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www.greenhillsheadstart.org

Green Hills Head Start is an equal opportunity provider and employer.

Parent Handbook 2019-2020

Green Hills Head Start

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Green Hills Head Start Mission Statement

"Serving Children and Families First"

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Emergency Care

Emergency numbers (*ambulance, fire, etc.)* are listed in each center. Parental permission forms to secure emergency care, signed during the enrollment process, are available at the center or with the Home Visitor. In case of an emergency involving Head Start children or staff, a HS staff member who is trained in first aid will assist the injured child/staff member. Another staff member or volunteer will call 911 or local ambulance service if the emergency is life threatening. An attempt will immediately be made to notify the injured party's parent/guardian or emergency contact. If non-life threatening, staff has an emergency file on whom to call: the child's parents, caregiver, child's doctor and dentist, and who will take the child to the appropriate medical care provider. These emergency contact numbers are very important. The person should be easy to contact and preferably have a phone. These qualifications may be vital in providing the best medical emergency care. The above procedures should be followed in the event of an emergency during activities away from the HS center.

Parental Rights on Child Records

Parental Rights regarding child records as declared by Head Start Program Performance Standards 1303.23.

Inspect record.

- A parent has the right to inspect child records.
- If the parent requests to inspect child records, the program must make the child records available within a reasonable time, but no more than 45 days after receipt of request.
- If a program maintains child records that contain information on more than one child, the program must ensure the parent only inspects information that pertains to the parent's child.
- The program shall not destroy a child record with an outstanding request to inspect and review the record under this section.

Amend record.

- A parent has the right to ask the program to amend information in the child record that the parent believes is inaccurate, misleading, or violates the child's privacy.
- The program must consider the parent's request and, if the request is denied, render a written decision to the parent within a reasonable time that informs the parent of the right to a hearing.

Hearing.

- If the parent requests a hearing to challenge information in the child record, the program must schedule a hearing within a reasonable time, notify the parent, in advance, about the hearing, and ensure the person who conducts the hearing does not have a direct interest in its outcome.
- The program must ensure the hearing affords the parent a full and fair opportunity to present evidence relevant to the issues.
- If the program determines from evidence presented at the hearing that the information in the child records is inaccurate, misleading, or violates the child's privacy, the program must either amend or remove the information and notify the parent in writing.
- If the program determines from evidence presented at the hearing that information in the child records is accurate, does not mislead, or otherwise does not violate the child's privacy, the program must inform the parent of the right to place a statement in the child records that either comments on the contested information or that states why the parent disagrees with the program's decision, or both.

Right to copy of record. The program must provide a parent, free of charge, an initial copy of child records disclosed to third parties with parental consent and, upon parent request, an initial copy of child records disclosed to third parties, unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed.

Right to inspect written agreements. A parent has the right to review any written agreements with third parties.

When A Child Is Too Sick To Attend

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I'VE BEEN IN THE HOSPITAL
Temperature above normal	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itchy, or "crusty" eye.	Hospital stay and/or ER visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
*Fever free for 24 hrs without the use of fever reducing medication	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever & have been evaluated by a doctor if needed.	Treated with head lice treatment at home, provide proof, and am nit free.	Evaluated by my doctor and have note to return to school.	Released by my medical provider to return to school.

Other factors showing a child may be too sick to attend:

- The child does not feel well enough to participate comfortably in the program's activities.
- The staff cannot adequately care for the sick child without compromising the care of the other children.
- The child has any symptoms of illness, (*e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy)* unless a health provider determines that the child is well enough to attend and that the illness is not contagious:
- The child has any of the following (*until treated and/or no longer contagious):* **Scabies, head lice, bed bugs, fleas or other infestation**- until 24 hours after treatment; **Impetigo**- until 24 hours after treatment started; **Strep throat, scarlet fever, or other strep infection**-until 24 hrs after treatment started & child is free of fever; **Pertussis**-until five days after treatment started; **Tuberculosis** (TB) - until a health care provider determines that the disease is not contagious; **Chicken pox**-until six days after start of rash or all sores have crusted over; **Mumps**-until nine days after start of symptoms (*swelling of "cheeks");* **Hepatitis A**-until seven days after start of symptoms (*e.g., jaundice);* **Measles**-until six days after start of rash; **Rubella** (*German measles*) - *until six days after start of rash;* **Oral herpes** (*if child has mouth sores, drooling or lesions that cannot be covered*) - *until lesions heal; or* **Shingles** (*if lesions cannot be covered*) - *until lesions are dry.*

Other communicable diseases, infections, etc. will be addressed in accordance with health regulations/recommendations. *Reportable diseases shall be reported to the local health department. The Teacher in each center/home base program shall report to the local health department if any child in the facility is suspected of having a REPORTABLE disease as defined by section 210.003, RSMo. In the event of an outbreak of communicable disease in the facility, caregivers shall implement control measures recommended by the local state health authority. An attempt will immediately be made to notify each child's parents when any reportable contagious disease occurs in the facility.*

Method	* Normal Temperature Range
Rectum	97.9°F to 100.4°F
Mouth	95.9°F to 99.5°F
Armpit	97.8°F to 99.5°F
Ear	96.4°F to 100.4°F

Head Start promotes school readiness of young children and supports the mental, social, and emotional development of children from birth to age 5. In addition to education services, the program provides children and their families with health, nutrition, social, and other services. Head Start is responsive to each child and family's ethnic, cultural, and linguistic heritage. The program builds relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.

Specific components of Head Start are as follows:

Education: Educational staff provides an individualized approach toward assessing a child's need and designing a program to facilitate intellectual, social, physical and emotional growth. Valid and reliable screening and assessment tools are used to help staff and parents understand a child's progress toward school-readiness goals and plan developmentally appropriate learning activities.

Health: A comprehensive health program of medical, dental, mental and disability assessments and services, as well as instruction for the child and family in preventive health practices is provided.

Mental Health: A mental health professional observes children at least once yearly. Children with atypical behavior or suspected developmental issues may be referred for further evaluation. Counseling referrals are provided as necessary.

Nutrition: Well-planned, well-balanced meals are provided in the center-based program; healthy snacks are offered in the home-based option. Our nutrition curriculum provides an opportunity for children to try new foods and teaches children and families about healthy food choices.

Family Engagement: Experiences for parents of Head Start children are promoted throughout the year, engaging parents in home visits, the classroom, parent group activities, home activities, and program decision-making. Parents evaluate the local Head Start Program each spring, providing valuable ideas for program improvement.

Community Services: Information about community resources and referrals to appropriate agencies/professionals are provided to Head Start families. Each year, Head Start staff helps families identify their strengths, assess their needs, and establish family goals designed to improve quality of life.

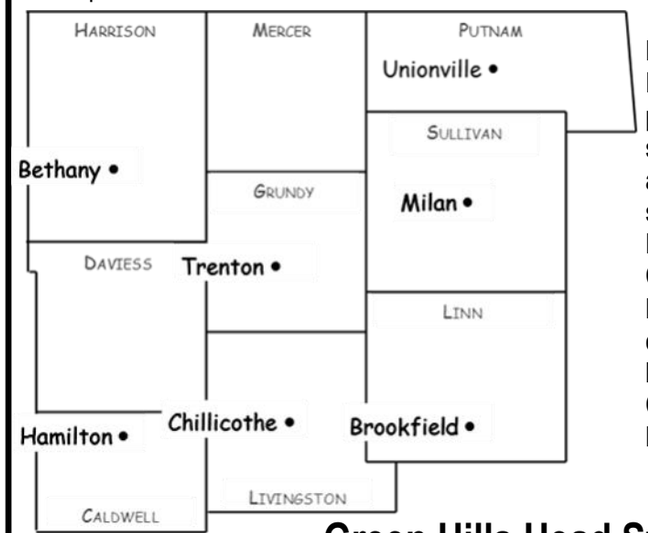
Disability Services: Head Start staff assists parents/guardians who suspect developmental delays or other disabilities that may affect their children's learning. Referrals, linkages to public schools or other professional agencies, and a full range of developmental services are provided. The Individuals with Disabilities Education Act (IDEA) requires states to provide a free and appropriate public education to eligible children and youth with disabilities.

In Missouri, Head Start operates nearly 1,000 classrooms throughout the state and serves more than 18,000 children. Funds for Missouri's Head Start/Early Head Start Programs come from the Department of Health and Human Services, and total more than $141 million annually. Head Start Programs are sponsored by community action agencies, public education, single purpose agencies or other not-for-profit agencies.

Green Hills Head Start is sponsored by North Central Missouri College in Trenton, MO and serve the following area with these options.

Center-Based

Activities in the center enhance your child's social, self-help, fine motor, gross motor, and cognitive skills. Children enrolled in the center-based option attend 6½ hours per day and receive breakfast and lunch. All menus are approved by a registered dietitian. Centers are located in the towns highlighted on the map.



Home-Based

Home Visitors make weekly home visits. For 1½ hours, the Home Visitor guides the parent in activities that enhance his/her social, self-help, fine motor, gross motor, and cognitive skills. Children attend group sessions at least two times monthly. The Home-Based option is available in Caldwell, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, and Sullivan counties. Early Head Start (infant/toddler) home-based services are available in Caldwell, Daviess, Grundy, Linn, Livingston and Putnam counties.

Green Hills Head Start Staff

Staff Qualifications: Teachers and Home Visitors are required to have higher education backgrounds related to Early Childhood Education and hold valid Child Development Associate (CDA) Certificates or the equivalent. Teacher aides must meet CDA requirements within two years from their date of hire.

Confidentiality: It is the policy and practice of the Green Hills Head Start Program to keep information regarding Head Start children and families in the strictest confidence. This includes information on file or otherwise received. Any release of information will have written prior approval of the parent or guardian of the Head Start child.

Mandated Reporters: By law, Head Start staff members are mandated reporters if they have any reason to suspect child abuse or neglect.

Lead Testing

Evidence of Lead Testing must be on file. If a parent refuses to have a child tested a written statement that states their reason for refusal of testing is required.

Daily Health Check

A daily health check will be performed on each child upon arrival to the program, and throughout the day. Each child will be observed for signs of illness or contagious diseases. An assessment of the health check will be interpreted by the Head Start staff. The assessment will take into consideration careful observation, understanding of childhood illnesses, and familiarity with the child. Subsequent actions will be in accordance to guidelines for attendance. (See page 17.)

Medication

Parents/guardians are primarily responsible for administering medication to their child. Arrangements shall be made with the child's physician to schedule the administration of medication during times when the child is most likely to be under parental supervision. Head Start will assist the parent/guardian in accordance with the program's medication administration policy, if needed and on an individual basis. Please inform your child's teacher if your child requires medication on a regular basis.

Illness Policy & Plan Of Care

Recognizing and managing communicable diseases involves a partnership among staff, families, and health professionals. Head Start's role is to:

- Work with health professionals to develop health policies, staff training and information for parents.
- Observe children for signs of illness.
- Care for ill children until they can be sent home. The child will be isolated from the other children, with Head Start staff in close proximity to provide assistance if needed, until the parent or caregiver arrives.
- Document signs and symptoms, as well as actions taken.
- Minimize the spread of illness to other children and staff.
- Discuss with parents their ill child's condition, whether he is too sick to attend, the need for medical evaluation and treatment, and when to return.

Head Start's staff's role is NOT to diagnose or prescribe medication or treatment for illness (that is the health care provider's role) and NOT to provide total care for sick children (that is the parents'/guardians' role).

Immunizations

Missouri State Law (Section 210.003 RSMo) requires children to be adequately immunized against Diphtheria/Tetanus/Pertussis (DTP), Polio (OPV or IPV), hepatitis B (HB), *Haemophilus influenzae b (Hib), Measles/Mumps/Rubella (MMR), and Varicella-Chickenpox (unless the child has had the disease) or have a written exemption from immunization for day care/preschool/Head Start attendance. If your child has already received these immunizations, please provide a copy of his/her official immunization record to our facility. Your child must have proof of these immunizations; otherwise, by law, your child may not attend Head Start classes. Below are guidelines from the American Academy of Pediatrics, which should not be used as a substitute for the medical care and advice of your pediatrician.*

AGE	BIRTH	1 MO	2 MOS	4 MOS	6 MOS	12 MOS	15 MOS	18 MOS	19-23 M	4-6 YR
Hepatitis B	Hep B	Hep B-2			Hep B-3					
Diphtheria, Tetanus, Pertussis			DTaP or DTP	DTaP or DTP	DTaP or DTP		DTaP or DTP			DTaP or DTP
H. Influenzae type b			Hib	Hib	Hib	Hib				
Polio			Polio	Polio	Polio					Polio
Measles, Mumps, Rubella						MMR				MMR
Pneumococcal			PCV	PCV	PCV	PCV				
Varicella						Var				Var
Hepatitis A						Hep A (2 doses)				

Senate Bill 341

Missouri Senate Bill 341 (SB341) requires licensed and license-exempt child care providers to notify parents/guardians of each child at the time of initial enrollment in or attendance at the facility, that they may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption is on file.

Green Hills Head Start Centers

Bethany
660.425.3663

Milan
660.265.3233

Brookfield A
660.258.7571
Brookfield B
660.258.7035

Trenton
660.359.2662

Chillicothe
660.646.0083

Unionville
660.947.3526

Transportation

Green Hills Head Start does not provide transportation. However, Teachers/Home Visitors assist families to identify alternative methods of transportation (carpooling, relatives/friends, public transportation, etc.) if necessary.

Tobacco Free Policy

North Central Missouri College/Green Hills Head Start is a tobacco-free zone. This policy applies to all buildings, grounds, parking lots and playgrounds owned/operated by NCMC/GHHS.

Firearms Policy

As an affiliate of North Central Missouri College (NCMC), Green Hills Head Start follows NCMC policies.

Except for licensed/accredited police officers, no person shall possess or carry any firearm, visible or concealed, on College property (including college buildings, grounds, leased or owned by the College, College athletic fields, and parking lots), or in any College van or vehicle, or at College-sponsored activities. No College official or employee may give consent under Missouri statute for any person, other than a licensed/accredited police officer, to carry a concealed firearm into any College facility, property, or activity, except as described below. College employees who hold concealed carry weapon endorsements, as allowed by Missouri law, may not carry or bring any firearm, visible or concealed, on College property, owned or leased, or at any College activities. Firearms for use in artistic expression, academic endeavors, ceremonial purposes, or other purposes related to the College's mission may be allowed with prior approval by the College President. Green Hills Head Start adheres to State Licensing requirements with regard to all ammunition and weapons.

Grievance Policy/Public Complaints (Staff/Parent/Community)

1. Although no member of the staff or community shall be denied the right to petition the Council for redress of a grievance, the complaints will be referred back through the proper administrative channels for solution before investigation or action by the Council. Exceptions are complaints that concern Council actions or Council operations only.
2. The proper channeling of complaints involving policies, curriculum, facilities, and services is as follows:
   a. Teacher or Home Visitor
   b. Education Specialist
   c. Head Start Director
   d. College President
   e. Policy Council
   f. Board of Trustees (North Central Missouri College)

3. No complaint of any kind shall be considered by the Council unless such complaint is made in writing and signed by the complainant. The council will recommend a course of action, when necessary, in written form, to the Board of Trustees. The North Central Missouri College Board of Trustees will consider the Policy Council's recommendation as well as applicable policies, regulations, and statutes prior to resolution of the presented issue. A written summary of the resolution will then be provided to the Policy Council.

Non-discrimination

NCMC/Green Hills Head Start is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information , veteran status, ancestry, gender identity or expression, or sexual orientation in its educational programs, activities, admission, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act

Communication

During a crisis, the North Central Missouri College President, Head Start Director, or designee should be the only people speaking on behalf of Green Hills Head Start. Staff members should refer media questions, parent questions, and questions from other parties to one of those three individuals, and may facilitate the process by providing an appropriate telephone number.

Emergency Management Plan

Note: Parents/Guardians should refer all questions regarding site-specific emergency/disaster plans to the center teacher or home visitor.

Purpose The purpose of this plan is to establish procedures for Green Hills Head Start during emergency or crisis situations. The protection of children, staff, and visitors is the primary concern; concerns for environment, equipment and property are secondary. Any incident which may occur could be unique in circumstances or location, requiring some variation from the guidance provided in the plan.

Assumption The assumption is that during a normal student/staff day, the staff and facilities can handle routine emergencies. However, should the emergency be beyond the scope of the Green Hills Head Start program's capabilities, response and direction from the area law enforcement, emergency medical and emergency response agency will be expected. All personnel, parents, children, and visitors will yield to the agency in charge to ensure the safety of all involved. Green Hills Head Start will make every effort to unite enrolled children with their families as soon as possible should circumstances cause temporary separation.

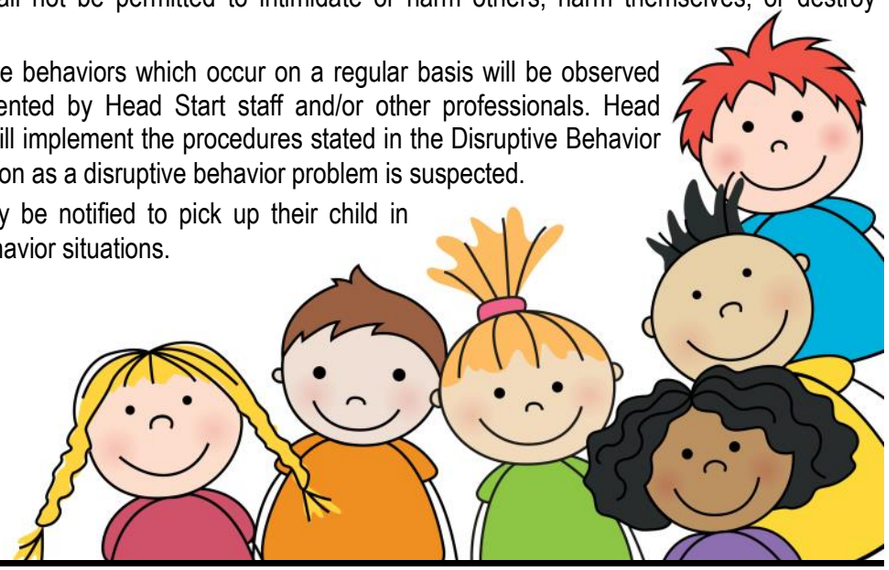
Preparedness All Green Hills Head Start personnel will be acquainted with emergency procedures, guidelines, and individual responsibilities, especially those that are specific to their individual sites. *(All emergency/disaster plans specific to individual sites will be responsive to applicable rules and regulations.) Site preparedness should include but not be limited by the following:*

A. Communication plan	**B**. Staff responsibilities
1. Emergency agencies (911, etc.)	**C**. Evacuation plan
2. Parents/guardians	**D**. "Shelter-in" plan
3. Central Office	**E**. Emergency supplies (i.e. first aid, supplies, emergency lighting, radio, cell phones, food, water, etc.)
4. Staff family contacts	

The communication plan and staff responsibility outline of each site should be written, understood by staff, and easily accessible to staff and volunteers. Evacuation and shelter-in plans should be posted and practiced regularly. Emergency supplies should be assessed regularly, easily identified, and accessible to staff and volunteers. Specific emergency procedures should be discussed with all parents/guardians; family emergency contact information should be regularly updated. Home Visitors should be involved in and aware of center preparedness activities, if appropriate. Staff in travel status should keep Central Office informed of their location.

Positive Guidance and Discipline Policy

1. There are simple, understandable classroom rules for children's behavior and staff will explain them to the children. Staff will review the rules throughout the year and consistently follow through if rules are broken.
2. Expectations for a child's behavior shall be appropriate for the developmental level of that child.
3. Only positive, age-appropriate methods of discipline shall be used to help children develop self -control and assume responsibility for their own actions.
4. Redirection, praise and encouragement of good behavior shall be used instead of focusing on unacceptable behavior.
5. Time In, a brief supervised separation from the group, may be used when rules are not being followed to allow the child learning and thinking time. The length of time will be determined by a guideline of one minute for each year of the child's age. The location designated for time in will allow staff to monitor the child.
6. Children shall not be left alone or unsupervised at any time. Children shall not be disciplined by placing them in an isolated or frightening area, such as a closet or dark room.
7. Physical punishment or other discipline techniques which humiliate, threaten, or frighten a child shall be prohibited. Children shall not be shamed, ridiculed, or spoken to harshly, abusively or with profanity.
8. Punishment or threat of punishment shall not be associated with food or the denial of basic needs.
9. Children shall not be permitted to intimidate or harm others, harm themselves, or destroy property.
10. Inappropriate behaviors which occur on a regular basis will be observed and documented by Head Start staff and/or other professionals. Head Start staff will implement the procedures stated in the Disruptive Behavior Policy as soon as a disruptive behavior problem is suspected.
11. Parents may be notified to pick up their child in extreme behavior situations.



(*Non-discrimination cont.*) of 1973, the Americans with Disabilities Act, other applicable statutes and college policy. Sexual harassment, to include sexual violence, is a from of sex discrimination and is prohibited. Inquiries concerning these statutes and nondiscrimination policies should be referred to the College President, Dr. Lenny Klaver, Frey Administrative Center, 1301 Main Street, Trenton, MO (660)359-3948 x1200, or lklaver@mail.ncmissouri.edu.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Right, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Donations / In-Kind

In-Kind is just another word for donations. In accordance with Head Start requirements, all Head Start grant programs must match 25% of total federal dollars received with local contributions. We refer to these contributions as 'in-kind'. In-kind can be donated through supplies, services, volunteer hours, and cash donations. All classroom teachers and home visitors have IN-KIND forms to document donations. Make sure to document your contributions as we work toward our annual goal.

Policy Council

A representative and an alternate representative are elected from each location to attend Policy Council meetings, which meet the second Monday evening of October, November, December, February, March, April, May and selected summer months, at Central Office in Trenton. Policy Council members become more knowledgeable about the Head Start program, review and evaluate the program, and make recommendations regarding personnel, budget, grant applications, etc. to NCMC Board of Trustees. Policy Council serves as a major link between the parents of the program and the administration.

Family Day

Each center and home base group offers Family Day events throughout the year that celebrate your child's learning milestones. Highlighting curriculum end-of-study ideas, each event will allow you to view examples of your child's work, experience learning activities with your child, and gain insight about educational issues that affect your child and family. You will also meet your child's Head Start friends and their families. You won't want to miss attending Family Day!

Family Connection

Letters to parents/guardians introduce families to various interest areas, informing them of opportunities for family participation and support. Learning games provide families with easy-to-use, engaging activities that bridge what is learned at school with what families can do at home. This resource is available in both English and Spanish.

VOLUNTEER

Volunteers are always welcomed. A volunteer is supervised by a teacher or staff member, and provides support services to our program. Volunteers can read to children, assist them with puzzles, pretend play in the dress-up area, or help with throwing/catching skills on the playground. Some volunteer guidelines are:

1. Sign the volunteer form upon arrival and be dependable. Telephone the teacher/home visitor when you will be late or unable to attend due to illness, working, etc.
2. Consult the daily schedule in the classroom and discuss any questions with the teacher.
3. Refer parents, relatives and other visitors with questions to the teacher/home visitor.
4. Dress appropriately and comfortably for working with children. (Avoid high heels, brief skirts or shorts and low-cut tops.)
5. Be informed about policies: positive behavior support, disaster drills, phone calls, smoking, etc. A policy regarding occupational exposure to blood borne pathogens is accessible to all staff and volunteers. Volunteers will be instructed by the teacher/home visitor on safety, preventive guidelines, and reporting procedures.
6. Keep personal opinions regarding staff members and/or children to yourself. ALL information encountered regarding children and their families is **CONFIDENTIAL**.
7. **Never** leave children **unattended**.

ARE YOU:

- A volunteer/observer from a school class or organization (high school, technical school, college)?
- A volunteer from a business or service club/organization?

If so, we may not require you to successfully complete a background screening. (Some exceptions may apply, such as student interns, work-study students, etc.) HOWEVER, if you are not a representative of the above groups, you MUST successfully pass a background screening and provide the results to the teacher or home visitor. Ask your teacher or home visitor for further information.

THE HEAD START EARLY LEARNING OUTCOMES FRAMEWORK (HSELOF)

Head Start's early learning framework (HSELOF) reflects research-based expectations for learning and development. It emphasizes the key skills, behaviors, and knowledge that young children should know and be able to do for success in school and life. The HSELOF focuses on five broad areas of early learning and development, referred to as central domains (Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, and Perceptual, Motor, & Physical Development). The framework and its five domains serve as a guide for planning and implementing a comprehensive, yet focused, learning program for children ages birth to 5. Details of HSELOF can be found at: https://eclkc.ohs.acf.hhs.gov/school-readiness/article/head-start-early-learning-outcomes-framework

POSITIVE BEHAVIOR SUPPORT

Positive Behavior Support (PBS) is an approach to provide a positive school climate and create a supportive environment for personal, social and academic growth of children, families and staff. The positive refers to a change in focus from reactive (focusing on what students do wrong) to proactive (teaching and recognizing what students do right). As part of PBS implementation in Head Start, our staff created the following Purpose Statement:

Head Start children, families, and staff are dedicated to promoting, through consistent practice, positive social and emotional development by building a community of lifelong learners in a safe, respectful environment.

Positive Behavior Support Expectations Matrix

Expectations	All Settings	Classroom	Bathroom	Playground	Mealtime	Naptime	Transition
Be Safe	Keep hand & feet to self Use materials safely Keep shoes on feet	Use walking feet Push chairs in 	Wash hands with soap & water	Respect each other's space	Push chairs in "Four on the Floor"	Stay on cot	Use walking feet Stay in personal space
Be Kind	Use kind words Be a friend Use good manners	Help others Share with others Take turns	Take turns 	Take turns Share with others	Take 1 serving and pass carefully	Let others sleep	Wait your turn Follow the leader
Be Responsible	Put everything in its place Use listening ears Follow directions Ask if you need help	Use inside voices	Flush toilet Turn off water Use inside voices	Use equipment correctly	Use inside voices Keep food on own plate	Voices off or whisper 	Use inside voices or whisper

Transitions

GHHS supports families as they transition from one program to another. Transitions may include; home to Head Start; Early HS to HS; transfers between home-base and center-base; to/from public preschool; entry into kindergarten. Staff support includes:

- Support and encouragement to families as they prepare for change;
- Orientation and program information;
- One-on-one meetings with staff;
- Parent/teacher conferences and home visits to discuss strategies for school readiness;
- Local school district/community registration information;
- Opportunities to meet public school personnel and ask questions;
- Copies of child records if requested.

Disruptive Behavior Policy

Green Hills Head Start aspires to serve all children for whom Head Start is an appropriate placement.

When working with disruptive behavior, each learning environment should generally follow the procedures listed below as soon as a disruptive behavior problem is suspected:	The following corrective disruptive behavior options could be utilized when a child's behavior is disruptive to the learning environment or a threat to the safety of others or himself:
1. Completion of Behavior Data Tracking form 2. Contact Central Office personnel 3. Notify parents of behavior concerns 4. Observation (Behavior Intervention Referral Form) 5. Implement intervention strategies 6. Conduct parent-teacher conference 7. Referral by Central Office Staff to: a. Public School and/or b. a Mental Health Professional	1. Time In a. Teacher & child discuss behavior expectations; b. Appropriate behavior is taught; c. A plan for improvement is developed. 2. Partial attendance – Contact with the parent will be made to discuss attendance alternatives.

The Central Office staff will orientate and provide the necessary information/resource designed to assist staff in working with children with disruptive behavior. Specifically, staff will be trained in philosophy of Positive Behavior Support and receive necessary training where appropriate.

Developmental Screening and Assessment

Every enrolled child will receive an initial developmental screening (Brigance Early Childhood Screen III) prior to attendance. Results are shared with parents/guardians during a scheduled home visit and are used to identify developmental areas of strength or possible concern. Three times per year, enrolled children will be assessed for their learning progress. Head Start may utilize video-taping during hands-on activities and child/staff conversations to supplement the assessment process. Center-based teachers will utilize Teaching Strategies Gold for child assessment; home-based home visitors will utilize Brigance IED III. Assessment results/outcomes are discussed with parents/guardians during Parent/Teacher Conferences no less than twice/year.

Curriculum

Center-based teaching staff utilizes Creative Curriculum for Preschool as the primary source for daily lesson planning. Home-based home visitors utilize Growing Great Kids (Prenatal-5) curriculum resources for planning learning activities. Each curriculum is aligned with the Head Start Early Learning Outcomes Framework, as well as state early learning standards. Additionally, each curriculum has a parent/family component that encourages families to expand learning activities into the home environment.

Pre-Enrollment Requirements

Prior to your child's attendance in the classroom or participation in a home visit,
your child SHOULD HAVE COMPLETED the following items:

1. Application for Medicaid assistance. Apply on-line at mydss.mo.gov or contact your county Family Support Division of Department of Social Services for a paper copy. (This should be done **immediately**, prior to the completion of the physical and dental requirements.) If the child's Medicaid is not active, the parent might be responsible for health costs. Please call 855-373-4636 for any questions, concerns or changes.
2. Physical examination (including blood pressure) or Well Baby Exam
3. Hemoglobin/Hematocrit/Lead Test
4. Dental examination
5. Current immunizations
6. Brigance Early Childhood Screen III

Nutrition and Physical Health

Menus and physical activities are based on the Missouri Eat Smart and MOve Smart Guidelines. These guidelines help to create a nutritious and physical activity environment that improves the health of Missouri's children.

Low Sugar/Food Source Policy

The Green Hills Head Start Program has a Low Sugar Policy. This is to help promote physical and dental health as well as teaching children to make healthy food choices. We ask that you NOT bring "sweet treats" (cupcakes, cookies, candy, etc.) to the classroom as we are not allowed to serve them. Additionally, we cannot accept other food items prepared or brought from homes. **Nutrition Guidelines prohibit foods from outside sources unless approved by the Nutrition Specialist.**

CACFP Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Dept. of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administrating 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 dear, 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/letter to:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410
(2) Fax: (202)690-7442; or
(3) Email: program.intake@usda.gov

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Snow Days

Listen to your radio or look for text messages on your phone. If the public school in your town (where the Head Start center is located) is closed (for snow or inclement weather), the Head Start Center will **normally** be closed. (There are NO late starts.) Home Visitors contact parents if home visits will be canceled. **Contact your Teacher or Home Visitor with questions**.

Field Trips

All Head Start sponsored field trips which require prior approval by the Central Office will be restricted to the town in which the center is operated or Home Base Group meets for socialization. Parent Groups may sponsor field trips with prior knowledge/approval by the teacher/home visitor and the Education Specialist.

Attendance

The primary mission of NCMC/Green Hills Head Start is to serve children and families first. In accordance with federal regulations, enrollment selection is based upon child's age/family income of applicants. Once selected for Head Start, children and families are eligible to receive all services offered by the program.

Attendance, participation in program activities, and regular communication between families and staff are vital to the Head Start experience. We promote regular attendance to ensure your child receives all the benefits of our program, such as:

- Having as many learning opportunities as possible;
- Developing a sense of predictability by learning to follow routines and schedules;
- Having more opportunities to grow and develop in areas such as motor skills, literacy, language, self-help, social and emotional skills;

Attendance (Cont.)

- Participating in screenings/assessments that will determine your child's growth during the year. Head Start may utilize video-taping during hands-on activities and child/staff conversations to supplement the assessment process.
- By making your child's school attendance a priority, you are taking an important step in setting a good example and supporting your child's success and school readiness.
- Your participation in home visits arranged by the teacher and Family Engagement Specialist also enhance the Head Start experience of you, your child and your family.

Efforts will be made to promote the safety and well-being of your child by:

- Contacting parents/guardians when their child is one hour late for classes.
- Conducting a home visit if your child has multiple unexplained absences.

Strategies to support regular attendance will be initiated as necessary. If those efforts fail and attendance continues to be irregular, the family's need for Head Start services will be re-examined. NCMC/Green Hills Head Start can consider the child's slot an enrollment vacancy if absenteeism persists.

To fulfill individual needs, a child's attendance may be limited due to any of the following:

- Prerequisite to an educational observation prior to an evaluation by the local educational agency or other qualified professional.
- Developmentally-appropriate option for a child's current developmental level.
- Parent request.

While the program will severely limit the temporary suspension of any child due to behavior issues, it may be necessary if there is a serious safety threat to that child, other children, and/or adults. Efforts to provide resources and assistance to the child and parents/guardians will be immediately initiated, including engagement of a mental health consultant.

Arrival/Departure Procedures

Each child must be accompanied to the center by a parent or designated adult and left with a staff member. Children will only be released to adults authorized by parent or legal guardians whose identity has been verified by photo identification. Names, addresses, and telephone number of persons authorized to pick up a child will be obtained during the enrollment process and regularly reviewed, along with clarification/ documentation of any custody issues/court orders. The legal guardians of the child should be established and documented at this time. When a parent wants to authorize additional person to pic up their child, documentation of this request should be kept in the child's file. The facility will use photo identification for verifying the identification of a new person to whom the parent's have given written authorization to pic up their child, if a parent arrives intoxicated or incapable of taking the child safely child care providers will call the local police or the local child protection agency. Telephone authorizations will be followed up with a phone call to the parent/guardian to make sure they did call to authorize a certain person to pick up their child. When leaving the center, each child must be escorted by an adult and never left unattended in the street/parking lot. Special Note: *Without a copy of a court order or other legal documentation in the child's file, Green Hills Head Start cannot legally withhold a child from a parent who is able to prove such relationship with the child. Affected families must provide a copy of such documentation to the Head Start Teacher or Home Visitor to be placed in the child's file.* Children **not picked up** in a timely manner will be considered "abandoned" and the proper authorities will be notified.