

PARENT HANDBOOK



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

**Main Office 304-465-5613
Ansted Center 304-658-4911
Kimberly Center 304-442-4457
Scarbro Center 304-469-4511**

**Fax 304-465-1831
Fayetteville Center 304-574-2376
Page Center 304-465-0141**



Revised 5/2022 dt

Early Head Start/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 Sherri Proctor, R.N. is the Health Specialist for Early Head Start/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 Early Head Start and Home Base Programs will elect 1 representative and 1 alternate. Each center will also elect 1 representative and 1 alternate per classroom for a total of 17 representatives and 17 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 Worker (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, self-regulation and being responsible for themselves and develop positive relationships with others. For example: Following classroom rules; play in small groups.**
- **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; counting.**
- **Language Development-Using, listening, speaking, reading and writing as a means of communication. For example: using words and sentences; writing name.**

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. This introduces pre-reading skills, 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 school environments and provide intentional experiences to ensure school readiness.

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/Early Head Start Center will also be closed. If Fayette County Schools decide to cancel specific schools or certain areas of the county, but not the whole county system, due to inclement weather, Head Start/Early Head Start centers will be closed based on their location within the county. Head Start/Early Head Start centers will have a designated “sister” school:

- Ansted Head Start will be Ansted Elementary
- Fayetteville Head Start will be Fayetteville Elementary
- Kimberly Head Start/Early Head Start will be Valley Elementary
- Scarbro, and Page Head Start/Early Head Start will be New River Elementary

If a certain Head Start/Early Head Start “sister” school is closed, then that center will be closed, and no children will present, and no buses will run.

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 preparing 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. If other situations arise, including but no limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions or other situations that may endanger the health or safety of the children the centers will be closed at the discretion of the director and parents will be notified of the change in schedule. Please be prepared for such situations always by maintaining up to date emergency contact numbers with your child’s teacher or Family Service Worker.

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. Children may not attend if permission slips are not signed and returned on time, and children may not be left at school with an alternate teacher.

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 and parent teacher conferences, 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.

HEALTH SERVICES
HEAD START/EARLY HEAD START PROGRAM

Sherri Proctor, RN, BSN
Health and Nutrition Coordinator

The Head Start and Early Head Start program promote 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 Head Start health requirements include the following:

- Well child examinations 4 and 5 years of age
- Age appropriate immunizations
- Age-appropriate lab testing: blood lead levels and anemia screening
- Hearing and vision screenings

The Early Head Start health requirements include the following

- Well child examinations: 2,4,6,9,12,15, 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 Head Start dental requirements include:

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

The Early Head Start dental requirements include:

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

When your child requires medication while at Head Start or Early Head Start Center:

A Medication Administration form must be completed by a doctor or medical provider for any prescribed or over the counter medication to be administered to a child in Head Start or Early Head Start. A signed request for medication administration is required from parent/guardian. Medication Administration forms are available at all Head Start Sites. Please notify staff to assist you with obtaining the proper paperwork.

When your child is prescribed or advised by a healthcare provider to take a new medication, the first day of administration of that medication cannot be given at Head Start or Early Head Start Center. In the case of an adverse reaction to a new medication, it must be given that first day in the home prior to it being given to your child at a Head Start or Early Head Start Center.

A care plan will be developed to explain the reason for medication, how it is administered, and potential side effects of the medication. This plan will involve you, the parents/guardians and Early Head Start Staff administering the medication.

Parents or guardians must provide the medication in its original container with the original label that states the child's name, doctor or medical provider's name, and phone number, and all medication instructions. No medication can be administered with an expired date.

Medications will be in locked storage. Refrigerated medications will be stored refrigerated and not accessible to children.

Please contact the Health/Nutrition Coordinator, Sherri Proctor, RN with any medication questions or concerns at the central office in Oak Hill, 304-465-5613.

Exclusion Policy

Purpose: To provide guidelines for keeping children out of Head Start and Early Head Start to prevent other children and adults from becoming sick.

Children should NOT attend if he or she has the following:

1. A fever of 99.5 degrees F or above; or until temperature is consistently less than 98.7 degrees F for 24 hours.
2. Child is behaving as if he or she is not feeling well; cranky, cries more than usual or is less active than usual.
3. Having diarrhea (loose, watery stools) or vomiting until had not occurred for 24 hours.
4. Pink eye or red eyes with drainage until 24 hours after an antibiotic has been started **and** a doctor's documentation.
5. Drainage from the nose that is yellow or green with a fever, until 24 hours after an antibiotic has been started or a doctor's documentation that a child is not contagious and at risk of spreading an infection.
6. A cough that has persisted and has not improved after 3 days or a doctor's documentation that a child is not contagious and at risk of spreading an infection.
7. A rash with a fever or changes in behavior that may suggest that a child is not well or a doctor's documentation that a child is not contagious and at risk of spreading an infection.

8. Head lice or scabies until 24 hours after treatment, nit free **and** a doctor's documentation that a child is not contagious and at risk for spreading an infection.
9. Strep throat until 24 hours after treatment is started **and** a doctor's documentation that a child is not contagious and at risk for spreading an infection.

The following are contagious conditions which require doctor's documentation that a child is not contagious and at risk for spreading an infection. The following should also be reported to the Health Coordinator as soon as possible. Parents/guardians must be notified of the possibility their child's exposure to any contagious conditions at Head Start or Early Head Start Center:

- COVID
- Chicken pox
- Shingles
- Staph infections, such as Impetigo or MRSA
- Measles
- Mumps
- Rubella
- Diphtheria
- Pertussis (Whooping Cough)
- Hepatitis
- Meningitis
- Tuberculosis
- Influenza

NUTRITION SERVICES
HEAD START/EARLY HEAD START PROGRAM

Sherri Proctor, RN, BSN
Health and Nutrition Coordinator

Nutritional services which promote healthy eating habits are encouraged and supported in the Head Start and Early Head Start program. Healthy eating habits are essential for a child's growth and development. The Head Start and 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 Head Start and Early Head Start program contracts a licensed dietician for meal planning that is age appropriate from infancy to 5 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 ensure 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. If a child is absent, then the parent should notify the center within 1 hour of the start of class time.
3. Parents should notify Head Start a week in advance of moving. If you move from 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 must 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.

DISABILITY SERVICE AREA
KEITH WALKER, SPECIALIST

The disability 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 | * Intellectual Disability |

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

Every child enrolled in Head Start for the first time will be screened in each of the areas listed: dental, health, vision, hearing, speech and social/emotional /behavior. Children who are 3-5 will be screened in development, speech, and social/emotional behavior the first year only; unless there are concerns. Every child must be screened at least once a year for: health, vision and dental.

Children 0-3 (Early Head Start), are screened at least once a year; unless there are concerns

Initial Screening: The initial screening is used to identify areas of concerns that may require further testing. Children who need further testing will be referred to: Fayette County Board of Education (3-5-year-old) or WV Birth to Three (0-3-year-old) or the appropriate Community Agency; parental consent is required prior to any referral being made to another agency.

Once a need is identified, a plan is developed to provide services to the child. Individual Education Plan (IEP) (3-5-year-old) or an Individualized Family Service Plan (IFSP) (0-3-year-old) these plans are used to specify services and set goals to meet the needs of the child. Members of the IEP or IFSP team will consist of the child's parents, Early Head Start or Head Start teacher, Disability Specialist, members of the Board of Education, WV Birth to Three, or other professionals, and any one the parent or guardian invites to attend.

It is extremely important that parents/guardians attend IEP/IFSP meetings in order to have input and to be an active participant in the decisions being made about your child. This will also ensure that the child receives the best services possible.

The primary objectives of the disabilities service area are to identify children who may have special needs and/or concerns as early as possible and to coordinate all available services for the child and parents along with any service providers who are involved.

If you have questions or concerns about your child's development, social skills, behaviors, screening process, evaluations, other concerns and/or available services for children with disabilities; please contact the Disabilities Specialist at any time.

MENTAL HEALTH SERVICE AREA
KEITH WALKER, MENTAL HEALTH SPECIALIST

Mental health is an integral and essential component of health and social well-being.

Timely identification and linkage to services: Children, families and staff are referred to community-based service providers as quickly as possible.

Fayette County Child Development, Inc. utilizes the services of: Fayette Monroe Raleigh Summers (FMRS) agency as consultants for mental health services. We have community partners as well. Please refer to the Parent Resource Guide for further information.

Mental health is often taken for granted until something goes wrong. Mental health takes time and patience for maximum effectiveness.

Mental disorders are health conditions that are characterized by alterations in thinking, mood, or behavior (or some combination thereof) associated with distress and/or impaired functioning. “The notion of a continuum sees mental health on one end as a “successful mental functioning” compared to mental illness on the other end as “impaired functioning.””

Every month there is a Mental Health Consultant available at your child’s head start center to speak with parents and/ or staff about any concerns they may have such as: behaviors, development, tantrums, social skills, emotional issues, drug addiction, and more. This Mental Health Consultant is also available on-sight and by telephone.

Our consultants can assist with a variety of issues including:

- | | |
|------------|--------------------------|
| Depression | Bi-polar Disorder |
| Anxiety | Food Addiction |
| Alcoholism | Drug Addiction |
| Addiction | Behavioral Health Issues |

FAMILY AND COMMUNITY PARTNERSHIPS
DIANNA THOMPSON, MANAGER

SOCIAL SERVICES

Social Services are provided through the Family Service Worker. 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 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 upon request. The book will include information on most agencies and programs in our area.

While the Family Service Worker are there to help you, they do not have all the answers or solutions to problems and 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 Outcome Instrument. 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 **Early Childhood Classroom Training (ECC Training)** 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 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 **Early Childhood Classroom Training (ECC Training)**
- 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, who are five years and under and do not attend school (whether private or homeschool) themselves, are allowed in the classroom party hour, only for Fall Fest (October), Valentine's Day (February), Winter Fest (December), Spring Fest (March or April) and the End of the Year event (end of the school year). For those months listed the Party will take the place of the activity day and no separate activity day will be needed. *(Parents who want to recognize a part of their culture that is not represented at the parties may work with the FSW and classroom teacher for ways to incorporate their culture and or celebrations. An example might be a family that celebrates Chinese New Year may work with FSW and teacher to incorporate books and music into the daily activities and/or food experiences or a parent might be allowed to come in as a guest speaker and talk about their culture or traditions).*

THE REFRESHMENTS FOR PARTY DAYS WILL BE PROVIDED BY HEAD START. NO OUTSIDE TREATS MAY BE HANDED OUT DURING THE PARTY. ANY TREAT BAGS THAT ARE HANDED OUT MUST CONTAIN THE SAME ITEMS FOR ALL CLASSES AND MAY NOT CONTAIN ANY CANDY OR SNACKS. THEY MAY NOT HAVE A RELIGIOUS THEME. EVERY CHILD MUST RECEIVE ONE. NOT CHILD OR CLASSROOM IS TO BE LEFT OUT. PARENTS MAY CONTRIBUTE TO THESE BAGS.

GAMES PLANNED SHOULD BE AGE APPROPRIATE AND POSITIVE EXPERIENCES FOR THE CHILDREN. THERE SHOULD BE NO WINNERS/LOSERS.

Staff will assist the parents in planning the parties. Staff should assist the parents in making reasonable, affordable plans. The party will be planned by planned and discussed at the parent meeting prior to the party. Then minutes of the meeting will be submitted to the lead teacher and include:

1. DATE AND TIME OF THE PARTY
2. DECORATIONS
3. GAMES AND ACTIVITIES PLANNED

Decorations placed by parents may be left up for the season.

Decorations may not be religious or scary in nature.

Having Santa at Winter Fest must be voted on by the parents.

Allowing children to wear costumes for Fall Fest must be voted on by parents (costumes may not be scary or have any type of weapon).

Egg hunt for Spring Fest must be voted on by parents.

Items should not be referred to as Easter Eggs, but just "eggs". Therefore, an egg hunt in the spring would not necessarily be related to Easter (a religious holiday).

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 for everyone. **THERE WILL BE NO INDIVIDUAL BIRTHDAY PARTIES OR TREATS.** All the classrooms will celebrate on the same day. Children who have birthdays in the summer months will be recognized during the last month of school's celebration.

DECISION MAKING IN HEAD START

Please refer to the Program Governance section of this handbook.

NON-PROGRAM PARTICIPANT POLICY

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, who are five years and under and do not attend school themselves. PARENTS ARE RESPONSIBLE FOR THE SUPERVISION OF SIBLINGS.
- 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, who are five years and under and do not attend school themselves, are allowed in the classroom party hour, only for Fall Fest, Valentine's Day, Winter Fest, Spring Fest and the End of the Year event.
- 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 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.

Attendance and Tardy Policy

Fayette County Child Development, Inc. strives to provide your child with the best possible Early Head Start/Head Start experience, to have that experience, your child needs to attend school! Not only do they need to be here to have the experience, but it is also an Office of Head Start Performance Standard. Head Start Performance Standard 1305.8 states that average daily attendance most not fall below 85%. As little as 3 days missed a month can result in a child's attendance falling below 85%.

Each morning attendance is taken at the site. For those students who have not arrived within the first hour of the day, the Family Service Worker or teacher will contact the family to locate the child. If the child is consistently absent the Family Service Worker will contact the family to determine the reason for the absences. Further absences after the initial contact will result in a home visit. After careful monitoring and contact with the family, if the child continues to be absent the parent will be contacted by letter that their child will be withdrawn from the program for lack of attendance.

Steps for withdraw:

1. Initial contact by the teacher or Family Service Worker after 2 consecutive absences or a fall below 85% monthly attendance.
2. Home visit scheduled after no contact with the family for more than 3 days (parent has not called in or has not responded to calls from center staff).
3. After 5 or more absences in one month the family will be notified by letter that their child is being withdrawn from the program for lack of attendance.

If the family is withdrawn from the program, they can reapply by contacting the Family and Community Partnership manager.

Student Tardy Policy

FCCDI understands that occasionally students may be tardy for a variety of reasons, however, consistently arriving late (more than hour past 9:00 am) can result in withdrawal from the program. More than three tardy equal one day of absence and more than two days of absence will result in a home visit with possible withdrawal from the program.

I have read and understand the policy and procedures regarding Fayette County Child Development, Inc. Early Head Start and Head Start organizations.

Please initial each section:

___ Early Head Start/ Head Start Program Governance- Keith Young

___ Early Head Start/ Head Start Early Childhood Development- Georgia Bennett

___ Early Head Start/ Head Start Health Services- Sherri Proctor, RN, BSN

___ Early Head Start Nutrition Services- Sherri Proctor, RN, BSN

___ Early Head Start/ Head Start Transportation Services- Charles Evans

___ Early Head Start/ Head Start Disability Services-Keith Walker

___ Early Head Start/ Head Start Mental Health Services-Keith Walker

___ Early Head Start/ Head Start Family and Community Partnership Services (Social Services, Volunteering, Attendance)- Dianna Thompson

Parent/Guardian Signature

Date

Early Head Start/ Head Start Staff Signature

Date