



Jefferson Franklin
COMMUNITY ACTION CORPORATION



HEAD START/EARLY HEAD START
FAMILY HANDBOOK

IMPORTANT INFORMATION:

My Child's Head Start/Early Head Start Center: _____

Center Telephone Number: _____

My Child's Teacher: _____

My Child's Family Coach: _____

My Child's Team Supervisor: _____

EMERGENCY CONTACTS:

My Child's Doctor: _____

Telephone Number: _____

My Child's Dentist: _____

Telephone Number; _____

Local Police Phone Number: _____

Local Fire Department Phone Number: _____

Poison Control Center Phone Number: _____

Parent Code of Conduct

Courteous and respectful behavior between and among all program participants is essential for JFCAC Head Start to achieve the program's mission and to provide a safe and positive learning environment for the children, families, and staff. Associates, consultants, parents, guardians, volunteers, and anyone else involved with the program are expected to follow the Code of Conduct outlined below:

Standards of Conduct: All associates, consultants, parents, guardians, volunteers, and participants involved with the program will:

1. Respect and promote the unique identity of each child and family and refrain from discriminating on the basis of gender, race, ethnicity, culture, religion, disability or sexual identity.
2. Follow program confidentiality policies concerning information about children, families and other associates.
3. Leave no child "alone" or "unsupervised" while under their care.
4. Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
5. Conduct themselves personally and professionally in a manner that reflects positively upon the program's reputation, the children, and families the program serves.
6. Refrain from smoking on the property.
7. Not solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors if they are involved in the award and administration of contracts or other financial awards.
8. Maintain courteous and respectful relationships with program associates, consultants, parents, guardians, volunteers, children, and other participants.

JFCAC Head Start/Early Head Start will not tolerate behavior by associates, consultants, parents, guardians, volunteers, other participants, or anyone else involved with the program that violates the Code of Conduct. Examples of violations include, but are not limited to the following:

- Threats to children, parents, guardians, volunteers, associates, consultants
- Physical or verbal punishment of a child
- Swearing or cursing
- Smoking
- Quarreling, verbal fighting, loud shouting, and displays of anger
- Bringing drugs, alcohol or weapons to program centers or events
- Physical violence
- Inappropriate or excessive displays of physical affection between adults
- Inappropriate dress (Ex: low cut top, bare midriff, clothes with words or pictures inappropriate for young children)
- Any action that disrupts the Head Start/Early Head Start program

If a parent, guardian, or volunteer violates the Code of Conduct, JFCAC Head Start/Early Head Start reserves the right to:

- Restrict access to the program, classrooms and activities
- Contact the Missouri Department of Social Services
- Contact the police
- Take civil or criminal action

Procedures:

1. The Standards of Conduct policy for associates is outlined in the JFCAC Employee Handbook.
2. Any associate who witnesses a violation will speak directly with the person in private, when possible, and if safety is not an issue.
3. When the safety of children or staff is threatened, an associate will call the police.
4. Associates will report violations to the Site Supervisor immediately. In the absence of the Site Supervisor, the Education Coordinator will be contacted. In the absence of the Education Coordinator, the Education Services Manager will be notified.

5. Program responses to the violation will be made by the Head Start Director.
6. The Human Resources Policies of JFCAC govern employee violations of the policy. Program Approach and Description

Our Mission Statement

“To awaken the love of learning by creating a culture of resiliency through connection and engagement in order to empower children, families, staff, and the community.” Resiliency is defined as “the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress.” Our program realizes that many of the families in today’s society are met with daily stressors such as financial difficulties, divorce, death, health, and many other stressful events. This can have a huge impact on their children’s long-term health and development. At JFCAC Head Start, we are dedicated to building positive relationships with families and children and helping them find resources, supports, and strategies that allow them to parent effectively, even when under stress.



Available Program Models

The JFCAC Early Head Start/Head Start program offers pregnant women, infants, toddlers, and Preschoolers comprehensive community-based collaboration development services to income eligible families. Through a relationship-based approach, children and families are provided with a developmentally appropriate environment and planned individualized educational experience that support their child’s growth and development. The following principles work together to improve positive outcomes for our pregnant women, infants and toddlers, and preschoolers.

1. High quality environment
2. Relationship-based approach
3. Strong parent involvement
4. Inclusive care
5. Collaboration
6. Transition planning with families
7. Comprehensive services

The Early Head Start program incorporates three types of services designed to meet the needs of our families:

□ **Home Based Program Model for Pregnant Women**

The primary goal of the prenatal home-based program model is to help ensure a healthy pregnancy and a healthy baby. Each pregnant woman will receive weekly visits in the comfort of their own home. Family Coaches establish a warm, supportive, and empowering relationship with families and pregnant mothers. Pregnant mothers are also invited to pregnancy, breast feeding, and parenting groups where pregnant or breastfeeding mothers can communicate and relate to other women in their area.

□ **Home Based Program Model for Infants, Toddler, and Preschoolers**

The Early Head Start/Head Start home-based program model supports each child's individual development in the comfort of the family's own home. Our program utilizes the Parents as Teachers curriculum, which promotes the following: child development, parenting behavior, parent-child interactions, development-centered parenting, and family well-being. The Family Coach works directly with the family to identify their strengths, capabilities, and skills to foster family protective factors. Group connections are held twice a month for the family to engage in fun, educational activities with other families and their children in a classroom or social setting.

□ **Center Based Program Model for Infants, Toddlers, and Preschoolers**

The Early Head Start/Head Start center-based program model provides educational learning opportunities in a classroom setting. Our program utilizes the High Scope Curriculum to support children's learning in a safe and engaging environment that supports the five key ingredients of active learning: materials, manipulation, choice, child language and thought, and adult scaffolding. Classroom staff conduct 2 home visits and 2 parents conferences a year with families to share each child's developmental progress, as well as provide strategies and resources for the family to support learning in the home.

□ **School District and Child Care Partners:**

JFCAC Head Start/Early Head Start program partners with local childcare and school districts to provide Head Start services in school district and child care locations surrounding Jefferson and Franklin counties. Our partner locations may also have their own rules and regulations not included in this handbook. Please make sure to check with the staff on site if you have any specific questions in regards to on their operations and policies.



Services We Offer

□ **Developmental Screenings**

Every child enrolled in Head Start and Early Head Start, with parent consent, receives a comprehensive developmental screening. We utilize the ASQ-3 and ASQ-SE screening tool, which provides information about your child's current motor, language, cognitive and social/emotional development. The screenings provide you and your child's teacher/family coach important information about your child's functioning within the range of typical child development. Based on the results of the screenings, further support by Head Start Staff and/or evaluation by your physician or school district may be recommended. When recommended, it is important to follow through to make sure your child develops to the best of his/her ability.

□ **Assessments**

Children in both our home based and center-based program options receive ongoing assessments throughout the program year to track their development in social development, language and literacy, physical development, cognition, and the skills children use to engage in learning. Classroom staff and Family Coaches will share ongoing information with parents as well as providing activities that they can do with their child to increase learning in the home.



□ **Physical Health, Dental, and Medical**

The Head Start or Early Head Start program, requires an up-to-date immunization record for each child upon enrollment. A current physical must be completed within 30 days from your child's entry date in order to maintain enrollment in the center-based program option. If you need help obtaining immunizations, an up to date physical or do not have a medical or dental provider, your Family Coach will assist you with these needs. Because early intervention is vital to the health and well-being of your child vision, hearing and dental screenings are provided at some Head Start locations, as well as local clinics. Vision and hearing screenings are completed within 45 days of your child's entry date and dental screenings are completed within 90 days of your child's entry date. Your family coach will work with you to obtain follow-up care as needed. In order to promote healthy dental habits, children brush their teeth daily at our centers and tooth brushing is encouraged during weekly home visits. Children are taught how to brush properly using teacher modeling, books, songs, puppets and games. Activities are provided to encourage children to build healthy habits such as proper hygiene, healthy eating, exercising, and taking care of their teeth.

□ **Wellness**

We strive to assist our children in gaining the social and emotion skills that will promote the development of positive relationships and the ability regulate emotions and behavior. Our staff are trained to implement mindfulness strategies in an environment that provides safe PLACE (an environment that is Playful, Loving, Accepting, Curious, and Empathetic). Our program also works with a mental health consultant, who is able to provide additional support and strategies in an effort to maximize positive outcomes for our children. We are dedicated to creating a culture that promotes the ability to bounce back from life's stresses (resilience) for all children, families, and staff in our program.

□ **Smooth Transition into Kindergarten**

We strive to ensure children's transition from our program into Kindergarten is as smooth and seamless as possible. We have established an Education Advisory Committee that works with local school districts to identify ways to provide support to families and children that transition from Head Start into the public school system. During the pre-kindergarten year in Head Start, the program offers a variety of supports to families regarding their child's transition to Kindergarten, such as: parent meetings, conferences and home visits to discuss strategies for school readiness success, providing families with school district registration information, as well as on-going support for families to ensure their child transitions smoothly to Kindergarten.

□ **Nutrition**

JFCAC Head Start/Early Head Start centers participate in the Child and Adult Care Food Program (CACFP). This funding assists Head Start programs in providing nutritious meals and snacks to children that support growth and development. Mealtimes in classroom settings are used as an opportunity for children to learn about nutrition, new foods, colors, flavors, and textures while developing math, science, communication, and social skills in a relaxed, social setting. Classroom staff, parents, and volunteers' model social skills, proper table manners, the use of utensils, and positive eating habits. Home based families are also provided healthy snacks during Group Connection activities.

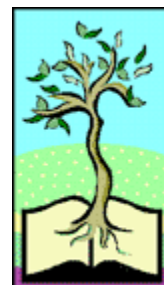
Each classroom has designated meal times as a part of ensuring a consistent schedule and routine for children. Full day classrooms are provided breakfast, lunch, and a snack. Part day classrooms are provided one meal and one snack. If you know you will be dropping your child off after the designated meal time, please ensure your child is fed prior to bringing him/her into the classroom, if possible. If you drop your child off after a scheduled mealtime has ended, staff will provide him/her with an alternate snack if requested. Parents may not bring food into JFCAC Head Start centers or classrooms.

If a child has any special dietary restriction, our program will provide substitutions as necessary. A Food Substitution Form must be filled out by the child's doctor and requires both a parent/guardian and doctor's signature in order for the program to provide the necessary substitution. Menus are posted on the parent boards in all our centers and are sent home-monthly.

□ **Family Support Services**

The Head Start/Early Head Start Family Support Services are based on the following staff-family principles:

- **All families need support**
Every family regardless of its level of income, educations, or self-sufficiency requires support to deal with the challenges posed by today's society. Seeking and using support are critical family strengths, not deficits in family functioning.
- **Each family is unique**
Families are diverse in composition, economic status, cultural/ethnic background, and in the values, beliefs, and practices they follow. Families are supported best when appreciation and respect are shown for family differences.



- **The goal of working with families is to strengthen, not substitute for, family responsibilities.**
Families have core responsibilities for their members that society cannot replace, but can support through resources and services. Family responsibilities include economic support, health care and protection, education and socialization, and family maintenance.
- **Families benefit most from family-centered support and services.**
Family hopes, interests, strengths, and concerns need to be the primary focus of staff who work with families. The priorities and choices of families are the driving forces in decisions about ways to provide support and services.

Healthy families do not live in isolation; they are part of larger systems. Healthy families need, use, and foster relationships with extended family members, friends, community groups, social organizations, schools, etc. One of the best ways to support families is to help develop relationships with others in the various systems that surround them.

Family Engagement Opportunities

Families are encouraged to engage in all aspects of the JFCAC Head Start/Early Head Start program. Family input is sought in three areas:

1. Decision-making in the design and operation of the Head Start/Early Head Start program through Policy Council.
2. Develop and participate in center activities and decision making for Head Start/Early Head Start families and children through the Family Committee.
3. Provide program support through various volunteering opportunities.

Policy Council

Would you like to learn more about JFCAC and the Head Start program? Well if so, then Policy Council will help you do just that! The JFCAC Head Start policy council meets every month to discuss important issues surrounding the community, and how the agency can best support the families and children we serve. Parents, community members, and Head Start staff work together help make important decisions to ensure our program meets the needs of all families and children. If you are interested in being a part of this awesome group, talk to your Family Coach and fill out a nomination form!

Family Committee

If you are looking for ways to be more involved in your child's education, look no further! Our Head Start/Early Head Start locations each have an established Family Committee. Whether your child is enrolled in a classroom or in our home based option, you are welcome to join the family committee at any time of the program year! These meetings are primarily run by parents and/or guardians of currently enrolled children. Together, family members and staff help to plan family events, participate in interviewing and selecting staff members at their location, discuss issues at the location and problem solve as a team, and build positive relationships with staff and other parents. It's a great opportunity to get involved in your child's education and meet new people! If you are interested in attending, ask a staff member!

Volunteering

Volunteers play an important role in Head Start's success. All family members are encouraged to volunteer.

Here are some tips on how you can help:

1. Work with your child(ren) at home as an extension of the classroom
2. Assist in planning activities for the children by addressing the following:
 - What you want your child to learn at Head Start/Early Head Start
 - What kinds of activities should be included in the daily program
 - What ways children in the program are growing and learning
 - What areas you would like to receive further training
3. Assist in decision-making about the nature and operation of the program through our Policy Council
4. Become an active member on the Family Committee at your center location
5. Prepare activities at home for classroom use
6. Volunteer at the local center by assisting in classroom activities, organizing and cleaning, preparing art activities, decorating, etc.



Any individual who volunteers for 20 or more hours per month will be considered a regular volunteer. **ALL** Volunteers must complete a Volunteer Application and Volunteer Orientation.

Attendance:

Consistent attendance in the Head Start/Early Head Start program is a key factor in making sure you and your child benefit fully from the services that we provide. JFCAC Head Start/Early Head Start requires that all children maintain at least a 90% attendance rate, as chronic absenteeism (missing 10% or more of program days) is associated with future absenteeism and negative academic outcomes.

Center-based Program Model:

Families are required to sign an attendance agreement prior to the first day of class. If your child will be absent from school, please contact your Family Coach prior to the start of class. The well-being and safety of our families is very important to us!

Reliable transportation is a requirement for enrollment in the center-based program model. If you are having difficulties getting your child to school, please reach out to your Family Coach. Please remember that JFCAC Head Start/Early Head Start is unable to provide transportation, but we may be able to help you get a plan in place to make sure your child is able to attend.

Home Based Program Model:

Families are required to sign an attendance agreement prior to the first home visit. If your family is unable to complete your visit at your scheduled time, please contact your Family Coach at least one hour prior to your visit time. The well-being and safety of our families is very important to us!

Weekly home visits are a requirement of the home-based program model. If you are having difficulties keeping your scheduled visit time, please reach out to your Family Coach. Your Family Coach will work with you to change visit times if necessary.

Chronic Absenteeism:

If a child's attendance rate falls below the 90% percentile, the Family Coach will contact the parent/guardian to help determine why the chronic absences are occurring, and may request to schedule

an Attendance Success Plan meeting to help identify any barriers to attendance, and provide strategies to assist in increasing the child's attendance rate.

In the event that a family refuses to attend an Attendance Success Plan meeting, or is unable to reach the goals of the Attendance Success Plan, it may be determined that another program option may be a better fit for the family's current circumstances. The child may be placed on a "waitlist" until another program option comes available, or until the family situation changes that allows the child to fully participate in the current program option.

Licensed Child Care Provider

All JFCAC Head Start centers are licensed by the Missouri Department of Health-Bureau of Child Care Safety and Licensure. The state monitors our centers annually for compliance with safety and health regulations. A copy of the licensing rules for Child Care Centers is available at each location. Contact the Team Supervisor for more information. Parent volunteers are always welcome; however, because we are a licensed facility, siblings cannot be in our classrooms. Please plan for childcare for siblings when visiting a classroom.

All JFCAC facilities and classrooms are smoke- and tobacco-free. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or on the property.

All JFCAC Head Start/Early Head Start center compliance/inspections are on file for public view through the Missouri Department of Health and Senior Services Child Care District Office for St. Louis City and County.

□ **Open Door Policy:**

The Head Start/Early Head Start program maintains an "open door policy" and you may visit your child's room at any time. Sharing a lunch, a story, or rocking your baby to sleep helps you and your child feel connected and safe in this environment. Classroom staff welcome parents' willingness to share their talents, hobbies, and help with special activities and events!



□ **Importance of Arrival Time:**

We strongly encourage you to bring your child to school on time so that they may participate in all daily opportunities and activities. Our classroom is structured with a consistent daily schedule and routine that supports our curriculum. Our goal is to maximize the time that our educators have to spend with your child, in order to provide them with a high-quality learning experience. Please speak with your family coach if you have any concerns or need any special accommodations.

□ **Dress:**

Please dress your child in clothing appropriate for play. Closed toed shoes with rubber soles should be worn. Backless sandals and "flip flops" are dangerous for children to wear when playing outside and are not permitted. Outdoor time occurs every day, unless the temperature is below freezing, it is raining, or snowing. Please dress your child according to the weather.

Please send an extra set of clothing for your child when they attend the first day of Head Start or Early Head Start. These items will be used for your child only in the event of an accident, spill, etc.

□ Toys from Home:

All supplies, books, and toys are provided in the Head Start/Early Head Start classrooms. Please do not send toys or other personal items to the center. If your child experiences separation anxiety and would benefit from bringing a security item, please speak to staff at the center as this may be an exception to the rule.

□ Weapons:

No weapons, toy or real, are permitted on the JFCAC Head Start/Early Head Start premises. Failure to adhere to this policy will result in a report to the Missouri State Child Abuse Hotline and local authorities.

□ Child Drop-off and Pick up/Release:

Under no circumstances will children be released to an adult that is not listed on the Emergency Authorization and consent form, no exceptions. Parents are responsible to ensure they communicate to the staff of any additional adults authorized to pick up their child in case of emergencies. *Any changes to the emergency release form must be completed in person and not over the phone, no exceptions.* We encourage all families to provide as many emergency contacts as possible in the case that you are unable to pick up your child at the designated pick up time. Our child release policy states the following:

Release of children to anyone other than a parent or legal guardian:

- Parents must provide a list of adults of at least 16 years of age that are authorized to pick up the child in the event that the parent or legal guardian are unable to pick up the child. Parents need to provide a current working phone number for each authorized adult.
- Any adult authorized to receive the child is required to provide photo identification to establish identity prior to the child's release.
- JFCAC staff must allow a child to be released to an adult listed on the child's birth certificate if the certificate is provided unless there is court documentation preventing the adult from assuming care of the child.

If Child is not picked up by an authorized parent/guardian by the end of the classroom session:

- Staff will make every attempt to contact all emergency contacts provided on the emergency consent form.
- If after several attempts staff are unable to contact an authorized parent/guardian and/or the child has not been picked up, staff may contact the authorities or Child Abuse and Neglect Hotline to seek assistance in caring for the child.

Addressing late pick up:

- If a parent has picked up his/her child more than 15 minutes late on two separate occasions and/or a hotline report due to a no show/no call during pick up, the Family Coach will arrange a meeting with the parent/guardian, Team Supervisor, and classroom staff to discuss these occurrences and develop an action plan to address any situations contributing to the incidents, including the possibility of considering a different program option.
- If the parent does not comply with plans set forth in a meeting between the parents and staff and does not select another program option, the child may be removed from the program and placed on a waitlist.

□ **Discipline and Guidance:**

JFCAC believes children need guidance rather than punishment in order to develop the skills to appropriately control their own behaviors and interact positively with peers and adults. Caring adults guide children in this process by setting clear limits and expectations, redirecting behavior, modeling expected behavior, and enforcing consequences that are logical, and assist children in taking responsibility for their actions and choices. Corporal punishment of children by parents, staff, consultants, or volunteers on Head Start premises is prohibited. Violation of this policy may result in suspension or dismissal from employment for staff. Consultants, parents, and volunteers that violate this policy may be denied opportunities to be involved in the Head Start classroom or with on-site center activities, and possibly reported to the Child Abuse and Neglect hotline.

When a child's behavior hinders their ability to learn and/or creates a safety concern for him/herself and others, a behavioral plan may be put into place to best support the child. This is a collaborative plan which will include the input of relevant teaching staff, Head Start management staff, mental health consultants, the child's family, and school district staff, if applicable.

□ **Mandated Reporters:**

All Head Start staff are by Missouri law are mandated reporters, and are required to report any suspected child abuse and/or neglect to the Missouri Child Abuse and Neglect Hotline. Each year, all staff receive training on mandated reporting that includes:

- Legal Requirements of the Mandated Reporter
- Child Abuse/Neglect Defined and Indicators of Child Abuse/Neglect
- Plan for Responding to Suspicions of Child Abuse/Neglect
- Effectively Reporting

In addition, JFCAC staff are mandated to report any person who displays the following behaviors while in the contact of children either in the center or during a home visit:

- Possible intoxication or drug use
- Loss of consciousness (sleeping/ fainting)
- The adult has confided in a JFCAC Head Start Staff member that they are having thoughts of suicide, harming themselves, or others.
- Severe distress that may cause harm to themselves or others, or cause them to be unable to safely operate a vehicle.

□ **Medication:**

If a child requires medication to be administered during classroom operating hours, the parent will need to notify the family coach and will need to ensure the Medication Authorization form is completed and signed by both the child's physician and parent. All prescription medication must be in its original container and labeled with the original pharmaceutical label. A medication log will be filled out by staff documenting each time they administer the child medication. Any over the counter medications, including diaper rash medication and sunscreen will only be given if provided by the parent/guardian and with a signed Authorization for Administration of Medication form.



Illness:

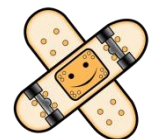
The JFCAC Head Start staff will observe all children for contagious diseases and other signs of illness on arrival and throughout the day. All children will be visually checked for signs of illness and/or injury when they arrive at the center each day. A child should remain home if showing the following signs or symptoms:

- severe headaches and stiff neck
- more than one diarrhea stool
- severe coughing
- difficult or rapid breathing
- yellow skin or eyes
- pinkeye
- unusual spots or rashes
- vomiting more than once
- severe itching of the body or scalp
- or fever of 100 degrees or more
- dark or tea-colored urine
- grey or white stool
- sore throat or trouble swallowing

Missouri state licensing and Head Start will not allow a child to participate in class activities if any of the above symptoms are observed. Children should be free from fever, diarrhea, or vomiting for 24 hours without the use of fever reducing medication before returning to the center. If a child has had a confirmed communicable disease or illness, the child may return to school when he or she has been fever free for 24 hours and is well enough to participate in routine classroom activities. Certain illnesses may require a physician's note before the child is able to return to class

Lice Policy:

JFCAC Head Start/Early Head Start enforces a "no-nit" lice policy. Children are not allowed in the classroom with live lice or nits in the hair. Children will be checked for lice periodically or if the child is showing symptoms of scalp itching. If live lice or nits are observed in a child's hair, the parent or guardian will be notified via phone to pick up the child, and the lice must be treated prior to returning to school. The child will be allowed back into class once the child is free of live lice and nits.



Accident Reports:

Head Start/Early Head Start employees receive regular training in Adult/Child/Infant First Aid and CPR. In addition, adult to child ratios are closely monitored, and teachers actively participate with children in daily activities to help to reduce the potential for injury. However, on occasion, minor injuries may occur. If a child is injured while attending Head Start (e.g. a scrape on the knee or a tumble on the playground), staff will complete an Accident Report, which gives the details of the accident and describes any first aid that was provided. Parents will be notified of any accident or injury by phone, and will sign the accident report and receive a copy upon pick up. Parents will be notified by phone regarding any head injuries and may be

required to pick up their child. Head Start will call 911 for any serious injuries/illnesses and the parent or guardian will be notified immediately.

Closure of Head Start/Early Head Start Services

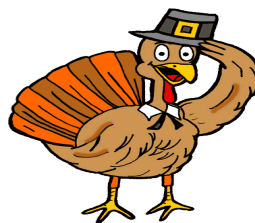
□ Emergency Closures:

Emergency closures may occur with individual JFCAC Head Start/Early Head Start centers or program wide. There are a variety of causes for emergency closures, including bad weather, facility problems, an outbreak of communicable disease, etc. If an occurrence happens during the hours the center is open, families will be notified via phone call from staff. If the cause of the closure lasts for more than one day, parents will be notified via phone call by staff. Once the location is re-opened, staff will notify parents.

□ Closures Due to Bad Weather:

JFCAC Head Start/Early Head Start Program may close centers due to weather conditions that impede the ability for families to travel safely to and from school. Please refer to the local school district your center resides in for weather related closings.

- ❖ In the event that the School District closes due to snowy conditions, the Head Start center will be **closed** for all services to enrolled children and families.
- ❖ In the event that the School District is opening school under a “late start,” “delayed start,” or a “snow schedule,” the Head Start center will be **closed** for all services to enrolled children and families.
- ❖ In the event that Head Start is currently session, and the school district announces an “early dismissal due to weather, you will be contacted by the center staff.



□ Holidays and Professional Development:

JFCAC Head Start/Early Head start will not provide services in observance of the following holidays:

New Year's Day (Observed)
Truman Day (Observed)
Labor Day
Thanksgiving Day
Christmas Day (Observed)

Martin Luther King Jr. Day
Memorial Day
Columbus Day
Day after Thanksgiving

President's Day
Independence Day (Observed)
Veterans Day
Christmas Eve (Observed)

Some of our Head Start/Early Head Start programs are located in district buildings, and may close services following their districts' school calendar. Our program may also close for all staff Professional Development once a month throughout the program year. All upcoming school closures due to holidays and/or professional development days will be communicated to parents prior to the date of closure.

Discrimination Policy

JFCAC does not discriminate in its enrollment or employment practices on the basis of race, color, creed, religion, sex, age, national origin, ancestry, disability, veteran status, health status, or sexual identity.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider

Additional JFCAC Programs

Community Services Block Grant (CSBG)

636.789.5736

Provides information & assists with access for agency programs, assesses family needs & potentials, & helps with referrals to appropriate resources.

Housing

636.728.9405

The Section 8 Housing Program offers rental assistance in existing houses, mobile homes, and apartments so that safe, decent, and sanitary living conditions can be affordable for income qualified families.

Weatherization

636.764.6060

The Weatherization Assistance Program is a free program for completing home energy efficiency measures to income-qualifying household. The program's goal is to reduce energy costs by improving the energy efficiency in homes and addressing health and safety concerns.

W.I.C.

636.285.8947 or 636.285.8942

Women, Infants, and Children Supplement Program (WIC) is a health and nutrition program for Women, Infants, and children, aimed at preventing problems in growth and development. Nutritious food supplements are provided to the following individuals who are found to have special nutritional needs: pregnant women, nursing mothers, women with babies under the age of 6 months, infants, children up to age 5.