply, preferably the restroom or a designated changing area.

1. Toilet training toddlers and preschoolers should be changed at the toilet using the “stand up” method
   a. The classroom staff will coach the children in pulling down their pants and removing their Pull-Up or underpants.
   b. The classroom staff will coach and help the child in cleaning themselves from front to back using a clean damp cloth or a wipe.
   c. If an identified disability prevents the child from being changed at the toilet, then the child must be changed lying down. This will be done on a disposable separation material that is used for lying down changings only.

2. Staff should wash hands before and after changing, and gloves must be worn during changing. Children are also to be instructed to wash their hands after toileting or changing.

3. Disposable soiled items will be stored in a plastic lined container that is discarded daily.

4. Non disposable soiled items will be returned to the parent/guardian following these guidelines:
   a. Clothing soiled with feces or urine is not to be rinsed due to risk of splashing and possible cross-contamination of hands, sinks and other bathroom surfaces, increasing the risk of infection. If the feces are solid, it can be dumped into the toilet.
   b. The soiled items are to be placed in a sealed plastic bag and stored away from the child’s other belongings and given to the parent/guardian at the end of the day. The parent/guardian will be asked to supply the child with another change of clothing if needed.

5. The area where children are changed and toileted will be cleaned and sanitized following these steps:
   a. Clean the area with warm water and soap;
   b. Disinfect with bleach solution (made daily);
   c. Once cleaning and sanitizing is complete staff must wash their hands.
Toilet Training

Toilet training is a shared effort between the child’s parent/guardian and Head Start/Early Head Start Staff. It is not the sole responsibility of Head Start/Early Head Start to toilet train children. A staff member will change a child if he/she has soiled his/her pants and ensure that toileting and hand washing facilities are provided.

1. During the enrollment process, the Diapering Statement will be completed, and staff will be notified if the child is working towards toilet training. Please inform your family advocate what size Pull-Up Diapers your child wears, as we provide those, wipes, and gloves for the classroom.
2. Head Start staff will ensure diapering; toileting and hand washing facilities are provided.
3. **Volunteers are not permitted** in helping children with toileting, pull-up changing or the changing of soiled clothing.
4. Children with medical or developmental needs will be accommodated.
5. Parents/guardians are asked to supply their children with an extra change of clothes in case of an accident.
6. Once a child is successfully toilet trained, the classroom staff will work with families to ensure that the progress and successes continues throughout the rest of the year by instilling toileting and hand washing habits.
7. If a Head Start (3-5-year-old) child is not successfully potty training, parents/guardians may be asked to sign an official Toilet Training Agreement to ensure team work between the center and home.
8. Classroom staff will complete a Pull-up Check/Toilet Attempt sheet daily on each child that has a Toilet Training Agreement. Site Supervisors will receive these sheets on a monthly basis. Classroom staff will provide the children with the encouragement and guidance they need.

Outdoor Play

Children above 12 months of age will participate in both indoor and outdoor play daily. Gross motor and exploration experiences are gained through regular use of outdoor space. If outdoor play is not allowed based on weather conditions and/or safety issues, gross motor activities will take place indoors.

Limitations based on weather conditions and safety issues include but are not limited to temperature (below 25°F or above 90°F), humidity, **wind chill**, ozone levels, pollen count, lightning, rain, or ice. Head Start staff must be mindful of potential hazards while observing children and must actively supervise to prevent injury. When children are outdoors, the staff members responsible for the group will be able to ask for another adult without leaving the group alone or unsupervised. Children will have access to shade, restroom, and water during outside play. A designated staff person will take the First Aid Kit (and keep out of reach of children), a copy of Emergency forms for each child, and any rescue medication to the outside play area when children engage in outdoor play.
Napping and Rest Times

EHS 0-18 month infants and toddlers will be provided opportunities to nap and rest on their own individual schedule. Early Head Start will abide by the ABC protocol for napping infants and young toddlers:

A. Alone – Nothing and no one else will be with the infant or toddler in his or her crib. Cribs will be outfitted with flat, tight fitting sheets to cover the crib mattress and will not have toys, blankets, or any other items inside the crib with the child, including bibs, which could pose a suffocation or strangulation risk. Infants will be provided with sleep sacks for napping.

B. Back – Children under 12 months will be placed on their back for sleep unless a doctor has signed a sleep position waiver statement.

C. Crib – Infants and toddlers are to sleep only in their cribs. Children younger than 18 months will be assigned their own crib for naps and will not sleep in any other contraption (swing, car seat, bounce seat) while in our care. Children that fall asleep in these items will be moved to their assigned crib as soon as possible.

EHS Toddlers 18-36 months will be assigned a cot for napping and will begin transitioning to a "nap time" suitable for their needs, either a 1-hour nap twice a day or a 2-hour nap once a day. Children sleeping on cots will be allowed blankets or personal comfort items from home.

HS Preschoolers 3-5-year-olds are provided a quiet time. Naptime is NOT required for classrooms operating less than 7 hours per day. While each center will decide the schedule that is best for their children, all preschoolers will be able to choose to rest, nap, or sleep, if needed. ‘Napping rooms’ will assign each child will be given an assigned cot or mat for rest. ‘Non-napping rooms’ will offer a cot to a preschooler in need of a rest. (Cots will be cleaned/sanitized according to our cleaning policy.) Any child who does not fall asleep or wish to nap will be given an opportunity to engage in quiet activities that will not disrupt those children who are sleeping or resting.

Swimming

Head Start/Early Head Start children do not participate in swimming activities.

Fundraising

Due to Federal Regulations, Head Start/Early Head Start does not participate in any fundraising events for the benefit of the program or classroom. The agency will provide each classroom with a budgeted allotment to participate in preapproved activities, such as classroom celebrations, educational field trips, and refreshments at parent meetings. Also, every child enrolled will receive a program T-shirt to keep at the center until the end of the year.
Breastfeeding

Breastfeeding mothers are encouraged to continue feedings and/or pumping while present at Head Start/Early Head Start. Site Supervisors at Early Head Start centers accommodate this need by designating a private area with access to an outlet, a working lock on the door, and necessary supplies to be available for mothers to breastfeed or pump while at these centers. Milk from these feedings can be kept on site for the child, after being labeled properly. At our Head Start centers, Site Supervisors will plan a place to be available for breastfeeding, if the need should arise.

Evening, Weekend, or Overnight Care

Head Start/Early Head Start does not provide evening, overnight, or weekend care. However, childcare may be available for parents attending scheduled parent activities.

Disabilities/Special Needs

Head Start/Early Head Start serves children with disabilities in the Least Restrictive Environment (LRE). The program works with the local public-school districts, the Educational Service Center (ESC), and Help Me Grow to make sure that children receive the services outlined in their Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). The program also works with parents and staff to refer children for further evaluation when developmental concerns are identified. Parents/guardians with concerns or who are interested in an evaluation should talk to their child’s teacher as soon as possible. The Disability/Speech and Language Manager is also available to speak with parents/guardians for consultation. For your convenience, Head Start/Early Head Start will fax teacher and staff questionnaires or any documentation that a doctor or professional requests from our staff.

Shaken Baby Syndrome

Effective February 28, 2009, Ohio Revised Code 3701.64 requires all child care facilities to provide employees with Shaken Baby Syndrome (SBS) education materials developed by the Ohio Department of Health (ODH). SBS is spectrum of brain injury that occurs when an adult violently shakes a baby or toddler. SBS can result in blindness, deafness, epilepsy, behavior problems, cerebral palsy, learning disabilities, poor coordination, and death. Claire’s law requires ODH to establish a SBS education program and develop materials for distribution to all new and expectant parents. For more information, please see the SBS flyer posted in your child’s classroom or on the ODH Website at: http://www.odh.ohio.gov/odhPrograms/cfhs/shaken/baby.aspx
Screenings and Assessments

In accordance with our Head Start Program Performance Standards and the Early Childhood Education grant requirements, all children within the program are assessed and screened using developmental tools, including the Early Learning Assessment Plan (E-Lap), Teaching Strategies GOLD (TSG), the Early Learning Assessment (ELA), the Brigance preschool screening tool, a Speech/Language screener to identify language problems, and mental health tools, such as the Devereux Early Childhood Assessment (DECA). The information collected is used in goal planning for both the individual child and classroom, as well as used for continuous program improvement. Results will be shared with families during School Family Conferences and In-Home Conferences. Additionally, program information is reported to our funders, including the Office of Head Start and the State of Ohio Early Childhood Education Grant team.

Notice of Carrying a Weapon on Head Start Premises

Current licensing rules prohibit all weapons in child care centers and require family child care providers to keep weapons locked and out of sight of all children. Both centers and family child care providers are required by section 2923.1212 of the Ohio Revised Code (ORC) to display a sign that states "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

Effective March 21, 2017, Amended Substitute Senate Bill No. 199 of the 131st General Assembly amended section 2923.126 ORC to no longer include licensed child care programs in the list of the places concealed handguns are prohibited. This includes centers and family child care programs. The bill does allow child care program owners to choose to prohibit all weapons, including concealed handguns.

The bill did not change the requirement for all programs to display the sign pursuant to section 2923.1212. Child Care Centers:

Each of the following groups will be permitted to have the following weapons in a child care center, unless specifically not permitted by the child care center owner. Although permitted to be in the program, the weapons must not be accessible to children.

1. Handguns may be carried by an individual with a valid concealed handgun license and must be kept out of sight of the children.

2. Weapons may be carried by an active duty member of the U.S. armed forces if also carrying valid military identification and documentation of successful completion of firearms training that meets or exceeds the training requirements described in division (G)(1) of section 2923.125 ORC.

3. Weapons may be carried by a law enforcement official who can document that his or her jurisdiction requires ready and immediate access to the weapon.
DONATE IN-KIND

Head Start is a federally funded program. We are required to obtain some of our funds through a local match. This local match is called In-Kind. Your involvement in our School Family helps us to meet this goal.

This goal can be met through:

• Volunteering in the classroom after completing the volunteer file paperwork and background check
• Helping your child with individualized home activities ("homework")
• Serving on committees
• Donations
• Sharing information and ideas with other parents and staff on improving the program
• Assisting with presentations to community groups about Head Start
• Contributing ideas and articles for the newsletter
• Chaperoning field trips or classroom celebrations for children
• Helping other parents stay informed of program activities (classroom staff can provide contact information of the parents/guardians that agree to allow their information to be shared)
• Attending Head Start training sessions and parent meetings
• Helping staff make instructional materials
• Working with the teacher in planning daily activities
• Helping with the recruitment of children for Head Start
• Helping plan the end of the year celebration
• Professional services donated by doctors, dentists, nurses, and other professionals
• Items purchased at a reduced price for Head Start or other non-profits
• Items donated by parents, community members, and businesses
Food Information

Head Start serves nutritious meals to all enrolled children. Our program participates in the Ohio Child and Adult Care Food Program (CACFP). CACFP assists childcare programs to serve nutritious meals by providing funds to supplement food and food-related costs. A CACFP enrollment form is completed during your child’s enrollment appointment.

Infants and toddlers will be provided iron-fortified formula and/or breastmilk based on their developmental need and age, on a schedule that is suitable for them, as decided by the parent/guardian. Infants and toddlers who are breastfed will be given their milk from home. (Breast milk must be sent to school in a prefilled bottle, labeled with the child’s name, date of birth, amount in the container, and the date of pump.) Toddler and older children will be provided milk following the CACFP guidelines when offered at meal services. For infants that are eating solids, food will be provided at appropriate meal times and consist of a healthy variety of foods.

All children in full-day classes, including toddlers, will receive at least ½ of their nutritional requirements. Children in full day classes will receive three meals including breakfast, lunch, and snack. A current, dated menu will be posted at the center. Sending packed lunches from home is prohibited unless a Medical/Physical Care Plan requiring it is written and approved by the health team.

Children with any special dietary needs (allergies, medically prescribed diets, food supplements, or cultural preferences) will have their diets modified. If your child has a food allergy or a special dietary need, this must be noted when completing enrollment paperwork. A child Medical/Physical Care Plan (JFS 01236) and/or Special Diet Form will be written if necessary. In some cases, a doctor’s signature will be required.

For the health and safety of all children, as well as to comply with local, state, and federal regulations, only prepackaged foods or foods commercially prepared may be sent into the classroom. All foods must have an ingredient list. Please check with your child’s teacher before sending in any food. The Nutrition Coordinator is available to help you with any nutritionally based questions or concerns that you may have. They will also provide educational materials, lists of community resources, and workshops to parents.
CACFP NONDISCRIMINATION STATEMENT/POSTERS

Effective: October 2015 Listed below is the updated Nondiscrimination Statement for use by sponsors. Websites and materials which are being reprinted should be revised to include this updated statement. All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education or public distribution.

FULL STATEMENT:

USDA Nondiscrimination Statement For all other FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included (such as flyers or brochures), the material will, at a minimum, include the statement in print size no smaller than the text. Please note that the use of the shorter condensed version is the exception, not the rule. If written materials previously had the longer statement on them, they should again have the full statement when re-printed.

CONDENSED STATEMENT:

"This institution is an equal opportunity provider."

"AND JUSTICE FOR ALL" POSTER:

The new green "And Justice for All" USDA poster is to be prominently displayed at each CACFP site where it may be read by customers (preferably near the center entrance or on the parent bulletin board) and at the agency office if at a different location. Posters must be displayed in a specific size: 11 inches width x 17 inches height. If posters are needed in other languages, appropriate to the local population, please contact the State Agency.
Center Parent Information

Appendix C to Ohio Administrative Code rule 1501:2-12-07

Center Parent Information

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

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

The administrator and each employee of the center 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 services agency.

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center 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.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit http://jfs.ohio.gov/cdc/families.stm
COMMUNITY ACTION AGENCY
of Columbiana County
HELPING PEOPLE. CHANGING LIVES.

7880 Lincole Place | Lisbon, OH 44432
Community Action Agency: 330-424-7221
Head Start: 330-424-6693
www.caaofcc.org/headstart