

PARENT HANDBOOK

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.
HEAD START/ EARLY HEAD START PROGRAMS
102 HUNTER STREET, OAK HILL, WV 25901**

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Head Start Service Areas

Fayette County Child Development, Inc. follows Performance Standards set by the Federal Government. These guidelines are set up to ensure that your child receives quality services from our program.

The Performance Standards are set up in three major service areas, they are:

CHILD HEALTH AND DEVELOPMENTAL SERVICES

This area covers Child Development, Child Health, Special Needs, Nutrition and Mental Health Services. The manager in charge of this area is Georgia Bennett with Keith Walker as Disabilities Specialist and Janie Atha as Health Specialist for Head Start. Andrea Anderson, R.N. is the Health Specialist for Early Head Start.

FAMILY AND COMMUNITY PARTNERSHIP

The focus of this area is partnerships between families and the community. The areas covered are Social Services, involving parents and parent training. The manager in charge of this area is Dianna Thompson.

PROGRAM DESIGN AND MANAGEMENT

This area is designed to improve the overall program management and accountability at the local level. All Head Start and Early Head Start Staff, Policy Council Members, and Board of Directors Members play an integral part in this section of the program. Keith A. Young, Director, has the responsibility to assure compliance in all aspects of the Head Start program and govern the day-to-day activities.

Program Governance

Executive Director, Keith A. Young

The director has the responsibility to oversee all day-to-day operations of Head Start and Early Head Start.

Fayette County Child Development, Inc. operates on a “Team Approach”. The Director, Managers, and Specialist work together to ensure that our Head Start/Early Head Start families receive quality Head Start Services. Along with the Management team, Head Start Families and community members are offered the opportunity to help make decisions concerning our program. Families and Community members can take part in this portion of our program by serving in our agency Board of Directors and our Policy Council.

F.C.C.D.I. Board of Directors...

The primary responsibilities of the Board of Directors are:

- Ensuring compliance with all Federal laws and regulations, as well as applicable State and Local laws.
- Understanding the Head Start philosophy and the role of parents and Policy Council in the Head Start shared governance structure.
- Accountable for overseeing the fiscal and legal aspects of the program and taking the general responsibility for guiding and directing, planning, general procedures and human resources management, as outlined in the chart “Governance and Management Responsibilities” in Subpart A.
- **Ensuring that their agency develops an internal control structure to:**
 - Safeguard Federal Funds
 - Comply with laws and regulations that have an impact on financial statements.
 - Detect or prevent non compliance
 - Receive audit reports and direct and monitor staff implementation of corrective actions*
- **Taken from Program Governance Guidance 1304.50(g) (1) & (2)**

F.C.C.D.I. Policy Council

Policy Council representatives will be elected at the first parent meeting in September. The combination option will elect 1 representative and 1 alternate. Each center will also elect 1 representative and 1 alternate for a total of 9 representatives and 9 alternates. Community representatives appointed by the Board of Directors and approved by the Policy Council.

What Does the Council Do?

- 1. Must work with key management staff and governing body to develop, review and approve or disapprove the following:**
 - a. All funding applications and amendments to funding applications
 - b. Procedures for describing how the governing body and appropriate Policy group will implement shared decision-making
 - c. Procedures for program planning in accordance with 1304.50 (d(1)(iii) & (vi) and the requirements of 45 CFR Part 1305.3
 - d. The program's long and short term goals and objectives
 - e. The selection of delegate agencies and their service area
 - f. The composition of the Policy Council and procedures by which group members are chosen
 - g. Criteria for defining recruitment, selection and enrollment priorities
 - h. The annual self-assessment of the program
 - i. Program personnel policies and subsequent changes to those policies
 - j. Decisions to hire or terminate the Head Start Director
 - k. Decisions to hire or terminate any person who works primarily for the Head Start/Early Head Start Program
- 2. In addition, Policy Council must perform the following functions directly:**
 - a. Serve as a link to parent committees, grantee governing body, public and private organizations and communities they serve
 - b. Assist parent committees in communication with parents enrolled in all program options to ensure they understand their rights, responsibilities, and opportunities in Head Start and to encourage their participation
 - c. Assist parent committees in planning, coordinating and organizing program activities for parents with assistance of staff

- d. Assist in recruiting volunteer services from parents, community residents, and community organizations and to assist in the mobilization of community resources to meet identified needs.
- e. Establish and maintain procedures for work in with the grantee to resolve community complaints against the program

Members are elected by their Center committees in September and will assume their responsibilities at the second meeting in October. Training for members will start in October. Each member will receive a babysitting fee of \$10.00 per meeting. Policy Council will meet once per month. Officer are elected in October. It is important that you make a commitment to serve the entire term you are elected to. Our program depends on our Policy Council members to be there when decisions about the program are being made.

F.C.C.D.I. Parent Groups (Center Committees)

Parent meetings are held once a month for center and home based parents. All parents who have children enrolled are automatically eligible to attend. Committees are established in September. Transportation can be arranged if necessary. The Family and Community Partnership Manager and the Family Service Workers (for each center based) will assist parent committees in planning and carrying out activities such as: field trips, arts and crafts workshops, Family Day at the center based programs, trainings and activities which the parents develop.

The parent groups will be electing Policy Council members at their September meetings. Nominations will be taken from the floor of parents present for the meeting; voting will be done either by secret ballot or a show of hands. Each center committee will decide how votes will be taken.

EARLY CHILDHOOD DEVELOPMENT

GEORGIA BENNETT, MANAGER

In order to promote developmentally appropriate practices in the classroom, Head Start provides a welcoming and nurturing environment, unique experiences and focuses on all aspects of your child's development. Through the Creative Curriculum teachers will encourage:

- **Social and Emotional Development-Children's feelings about themselves, responsible for themselves and develop positive relationships with others. For example: Following classroom rules.**
- **Physical Development-Develop and refine gross and fine motor skills. For example: Shows balance while moving (gross motor), develops eye-hand coordination (fine motor).**
- **Cognitive Development-Development of problem solving skills and symbolic thinking. For example: Make believe with objects and toys.**
- **Language Development-Using, listening, speaking, reading and writing as a means of communication. For example: self-using words and sentences.**

All of this will be achieved through group and individual play. Play stimulates thinking, enhances language and provides an arena for social development and learning.

In Head Start we use the Creative Curriculum and The Kindness Curriculum. We also use a supplement too called Circle. This is a literacy based piece that introduces pre-reading skills. Children will be introduced to the alphabet and numerical concepts in preparation for kindergarten. Head Start provides planned group activities, center and socialization times which help meet your child's need for group participation. It supplements the home training you are continually giving your child. The center activities provide a bridge between home and formal public school.

The Head Start Center is a place where children learn as they play and as they share experiences with other children. It is staffed by adults who care about your child.

CLOTHING

Because of the varied activities in the Head Start Center, your child will be more comfortable in washable clothing. Be sure your child is dressed for the weather. On chilly mornings, put on a jacket; he/she can always take it off when he/she gets warmer. On snowy days, remember boots, mittens/gloves, and hats. We provide outdoor activities as regularly as possible.

Each child needs a change of clothing. Spills occur and “accidents” happen. Send underwear and a complete outfit for your child. If the child should have a spill or “accident” remember to return a change of clothing to the center.

SCHOOL CLOSING

When weather conditions force the closing of the public schools in your area, the Head Start Center will also be closed. Even though the centers are closed teaching staff may be working. School closings will be announced on radio and television. Please check weather conditions before you prepare your child for school. Also, if you see that weather conditions develop while your child is at the center, please check with the center, as the children could be released early.

FIELD TRIPS

Trips away from the centers are an important part of your child’s education as they provide the opportunity for expanded experiences. The field trip may be within walking distance or require transportation. Each time the child goes on a field trip you will be notified ahead of time and permission slip must be signed.

CENTER BASED HEAD START

Children will attend single session center-based classes. They will receive two meals. Each child is expected to be in attendance everyday unless they are sick or must be absent for another reason. Please notify the center when your child is going to be absent so the bus will not make unnecessary trips to pick him/her up. You can tell the bus driver to notify the center.

We sincerely hope you as a parent will assist us in developing a good working relationship between yourself and center staff. You can help us by volunteering in the classroom, being available for teacher home visits, attending Family Day activities and learning and growing with us. Hopefully, we will form a partnership that will be beneficial to the children of our Head Start Program.

NUTRITON SERVICES
Janie Atha-Specialist

We at Head Start are concerned about good nutrition because children need to be well nourished in order to be healthy, to grow and learn. You, as parents, naturally want what is best for your children. We all know what our families eat is important.

In order to serve your child's meals, which provide at least 1/3 of the Recommended Daily Allowances, as stated in the guidelines by the USDA, we ask that you please do not send bag lunches or snacks to the center. The parents and staff with the guidance of a qualified nutritionist plan menus. By encouraging food from the four food groups (as we discourage sugary, fatty calories) we can help children like nutritious foods, develop and maintain a healthy eating pattern.

Mealtimes in Head Start Centers are relaxed, with children involved in the table setting, serving food to them and passing to others at the table, family style. Children are encouraged to taste a wide variety of foods, cut their own food and are often involved in food preparation.

If your child is allergic to any particular foods, you must provide us with a recommendation from your physician so we can make appropriate substitutions. If you have suggestions or questions concerning nutrition, menus, or recipes please let us know. We are happy to be of service to you and your family.

Children attending classes will be served breakfast and lunch.
Below are samples of available menus:

Breakfast
1/3 cup Cornflakes
1/2 cup bananas
3/4 cup milk

Lunch
1 1/2 oz. of meatloaf
1/4 cup green beans
1/4 cup mashed potatoes
1/4 cup peaches
3/4 cup milk

F.C.C.D.I. contracts with a Nutrition Consultant, who is a registered and licensed Dietician. There is a menu planning committee, which consists of the Nutrition Specialist, Nutrition Consultant, Cooks and Parents. This committee plans and implements healthy menus to be used in all the centers that meet USDA requirements.

In accordance with Federal Law and the United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color national origin, gender, age or disability. To file a complaint of discrimination, write to USDA, Director Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD), USDA is an equal opportunity provider and employer.

HEALTH SERVICES JANIE ATHA-SPECIALIST

The program provides comprehensive health services which include medical and dental health and nutritional services to pre-school children including those that have special needs. The manager in charge of this area, Janie Atha, is a licensed practical nurse. A written plan provides information on these services to families.

HEALTH

A complete health screening will be given which includes: height, weight, hematocrit and hemoglobin. Other tests include, sickle cell anemia, lead poisoning, and needs of children with special needs are addressed. Immunizations that are required are: DPT vaccine-4 doses, Polio-3 doses, Measles, Mumps, Rubella-1 dose each, Hib-4 shots, Hepatitis B-3 shots, Varicella-1 shot, unless the child has had chickenpox. Referrals and follow-ups will be done on children with identified health needs.

DENTAL

A complete dental exam including X-rays is necessary for all children. Topical fluoride treatment is provided where there is no fluoridated water. Staff in centers and in the homes provide basic dental care services; parental involvement is emphasized. A written plan for dental and medical emergencies is provided for Home Visitors, Center Teachers and Parents. Referrals and follow-ups will be done on children with identified oral health needs.

There is a Health Advisory Committee that advises in the planning, operation and evaluation of health services in the program. The committee consists of two parents, Mental Health/Disabilities Specialist and community medical, dental and mental health professionals. Confidentiality is maintained and all records of our Head Start/ Early Head Start children are kept in locked cabinets and made available to parents upon request.

**HEALTH SERVICES
EARLY HEAD START PROGRAM**

**Andrea Willey-Anderson, RN,BSN
Health and Nutrition Coordinator**

The Early Head Start program promotes the importance of having a medical and dental home, which means a medical and dental provider who provides care to your child on a regular basis. If you do not have a medical or dental provider for your child, your health and nutrition coordinator can assist you to establish medical and dental care for your child.

The Early Head Start health requirements include the following

- Well child examinations: 2,4,6,9,12, 18 months, 2 and 3 years of age
- Age appropriate immunizations
- Age appropriate lab testing: blood lead levels and anemia screenings
- Hearing and vision screenings

The Early Head Start dental requirements include:

- A dental examination
- Referrals and follow up for identified oral health needs

**NUTRITION SERVICES
EARLY HEAD START PROGRAM**

**Andrea Willey-Anderson, RN,BSN
Health and Nutrition Coordinator**

Nutritional services which promote healthy eating habits are encouraged and supported in the Early Head Start program. Healthy eating habits are essential for a child's growth and development. The Early Head Start program provides healthy meals that meet USDA guidelines and are served in a family- style setting while maintaining safe food preparation practices.

The relaxed atmosphere of mealtime in a family-style setting can aid in the development of a child's language and social skills while promoting a sense of security. Early Head Start infants are held during feeding time to enhance bonding and establish a sense of security. The Early Head Start program contracts a licensed dietician for meal planning that is age appropriate from infancy to 3 years of age.

It is very important to notify the health and nutrition coordinator if your child has a food allergy. Appropriate substitutions can be made that are recommended by your child's medical provider. Documentation to support food allergy and food substitution is required. The health and nutrition coordinator can provide you with the necessary form for the medical provider to document the food allergy and food substitution.

TRANSPORTATION SERVICES
CHARLES EVANS, MANAGER

Head Start provides transportation to and from the centers. When riding the bus there are rules that we have to insure the safety of your child at all times.

1. Head Start children will be picked up and returned to the designated place only, no changes will be accepted over the phone.
2. Parents should notify the center or bus driver when a child will not be attending class.
3. Parents should notify Head Start a week in advance of moving. If you move off of current bus run, your child may have to be dropped from the bus service.
4. Children should be dressed and ready 15 minutes before the bus arrives. The driver will not go to the door. IF the child misses the bus, it is the parent's responsibility to take the child to school. Once the bus arrives at the home or stop, the bus driver WILL NOT WAIT.
5. Children will only be released to the people designated on their emergency procedures form. No child will be released from the bus until the driver sees an adult that is listed on the emergency form. If no one is there to receive the child, the child will be taken to the Oak Hill Central Office and it will be the parent's responsibility to see that he or she is taken home. If the child is not picked up at the Oak Hill Central Office by 4:00 pm, the child will be taken to the Department of Human Resources.
6. If a child has to cross the street to get on or off the bus, an adult must accompany him/her. The child must cross in front of the bus.
7. Only Head Start/Early Head Start children and volunteers will ride the bus to and from the center. No school age children or infants on the bus.
8. No food, drinks or smoking is permitted on the bus by staff, children or parents.
9. Toys will not be allowed on the bus with children. This disrupts the bus ride and classrooms.
10. There will be two adults on the bus.
11. All bus passengers must wear seatbelts.
12. Parents who transport their child to Head Start must accompany the child into the building. **Children must not arrive more than 15 minutes before class begins.**

13. The bus driver may determine if a child is ill at the time he/she boards the bus. The bus driver will advise the parent that the child should stay home or upon reaching the center the child may be returned home.
14. F.C.C.D.I. reserves the right to return children from Head Start to home in the instance of bad weather or lack of staff present at the center. Parents are required to be available to receive the child.
15. If an alternate destination is given, the parent must notify the bus driver one week in advance in writing that the alternate destination will be used.
16. INCLEMENT WEATHER... Fayette County Child Development, Inc. (Head Start) will be closed due to inclement weather when Fayette County Schools are closed. When Fayette County Schools are on a 2 hour delay, Fayette County Head Start is also on a 2 hour delay at all centers. Please listen to your radio or television when you see the conditions may warrant a school closing or delay.

SPECIAL NEEDS SERVICE AREA
KEITH WALKER, SPECIALIST

The special needs component of Head Start is designed to meet the needs of children who may have developmental delays or educational requirements in addition to those normally provided at Head Start. Examples as follows:

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|-------------------------------|-------------------------------|
| ❖ Health Impairment | *Emotional/Behavior Disorders |
| ❖ Speech/language Impairments | * Orthopedic Impairments |
| ❖ Visual Impairments | * Autism |
| ❖ Traumatic Brain Injury | *Learning Disabilities |
| ❖ Hearing impairment | * Mental Retardation |

*Other-Special Needs as identified by a qualified professional in one or more of the following areas: physical development, cognitive development, communication development, or adaptive development.

Qualified professionals at the beginning of each school year screen each Head Start child. Specific areas evaluated are health, dental, vision, hearing, speech development and emotional behavior. The initial screening is not used to determine specific problems, but to identify any area of concern that may require further testing. If a concern is identified, the child will be referred to the Fayette County Board of Education or the appropriate provider. Parental permission is required prior to the evaluation process.

Once a special need is identified, a plan is developed to provide services to the child. This plan is called an Individual Education Plan (IEP) and is used to specify services and set goals to meet the needs of the child. The IEP can specify any number or combinations of special services, such as speech therapy or physical therapy depending upon the needs to the child. Members of the IEP team are the child's parents, Head Start staff, preschool teacher and other providers from the Fayette County Board of Education, and/or community behavioral health professionals. It is extremely important that parents attend IEP meetings in order to have the necessary input into the child's educational plan. This will help to ensure that the child receives the best services possible.

Primary objectives of the special needs component of Head Start are to identify children with special needs as early as possible and to coordinate all

available services for the child and parents along with any service providers who are involved.

Please contact the Disabilities/ Mental Health Specialist with any questions or concerns regarding screening, evaluation or available services for children with identified or suspected disabilities.

FAMILY AND COMMUNITY PARTNERSHIPS
DIANNA THOMPSON, MANAGER

SOCIAL SERVICES

Social Services are provided through the Family Service Workers. Our goal is to see that children and families receive all the services to which they are entitled. Your Family Service Worker can acquaint you with current county agencies and programs and also with changes to existing ones.

One of the tools your Family Service Worker uses is a Community Resource Book compiled by our Head Start Program. Every parent will receive copy of the resource book. The book will include information on most agencies and programs in our area.

While the Family Service Workers are there to help you, they do not have all the answers or solutions to problems to questions. They will, however, do their best to get you the information you request. We need your help too. If while using the Community Resource Book you find a change of address or telephone number, please let us know. If you know of a program or resource that is not listed, please let us know so that we may share the information with others in the program.

The Family Service Worker will be working with you to work toward any goals the family may have. Education, employment, and other goals that you may need information on will be listed on a Family Partnership Agreement. Together, we will list steps to reach those goals and identify agencies and resources to help you obtain your goal.

IN FULLFILLING SOCIAL SERVICES THE FAMILY SERVICE WORKER WILL:

- Assist families in identifying their strengths and help them develop a Family Partnership Agreement
- Encourage parents to participate in all program activities
- Serve as a support person for the family
- Help families receive information on services to which they are entitled
- Assist families in using community services and resources

- Help reduce problems that might keep a child from participating in the program
- Accompany parents and children to appointments when necessary
- Assist in parent education
- Help in identifying and recruiting children for the program

VOLUNTEERING IN HEAD START

Head Start depends on its volunteers! Parent volunteers are always needed in the classrooms to help with reading stories, singing songs, going on field trips and giving extra smiles and hugs. If working in the classroom does not interest you, you can always help with decorating bulletin boards, and monitoring the hall and making sure all visitors sign in and out. If you have a Food Handler's card you can help in the kitchen.

The hours you spend working for our program are to be recorded on a Volunteer Sheet and turned in to your Family Service Worker or Teacher at the end of each month. Our program depends on the hours you donate to meet matching funds in our grant. So it is vital that you turn in your volunteer sheets so there will be a Head Start program for the future volunteers.

There are many ways we can use your help. We can also help you by giving perspective employers the amount of time you donated and what skills you acquired while you volunteered.

Our regular classroom volunteers will need training. We have **Hand's On Training (H.O.T.S.)** while you volunteer. Also we have audio cassette and booklets for you to complete. If you volunteer on a regular basis (3-5 hours per week) you will need a current tine test, which may be obtained at the Fayette County Health Department.

How does volunteering help you? It helps parents to develop skills, self-confidence, and gain experience that could qualify you for paid employment with Head Start. Volunteers get to meet new people, share ideas, attend parent workshops provided by Head Start, develop new interests, learn new ways of solving problems, and generally achieve a feeling of accomplishment

VOLUNTEER EXPECTATIONS

Just as the children who enter Head Start classes all are very special and unique, so are you. As volunteers, teachers and classroom aides, you all bring your own values, interests and skills to the classroom. While your differences enrich the program and add its many dimensions, you may be more comfortable working with each other if you know what is expected of you in the Head Start Program.

As A Head Start Volunteer you are expected to:

- Have a current tine test on file at the Head Start Office
- Come to the classroom on time and as scheduled; call the teacher if you can't come.
- Sign the volunteer sign in sheet each time you volunteer.
- Wear comfortable clothes
- Keep information about Head Start children and their families in the classroom. You should respect confidentiality.
- Smile! Volunteers are expected to treat each child with respect and never humiliate a child in front of others.
- Be actively involved in classroom activities. You may be asked to:
 -sit with a children at circle time
 -read a story
 -mix play dough and paint
 -get lunches
 -listen to a talkative child
 -talk with a shy child
- If you come to the center, please be prepared to volunteer. Do not come just to talk to staff and roam the halls. When you pull staff away from their jobs and your child, they may be missing out on some of the Head Start experience.
- Be flexible. Schedules change at the last minute, and may vary from week to week.
- Encourage children to help themselves whenever possible.
- Talk to other volunteers, teachers and aides after class.
- Take a coffee or soft drink break outside of the classroom if you need it, but check with the teacher first.
- Ask questions
- Tell the teacher when a discipline problem occurs. **Volunteers do not discipline children in the classroom, not even their own child.**
- Let the teaching staff know if you are not comfortable doing something, or if there is something special that you would like to do.
- Enjoy yourself!

- If you would like to volunteer somewhere other than the classroom, you could:
 -Decorate bulletin boards
 -Be a hall monitor
 -Assist in the kitchen, if you have a valid food handler's card
 -Be a bus aide
 -Help with preparing materials at art time
 -Help with repairing and cleaning toys and classroom materials

COMMUNITY VOLUNTEERS

Head Start welcomes volunteers from the community. If you would like to donate your time to our program you must first:

- Fill out a volunteer job application
- Complete the **Hand's On Training (H.O.T.S.)** program
- Have a current tine test on file at the center
- Obtain a C.I.B. check

Community volunteers must meet with the Lead Teacher in the center and work out a schedule for volunteering. This way we can ensure that the classroom will not have more adults than children. If you are interested in something other than classroom work you can talk to the teacher and find out where help is needed.

Community volunteers will follow the same expectations of parent volunteers.

VOLUNTEER CONDUCT

When volunteering in Head Start Centers you are expected to:

1. Dress appropriately.
2. Come ready to assist the Teacher, Cook or Family Service Worker.
3. Do not come to volunteer when you are ill.
4. Please leave all medications at home.
5. If you have volunteered to assist with a field trip, you are there to help with the children, not to shop or socialize with other parents.
6. On field trips you cannot make purchases for your child that the other children will not be receiving. The children will be expected to eat together, having the same meal as everyone else.
7. Do not bring food or drinks into the classroom. Check with your Teacher and ask for a break.
8. Ask your teacher for and become familiar with the Federal Performance Standard outlining the: "CODE" of Conduct for Staff and Volunteers.
9. Do not ever discipline a child. If there is a problem, tell the Teacher so she/he can handle it.

10. Please keep in mind, Head Start is to be a positive experience for children and the parent, if you do not want to adhere to the rules, we can ask you not to come back.

CLASSROOM PARTIES

Party days are regular school days. Breakfast and lunch must be served. Parties are to be scheduled for the last hour of the school day. Siblings, five years and under, are allowed in the classroom party hour, only on Halloween, Valentine's Day, Christmas and Easter. PARTIES ARE TO BE PLANNED BY THE PARENTS IN THAT CENTER. STAFF WILL ASSIST THE PARENTS. The party will be planned and discussed at the parent meeting prior to the party. THE MINUTES FOR THIS MEETING MUST BE SUBMITTED TO THE LEAD TEACHER AND INCLUDE THE FOLLOWING:

1. DATE AND TIME OF THE PARTY
2. REFRESHMENTS TO BE SERVED
3. WHO WILL PROVIDE THE REFRESHMENTS
4. GAMES AND ACTIVITIES PLANNED

THE SAME REFRESHMENTS AND ACTIVITY, TREAT OR GIFTS WILL BE PROVIDED FOR ALL CHILDREN IN THE CENTER. PARTY DAYS WILL INCLUDE ALL CLASSROOMS IN ATTENDANCE ON THAT DAY. GAMES PLANNED SHOULD BE AGE APPROPRIATE AND POSITIVE EXPERIENCES FOR THE CHILDREN. THERE SHOULD BE NO WINNERS/LOSERS.

BIRTHDAY PARTIES

Centers can designate one day per month for the children who have birthdays. The Cook can make sure there is cupcakes or cake for that day. **THERE WILL BE NO INDIVIDUAL BIRTHDAY PARTIES.** All the classrooms will celebrate on the same day.

DECISION MAKING IN HEAD START

Please refer to the Program Governance section of this handbook.

NON PROGRAM PARTICIPANT POLICY

In order to avoid unnecessary hazards and to provide the safest and most educational atmosphere possible, Fayette County Child Development, Inc. Head Start has adopted this policy:

The attendance in Head Start activities is limited to Head Start personnel, enrollees, and volunteers. Children who are not Head Start enrollees are not permitted to attend classes or ride the Head Start buses.

- Only children enrolled in Head Start may ride the Head Start bus.
- Siblings under the age of 5 may visit on party days if parent provides the transportation. PARENTS ARE RESPONSIBLE FOR THE SUPERVISION OF SIBLINGS.
- Party days are regular school days. Breakfast and lunch must be served. Parties are scheduled for the last hour of the school day. Siblings, five years and under, are allowed in the classroom party hour, only on Halloween, Valentine's Day, Christmas and Easter.
- STAFF ARE RESPONSIBLE FOR ENROLLED CHILDREN ONLY.
- Teachers are responsible to see that all planned activities are positive experiences for the children. Staff member are to remain on-site after parties in order to work the full day.
- Only Head Start children will be permitted to go on Head Start field trips.
- If you volunteer to participate on a field trip DO NOT bring or purchase snacks or gifts for your own child. All children will receive the same food and gifts.
- When you are in the center, do not remove your child from the classroom unless you are signing him/her out for the day and preparing to leave. When your child is in the center, the teacher is responsible for him/her.
- Parents who are volunteering in the classroom cannot bring siblings in for the day.