



Jefferson Franklin  
COMMUNITY ACTION CORPORATION



# *HEAD START/EARLY HEAD START PARENT HANDBOOK*

**IMPORTANT INFORMATION:**

My Child's Head Start/Early Head Start Center: \_\_\_\_\_

Center Telephone Number: \_\_\_\_\_

My Child's Teacher/Family Educator: \_\_\_\_\_

My Child's Family Advocate: \_\_\_\_\_

My Child's Education Coordinator: \_\_\_\_\_

**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: \_\_\_\_\_

## **JFCAC Head Start/Early Head Start Administration Office**

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Hillsboro, MO 63050

Phone: (636) 789-2686

[www.jfcac.org](http://www.jfcac.org)

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### **Head Start Management Team**

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### **Head Start Support Staff**

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## Table of Contents

Parent Code of Conduct .....	5
Program Approach and Description .....	6
Enrollment Options .....	6
Collaboration Sites .....	6
Early Head Start Program Services .....	7
Head Start Program Services .....	8
Importance of Early Education .....	9
Sample Daily Routine .....	10
Smooth transition to Kindergarten .....	12
Communication between Teachers and Parents .....	13
Screenings .....	13
Medical and Dental .....	13
Mental Health/Special Services .....	14
Nutrition .....	14
Birthday Treats .....	14
Parent Involvement .....	15
Policy Council .....	15
Volunteering .....	15
Parent/Family Engagement .....	16
Family Support Services .....	17
Parent Education .....	17
Licensure .....	18
Attendance .....	18
Child Drop-off and Pick up/Release .....	18
Importance of Arrival Time .....	20
Child Abuse and Neglect .....	20
Discipline and Guidance .....	20
Parent Orientation .....	20
Discrimination Policy .....	21
Holidays .....	21
Emergency Closures .....	21

Dress ..... 22

Open Door Policy ..... 22

Toys from Home ..... 22

Weapons ..... 22

Access to Education and Family Records ..... 22

Health Requirements for Children ..... 23

Immunizations ..... 23

Blood Tests ..... 23

Medicine/Illness ..... 24

Accident Reports ..... 25

Program Concern Procedure ..... 25

Head Start/Early Head Start Center locations ..... 26

Head Start Collaboration Locations ..... 26

Additional JFCAC programs ..... 26

## 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. 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.
7. 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 other children in the program, classrooms and activities
- Terminate the child's enrollment
- 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

JFCAC is dedicated to ensuring each child that enters our program receives high quality educational experience that focuses on parent and family engagement. As the saying goes, it takes a village to raise a child, and that is our true approach to early childhood education. We believe that parent and family engagement in Head Start is essential in achieving outcomes that lead to positive and enduring changes for the children and families we serve. Our dedicated team of staff works to support strong relationships between parents and their children, thus nurturing ongoing learning and development for both parents and children.



## Enrollment Options

JFCAC Head Start/Early Head Start program offers exceptional opportunities for children to develop socially, intellectually, physically, and emotionally in a wide range of program options that best fit each family's needs.

### Center Based Option

JFCAC operates 8 Head Start centers with part-day and some full day services throughout both Jefferson and Franklin Counties. Our Head Start centers provide 9 months of services to children. All of our Early Head Start classrooms provide 12 months of service. (See Head Start/Early Head Start Center locations on page 26 for locations and contact numbers).

### Home Based Option

JFCAC services a total of ninety-nine children within the home based option. Head Start children receive 9 months of program services while Early Head Start receives services year round. Children in the home based program receive a minimum of 90 minutes of weekly home visits from a Family Educator, and opportunities for socializations are provided twice a month.

## Collaboration Sites

JFCAC Head Start/Early Head Start partners with other child care providers to expand comprehensive child development services to more children within both Jefferson and Franklin Counties. Our collaboration sites include: Washington Early Learning Center (Washington, MO); and Sullivan Primary School (Sullivan, MO). (See partner listings on page 26 for locations and contact numbers).

## Early Head Start Program Services

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

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 Services for Pregnant Women

The primary goal of prenatal home visiting services is to help ensure a healthy pregnancy and a healthy baby. Each pregnant woman will receive one, one and half hour visit each week. Family Educators 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 Services for Infants and Toddlers

The Early Head Start home-based program supports children and their families through home visits and group socialization experiences. Each week a family educator engages with the child(ren) and family in your house for one and a half hours. Two times a month socializations are held for the family to engage with other families in a classroom or social setting.

Each infant and toddler family educator utilizes the Partners for a Healthy Baby Curriculum. This curriculum provides a unique and comprehensive experience that addresses the entire family unit.

### Center-Based Services for Infants and Toddlers

Each infant and toddler classroom consists of one teacher for each 4 children, with no more than 8 children in one classroom. This ratio ensures that each child's individual needs can be met by their own primary caregiver. Teachers provide experiences for infants and toddlers to explore, play, and learn in a relationship based approach. Daily care notes are sent home to parents each day so they know what their child experienced that day.

The program provides center-based services for infants and toddlers at the following locations: Gray Summit and Hematite.



## Head Start Program Services

The JFCAC Head Start/Early Head Start program offers children ages 3 to 5 years comprehensive child development services in a variety of program settings. Through the High Scope curriculum approach, children and families are provided with a developmentally appropriate environment and planned individualized educational experiences that support their child's growth and development. The following principles work together to improve positive outcomes for pre-school age children:

1. High quality environment
2. Engaging teacher-child interactions
3. Highly individualized teaching and learning
4. Strong parent involvement
5. Collaboration
6. Smooth transition to kindergarten
7. Comprehensive services

## Home-Based Services for Preschoolers

Trained Family Educators conduct a home visit for preschoolers each week lasting one and half hours. The home visits must be conducted with the child's primary care giver(s). The home environment offers an ideal place to focus on child development, and kindergarten readiness. Family Educators and primary care givers collaborate to create goals and learning opportunities for the children in the home.

## Center-Based Services for Preschoolers

Each Head Start classroom provides one teacher for every ten children, with no more than 20 children in a classroom. Teachers meet weekly to plan and implement daily activities and experiences to support school readiness goals for each child.

The program provides center-based services for preschoolers at the following locations: Desoto, Fenton, Hematite, House Springs, Windsor, Gray Summit, St Clair, Union, Sullivan, and Washington.



# How Does JFCAC Head Start/Early Head Start Help Your Child Learn and Grow?

JFCAC Head Start/Early Head Start uses the High Scope curriculum approach. Research based and child focused, the HighScope Curriculum uses a carefully designed process — called "active participatory learning" — to achieve powerful, positive outcomes. Within the curriculum there are three main areas of focus to support children's learning: adult-child interaction, classroom layout and materials, and the daily routine. Teachers carefully construct learning experiences that increase child outcomes in the following learning domains: approaches to learning; physical development and health; math; social studies; social and emotional development; language, literacy, and communication; creative arts; science and technology. All of these areas of development are key to school readiness.

The program uses the COR Advantage online assessment tool for assessing where your child's development is with specific school readiness objectives. This tool provides your child's teacher with information that allows them to intentionally plan individualized learning opportunities to support your child's growth and development. Assessment, planning, and family engagement are the key to your child's future school success.

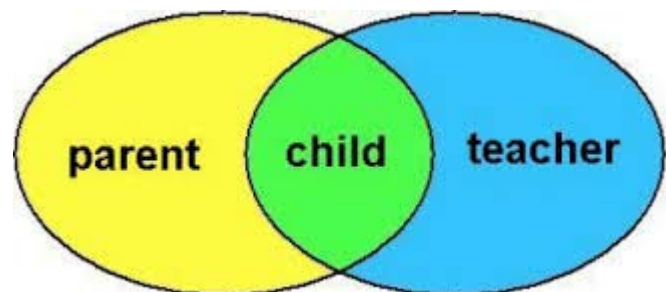
In order to ensure your child's success in school, parent engagement is a must! You can help prepare your child for kindergarten and beyond by becoming involved in the curriculum and learning process. Here are some ways you can help:

- Talk with your teachers during drop off and pick up
- Read to your child nightly
- Ask your child what they are doing in school each day
- Utilize home visits and conferences to give your input and set goals for your child's learning
- Involve yourself with take home activities to extend learning from the classroom into your home
- Volunteer in the classroom... 5, 10, 15 minutes... It all counts in the eyes of your child!

## School Readiness

### Our Approach

At JFCAC Head Start program, we understand that infants, toddlers, and preschoolers are most likely to experience school success when they are exposed to a learning environment that provides high quality interactions from caring educators, as well as experiences that allow children ongoing opportunities to explore and develop their natural curiosity for learning. The curriculums we use, the High Scope approach as well as Partners for a Health Baby (EHS Home Base program), allows educators to provide rich learning experiences for children to actively explore in a safe, nurturing, and predictable environment. We also believe that parents play a critical role in academic success of their children, as they are their child's "first teacher". Teachers and Family Educators work with families on developing educational goals for their children as well as coaching their efforts in supporting their child's emotional and academic success in the home. We have created "home-school plans" which allow educators and family members to develop goals and strategies to support the child's learning not only in the classroom and during home visits, but supporting learning within the context of the home.



## How We Track Your Child’s Progress toward “School Readiness”

In order to track how your child is progressing throughout the school year, we utilize an assessment tool called COR Advantage. COR Advantage is an online observation based assessment tool which is used three times per year for our 9 month program option, and four times per year for our 12 month program option. Both teachers and Family Educators document their observations of children during play based activities in the COR and utilize this information to assess where each child is developmentally and to make modifications as needed to support each child’s learning needs. Assessment information is shared with families during home visits and conferences and is utilized to help identify educational goals for each child.

### Sample Daily Routine for Children

<b>AM SESSION</b>	<b>HALF DAY OPTION</b>	<b>PM SESSION</b>
8:00am	Greet child and family, health check Self-selected activity	12:30pm
8:15am	Wash Hands AM= Breakfast PM= Lunch	12:45pm
8:40am	Tooth brushing	1:10pm
8:50am	Large Group/Daily Message	1:20pm
9:05am	Plan-Work-Recall	1:35pm
10:00am	Small Group	2:30pm
10:15am	Outdoor Play	2:45pm
10:45am	Wash hands AM= Lunch/PM= Snack	3:15pm
11:15am	Read Story/Prepare to say Goodbye	3:45pm

### **FULL DAY OPTION (Head Start)**

8:00am	Greet child and family, Health Check Self-Selected Activity
8:15am	Wash hands/Breakfast
8:40am	Tooth brushing
8:50am	Large Group/Daily Message
9:05am	Plan-work-recall/clean up
10:15am	Small Group
10:30 am	Outdoor play
11:15am	Wash hands/Lunch
11:45am	Bathroom/Transition to Rest Time
12:00pm	Rest Time
1:15pm	Wake up/Bathroom and Wash hands
1:30pm	Snack
1:50pm	Read Story/Prepare to say Goodbye

### **FULL DAY OPTION (EARLY HEAD START)**

8:00am	Greet child and family, Health check Self-Selected Activities
8:15am	Bathroom/Wash hands Breakfast
8:40am	Tooth brushing
8:50am	Free choice play/small groups (Bathroom as needed)
10:00am	Clean up/Large Group
10:15am	Outdoor Play
11:00am	Bathroom/Wash hands
11:15am	Lunch
11:30am	Bathroom/Transition to Rest Time
11:45am	Rest Time
1:15 pm	Bathroom/Wash hands/Snack
1:45pm	Self-Selected Activities/Prepare to Say Goodbye

## Home Based Sample Home Visit/Socialization Schedule

Through the course of a month each child in the Home Based Program will receive similar experiences of a Head Start classroom. The areas that are covered throughout the month include the following:

Approaches to Learning  
Physical Development and Health  
Social and Emotional Development  
Language, Literacy, and Communication  
Mathematics  
Creative Arts  
Science and Technology  
Social Studies

9:00 am	Greet child and family, Self-Selected Activities
9:10 am	Large Group Experience
9:30 am	Small Group Experience
10:30 am	Out Door Play
11:00 am	Bathroom / Handwashing
11:10 am	Center Choices
11:30 am	Lunch / Tooth Brushing
12:00 pm	Closing and say Goodbye

## Smooth Transition into Kindergarten

JFCAC Head Start/Early Head Start program strives to ensure children's transition from our program into Kindergarten is as smooth and seamless as possible. We have established an Education Advisory Committee to work with local school districts to identify ways to ensure information between schools is shared. During the pre-k year in Head Start, the program offers a variety of support to parents 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.

## Communication between Teachers and Parents

1. Teachers will let you know daily as you drop off or pick up your child how your child's day went, what they are learning and what activities took place.
2. Teachers send notes home with children that tell parents about upcoming activities and special events.
3. Each classroom has a Parent Board displaying Weekly Lessons, the Daily Schedule, menus, helpful information or resources, and news about what is happening in the classroom and center.
4. Parent conferences occur two times per year. During these conferences with the parent:
  - Staff provides opportunity for in-depth discussion of the child's development and adjustment into the program and ways to improve the child's learning at school and at home.
  - Parents are encouraged to share observations of their child, ask questions, discuss their expectations, or express concerns.
  - Staff reviews the child's developmental screening and assessment results with the parents and work toward developing appropriate educational goals for the child.
5. Home visits occur twice per year and are in addition to the two parent conferences. Teachers work with parents to schedule home visits at times that are convenient to the family within the program hours as much as possible. These visits to the home are valuable in building respectful relationships with the parents and in developing a broad understanding of each child outside the classroom setting. During these visits to the home:
  - Staff facilitates opportunities for positive parent-child interactions.
  - Staff supports the development of positive relationships between teachers and parents.
  - Staff works with parents to make the connection between the home and classroom setting.
  - Staff facilitates developmental learning opportunities within the home environment.
  - Staff focuses individualized attention on family strengths, interests and goals.
6. Parents receive center newsletters and center menus monthly.

## Developmental Screenings

Every child enrolled in Head Start and Early Head Start, with parent consent, receives comprehensive health, nutritional, dental, and developmental screenings. Health screenings include hearing, vision, height, weight, blood pressure, lead, and hemoglobin. Developmental screenings include motor, language, cognitive and social/emotional development. The screenings provide you and your child's teacher/family educator important information about your child's functioning within the range of normal 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.

## Medical and Dental

Upon enrollment in the Head Start or Early Head Start program, you must provide an up-to-date immunization record and a physical within 30 days from their entry date into the classroom. If you do not have a medical or dental provider, the Health Team will assist you in obtaining one. The Health Team and Family Advocate will also work with you to obtain follow-up care as needed.

In order to promote healthy dental habits, children brush their teeth after meals. Children are taught how to brush properly and are encouraged to brush regularly. Children are also taught healthy habits through educational activities.

## Mental Health/Special Services

We want to help your child gain emotional stability with skills to create positive friendships and the ability to manage their behavior. In short, we want to help your child recover from life's stress in a way that reduces long-term emotional and behavioral problems. We are happy to offer our assistance as we provide Nurture Groups, Individual coaching, and additional Classroom support. We recognize the importance you play in our goals for your child. We invite significant caregivers in a child's life to be involved in supporting the development of their emotional intelligence and character. It is our hope to connect you to community resources as well as offer opportunities for parent consultations & trainings through Head Start.

## Nutrition

JFCAC Head Start centers serve nutritious meals. Breakfast and lunch are served during the morning session; lunch and a pm snack are served during the afternoon session. In full-day programs, children are served breakfast, lunch, and a pm snack. Only foods provided from our cooks or catering services through schools will be served to children enrolled in Head Start. Parents are not to send or bring any food to the center.

Food Substitutions will be provided for children, toddlers, or infants who have special food or dietary needs. A Food Substitution Form must be filled out by the child's doctor and have a parent's signature on it. Menus are posted on the parent boards in all our centers and are sent home weekly.

JFCAC Head Start practices "family –style dining" and involves children in mealtime. Family-style dining encourages children's independence and decision-making by allowing them to help set the table, serve themselves, pass bowls, and fill their own glasses with milk and juice. Children get to choose the foods and amounts they want to eat. "Clean plates" are not encouraged because this tends to encourage children to overeat.

Children are encouraged to take small portions, and can help themselves to more if desired. Children are encouraged to taste, but are not forced to eat. Food will never be used as a reward or punishment. Second helpings are offered to all children when available. Children will have up to 20-30 minutes for their meals.

Classroom staff, parents, and volunteers model social skills, proper table manners, the use of utensils, and positive eating habits by sitting, eating, and practicing these behaviors with the children.

Mealtimes are an opportunity for children to learn about nutrition, new foods, colors, flavors, and textures while developing math, science, communication, and social skills.

## Birthday Treats

JFCAC Head Start is committed to providing safe, healthy, and nutritious food to the children in our care. We respectfully request that no foods be brought from home or elsewhere into our centers. Your child's diet, while in our care, is specifically planned to follow the Missouri Eat Smart program and the Missouri Child and Adult Care Food Program menu requirements and meet the USDA guidelines for a child's recommended nutritional needs. If food is brought to the center it will be returned home with the child.

## Parent Involvement

Parents are encouraged to participate in all aspects of the JFCAC Head Start/Early Head Start program. Parent input is sought in four areas:

1. Decision-making in the design and operation of the Head Start/Early Head Start program
2. Volunteers and /or classroom observers
3. Develop and participate in activities for Head Start/Early Head Start parents
4. Work with their children in cooperation with center and home visiting staff

Parents may serve on their center's Parent Committee and/or the Head Start Policy Council.

At the beginning of each program year, every Head Start/Early Head Start center establishes a Parent Committee that meets regularly throughout the year. All parent of children in the center and enrolled in the Home Based program are members of the Parent Committee.



## Policy Council

The Policy Council consists of elected parents and community members who actively participate in the policy development and decision-making processes of Head Start. The Policy Council serves as a link between all parents of enrolled participants, public and private organizations, the Board of Directors, and the general community. Each center will hold elections at the first Parent Committee meeting, which is held no later than the second week of September. The individual who is elected as the center's Parent Committee Chair is to be the Policy Council representative for that center. The individual who is elected as the center's Parent Committee Vice-Chair is to be the Policy Council Alternate for that center.

## Volunteering

Volunteers play an important role in Head Start's success. Here are some tips on how you can help:

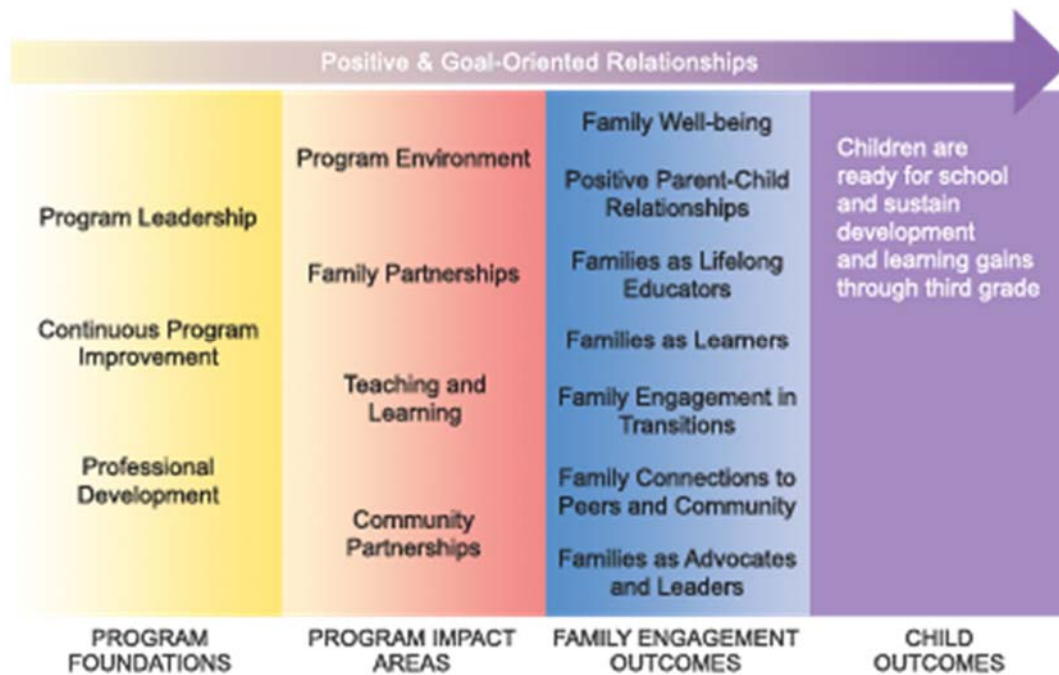
1. Work in the centers or in the Administrative Office as a volunteer
2. Work with your child(ren) at home as an extension of the classroom
3. Assist in planning activities for the children by addressing the following:
  - What you want your child to learn at Head Start/Early Head Start
  - What kinds 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
4. Work together on community problems such as health, housing, education, and social welfare
5. Assist in decision-making about the nature and operation of the program
  - Attend Center Parent Committee meetings
  - Serve as Parent Committee Officer (who will also serve on the Policy Council)
  - Attend Policy Council meetings

All Parents are encouraged to volunteer. Any parent who volunteers for 20 or more hours per month will be considered a regular volunteer. All Regular Volunteers must complete a Volunteer Application and Volunteer Orientation. Any person who is not a parent/guardian or relative of a Head Start/Early Head Start child must complete the Volunteer Application and Volunteer Orientation.



## Parent/Family Engagement

Parent and family engagement in Head Start/Early Head Start (HS/EHS) is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. The PFCE Framework was developed in partnership with programs, families, experts, and the National Center on Parent, Family, and Community Engagement. It is a research based approach to program change that shows how an agency can work together as a whole—across systems and service areas—to promote parent and family engagement and children’s learning and development.



## Family Support Services

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

- **All families need support**
  - Every family regardless of its level of income, education, 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.

### Building Blocks to Family Support:



- Initiate relationships with families through conversations, not through formal interviews.
- Make the family the senior partner in setting priorities.
- Identify family strengths.
- Involve all family members, as well as key players, in activities to support the family.
- Help the family acquire new skills.
- Encourage the family to expand its network of support.

## Parent Education

The Head Start Performance Standards require that each Head Start program present mandated parent education topics each year. The topics may be offered in different venues; some topics would be better received through individual meetings, resource materials, or group presentations.

Parent Education topics which are covered throughout the year include:

- Nutrition Education
- Mental Health Education
- Child Development Education
- Pedestrian Safety
- Child Abuse Awareness
- Substance Abuse Awareness
- Domestic Abuse Awareness



Additional Parent Education opportunities may be available by request.

## Licensure

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 Site Supervisor for more information. Parent volunteers are always welcome; however, because we are a licensed facility, siblings cannot be in our classrooms. Please make arrangements for childcare for siblings when visiting a classroom.

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.

## Attendance

### Center-based children:

All parents/guardians will be required to sign an attendance policy agreement. Any child absent for seven (7) consecutive days of unexcused absences may be removed from the classroom roster and placed on the waitlist.

1. When a child is absent with no contact from the parent/guardian the Family Advocate will attempt to make contact with the parent by phone or email. If no contact is made the Family Advocate will continue to make daily attempts to contact the family. On the 5<sup>th</sup> consecutive unexcused absence the Family Advocate will make a home visit, leaving a note to contact on the premises.
2. Parent/guardians of children with chronic absenteeism; defined as, five (5) non-consecutive, unexcused absences in a month, will be asked to participate in a staffing with both the Family Advocate and one of the classroom teachers. The purpose of this meeting is to determine what steps can be taken to improve the child's attendance. If no resolution is made as a result of this meeting a phone call, email, or letter will be sent to notify the parent/guardian that their child has been placed on the waitlist and they may re-apply at any time in the future.

### Home Based participants:

All participants/parents/guardians will be required to sign an attendance policy agreement.

1. When a family misses the first Home Visit with no notification prior to the missed visit, the Family Educator will leave a note on the door as well as conduct a follow up phone call regarding the missed visit. If the family does not make contact with the Family Educator by the next scheduled Home Visit, the Family Educator will attempt to conduct the Home Visit as scheduled. If the family is still unavailable and has made no contact with the Family Educator, he/she will attempt to make contact with the family's emergency contacts to request that they ask the family to make contact with the Family Educator.
2. If no contact is made with the family within seven (7) business days of the second missed Home Visit the participant may be removed from the Home based roster and placed on the waitlist.

## 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. Parents are responsible to ensure they add any additional adults authorized to pick up their child in case of emergencies. Please notify your Family Advocate if you need to make any additions or changes to the consent form. Our release policy states the following:

1. Release of children to anyone other than a parent or legal guardian:
  - a. Staff must consult the child's Emergency Authorization & Consent form to determine whether the present adult 18 years of age or older is authorized to receive the child
  - b. If the adult is authorized to receive the child the individual is required to provide photo identification to establish identity prior to the child's release
  - c. If the adult is not authorized to receive the child or is unable to present photo identification, staff is not to release the child and is to follow the procedures listed below

## 2. Child Release Contingency

- a. In the event a child is not picked up by an authorized person at the expected time, staff members will adhere to the following procedures:
  - i. Parents will be called at all telephone numbers listed on the child's emergency contact sheet
  - ii. If the parent is not reached, an emergency contact person must be contacted and asked to pick up the child.
  - iii. If after 15 minutes no return calls are made from a parent/guardian or emergency contact, try calling each contact for a second time.
  - iv. If no contact is made during the second phone call attempts wait 20 more minutes and if the parent/guardian or emergency contact has still not called or arrived to pick up the child, staff must contact the Police or Child Abuse and Neglect Hotline to seek assistance in caring for the child.
  - v. The center staff must ensure the safety and well-being of the child at the center until the parents or outside authorities receive the child.
3. After one hotline report due to a no show, no call, or two different occasions of the parent being more than 15 minutes late with the same child, the site Family Advocate will arrange a meeting between the parents, teacher, and education coordinator 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.
4. If parent does not comply with plans set forth in a meeting between the parents and staff and do not select another program option, the child will be removed from the program and placed on a waitlist.
5. 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.
6. A child may not be released when the assigned person to pick up the child is showing visible or verbal signs of the following:
  - a. Possible intoxication or drug use. Signs may include but are not limited to:
    - i. Strong smell of alcohol
    - ii. Unable to stand and walk well (if the individual does not have a disability that would alter their walking or stature.)
    - iii. Slurring of words
    - iv. The individual tells a staff member they have recently taken an illegal drug.
  - b. Loses consciousness (sleeping/ fainting) in the JFCAC Head Start Building or parking lot. For the safety of staff, children and families no individual may be allowed to sleep in a JFCAC Early/ Head Start Facility.
    - i. If the situation requires police or a report of possible abuse/neglect, the JFCAC Child Abuse/Neglect policy will be referred to.
  - c. The adult has confided in a JFCAC Head Start Staff member that they are having thoughts of suicide, harming themselves or others.
    - i. 9-1-1 must be contacted immediately upon this information being divulged.
    - ii. The conversation must be documented by the staff member.
  - d. Severe distress that may cause harm to themselves or others, or cause them to be unable to safely operate a vehicle.

## 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 the HighScope 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 Advocate if you have any concerns or need any special accommodations.

## Child Abuse and Neglect

As required by local and state laws, ALL Head Start agencies are mandated reporters of suspected child abuse and neglect. Suspected cases of child abuse and neglect are reported to the Missouri State Hotline. The toll free number is 1-800-392-3738.

Signs of child abuse and neglect may be:

- Child often appears to be withdrawn or unusually quiet.
- Child shows aggression or destructive behavior.
- Child hurts other children or animals.
- Child says he is afraid of a particular person.
- Child has unexplained injuries.
- Child looks poorly cared for, dressed inappropriately for the weather, or is always hungry.

## Discipline and Guidance

JFCAC believes children need guidance rather than punishment. We understand that children vary in their levels of ability to control their own behaviors. It is the responsibility of adults to 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 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, or continually disrupts the classroom environment, a staffing meeting will occur. The staffing team may include some of the following: Parent/Guardian, Education Coordinator, Teacher, Behavioral/Mental Health Manager, Mental Health Specialist, and Family Advocate. The team discusses the issues and decides on a plan that will best serve the needs of the child and family.

## Center Parent Orientation

For children enrolled in the center based program option, a parent orientation and center walk through is conducted with each family and their child(ren) prior to the child's first day of school by the teacher at the location the child is enrolled. The teacher will assist the parent in completing an ASQ developmental screening questionnaire to assess the child's current level of skills and to discuss the child's strengths and any concerns the parent may have.

## Home Base Parent Orientation

Children enrolled in the Home Based program option receive an orientation in the home by the child or pregnant mothers Family Educator. This experience gives the family and Family Educator time to review necessary documents and information. This informal and personal setting offers a unique experience for the family and Family Educator to foster a strong relationship.

## 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.

## Holidays

Head Start will be closed in observance of the following holidays:

New Year's Day	Martin Luther King Jr. Day	President's Day
Truman Day (Observed)	Memorial Day	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve (Observed)
Christmas Day (Observed)		

## 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, transportation problems, facility problems, an outbreak of communicable disease, etc. If an occurrence happens during the hours the center is open, parents will be notified via phone call from the teacher or family advocate, utilizing all family and emergency contact numbers. If the cause of the closure lasts for more than one day, parents will be notified via phone call by the teacher or family advocate. Parents should call the center to be updated on the status of the problem every morning until the center reopens.

Generally, most closures occur due to bad weather, such as snow and ice. It is the policy of the JFCAC Head Start/Early Head Start Program to make decisions about closing as a result of weather conditions in a manner that is consistent with the center's local school district. Each center listed below will follow the school district their center lies in:

**House Springs Head Start**- Northwest RI  
**Fenton Head Start**- Northwest RI  
**Windsor Head Start**- Windsor CI  
**Hematite Head Start**- Festus R VI  
**Desoto Head Start**- Desoto School District #73  
**Gray Summit Head Start**- Meramec Valley RIII  
**Union Head Start**- Union R XI  
**St Clair Head Start**- St Clair R XIII  
**Sullivan Head Start**- Sullivan School District  
**Washington Head Start**- School District of Washington

\* 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 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 in session, and the School District announces an "early dismissal" due to the weather, you will be contacted by the center staff.

## **Dress**

Please dress your child in clothing appropriate for play. Tennis shoes or other shoes with rubber soles should be worn. Sandals and “flip flops” are dangerous for children to wear when playing outside. Outdoor time occurs every day, unless the temperature is below freezing, it is raining or snowing. When the weather is cold, please dress your child warmly in a hat, coat, gloves, and long pants. In warm weather, shorts or sun clothes should be worn. Staff will follow the Child Care Weather Watch guidelines to determine if weather is safe for outdoor play. Please be sure as the weather changes that proper clothing is worn. If there is need for assistance, please call your Family Advocate.

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. . If you have not provided clothing items, the program has limited supply of “pull-ups” and/or extra clothing items that may be used if they are available.

## **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. Teachers welcome parents’ willingness to share their talents, hobbies, and help with special activities and events.

## **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. The JFCAC Head Start/Early Head Start program will not reimburse parents for loss of personal toys or items.

## **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.

## **Education and Family Records**

The parents of a child enrolled in YWCA Head Start/Early Head Start program have a legal right to review their child’s Education Record, including the right to request amendments to the Education Record. The parent(s) may request to view educational records by contacting the teacher.

Family records will be used solely by JFCAC Head Start/Early Head Start staff and subcontracted employees to serve children and families and may not be shared with any other individual or agency, except when they are specifically subpoenaed by a court of law, when the release is required by other relevant laws of regulations, or when they are released to the parent of the Head Start/Early Head Start child.

## Health Requirements for Children

Parents have the primary responsibility of ensuring that their child is healthy upon entry into the Head Start/Early Head Start program; however, we are here to help if assistance is needed. Our role at Head Start/Early Head Start is to ensure that all children have access to a healthy, safe, and contagion free environment. Below is a list of state health requirements and when they must be received. The Health Team is available to assist parents in meeting these requirements.

To ensure that your child remains in good health throughout their time in the Head Start/Early Head Start program, we strongly encourage parents to provide a copy of all new, up-to-date or follow-up health information to your child's center to ensure that your child remains in compliance with program requirements.

<b>Health Requirements:</b>	<b>When:</b>
<b>Physical Exam/Well Baby Check</b>	Physical Exams are due within 30 days of your child's entry into the Head Start program. Well baby checks for infants and toddlers are to be completed at 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, and 24 months.
<b>Dental Exam/Screening</b>	Dental Exams for Head Start children are due within 90 days of child's entry into the Head Start program. Dental Screens for EHS are due within 90 days of the child's entry into the Early Head Start and are to be completed at every well baby check.
<b>Immunization</b>	Up-to-date records of your child's immunizations are due at time of enrollment and prior to your child's entry into the center. Immunizations must be kept up-to-date during the Head Start/Early Head Start school year.
<b>Blood Work</b>	Lead and Hemoglobin screens should be included as part of the physical exam and are due within 90 days of entry into the Head Start center.

## Immunizations

In order to enter the Head Start and Early Head Start program, children must have all necessary immunizations up-to-date. The Head Start and Early Head Start programs must comply with Missouri State law 210.003, which requires that, "No child shall be permitted to enroll in or attend any public, private, or parochial day care center or preschool unless such child has been adequately immunized against vaccine preventable childhood illnesses specified by the Department of Health."

### **Immunizations can be obtained at your child's physician's office or your local Health Department:**

Jefferson County Health Department, 636-789-3737

Franklin County Health Department, 636-583-7300

## Lead and Hemoglobin

High levels of lead in the body can cause problems with the brain, kidneys, and bone marrow. During regular well child check-ups, your doctor should check your child's lead levels at 12 months and 24 months. JFCAC Head Start requires lead level results within 90 days of your child's entry into the Head Start Program. If your child has not had his/her lead levels tested, please contact Head Start's Health Team at (636) 789-3563 ext. 224, to assist you with scheduling for a test.

During regular well child checkups for your baby, toddler or preschooler, your doctor will ask you questions to see if there is a chance that your child might be anemic and test your child's blood for iron. JFCAC Head Start requires hemoglobin levels within 90 days of entry into the Head Start center. If you are in need of any assistance with obtaining the required test, please contact Head Start's Health Team at (636) 789-3563 ext. 224, to assist you with scheduling for a test.



## Medication

### The following steps outline JFCAC's medication policy:

1. Medicine will be given to a child by Head Start staff, only by written request and permission of parent/guardian and a physician.
2. The parent/guardian must sign an Authorization for Administration of Medication form.
3. The parent must deliver the medication to the center.
4. All prescription medication must be in its original container and labeled clearly with the following information:
  - a) Child's name
  - b) Child's date of birth
  - c) Instruction for administration, including time and amount of dosage
  - d) Physician's name
  - e) Possible side effects or adverse reactions
  - f) Expiration date
  - g) Pharmacy name and phone number
  - h) Individual Health Care Plans must be signed by the doctor and the parent.
5. A medication log will be filled out by staff documenting every time they give a child medication.
6. 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, sore throat, vomiting more than once, severe itching of the body or scalp, or fever of 100 degrees or more. 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 before returning to the center. If a child has had a confirmed communicable disease or illness, a physician's note is needed that states that the child is free of illness.

Each child's parents/guardian will be notified immediately when any contagious disease occurs in a center. We ask all parents, guardians, and emergency contact persons to respond immediately when informed of illness. The JFCAC Head Start urges all parents to help prevent the spread of communicable diseases by taking the proper precautions and adopting safety protocols.

## 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), teachers will complete an Accident Report Form, which gives the details of the accident and describes any first aid that was given. Parents will be notified of the accident when they pick up their child and will sign the accident report and receive a copy. Parents will be notified by phone regarding any head injuries and will be required to pick up their child. Head Start will call 911 for any serious injuries/illnesses.

## Program Concern Procedure

Concerns regarding the JFCAC Head Start/Early Head Start program are addressed at several levels; however, there is a proper chain-of-command to be followed to resolve your concerns.

Parents should first talk with the Site Supervisor about the concern(s) they may have. The Site Supervisor will document the nature of the concern and work diligently for a solution or resolution.

If a resolution is not met, or if the parent is unhappy with the result, the parent will be referred to the Education Coordinator. The Education Coordinator will contact the appropriate manager and both parties will also work with the parent toward a resolution.

If the concern persists and there has been no outcome, or if the parent is not happy with the outcome that has been settled on, the parent will be referred to the Head Start Director. The Head Start Director will make contact with the individual to discuss the concern. If the proper chain-of-command has been followed, the Head Start Director will investigate the situation and respond to the parent within 5 working days. If the Head Start Director believes that the issue could or should be resolved at the center level, the parent will be referred back to the Site Supervisor.

If the decision of the Head Start Director is not acceptable to the parent, they may address the concern formally in writing, to the JFCAC Chief Executive Officer (CEO). Included in the letter must be the details of previous attempts to resolve the problem. The CEO will investigate the situation and respond, in writing, to the parent, within 15 working days of the receipt of the concern. A copy of the letter will be given to the Head Start Director. The CEO will then determine if a meeting should be held with the parent.

## Community and Non-Parent Concerns

As a community based program, concerns may emerge from the community. Individuals will be referred to the Head Start Director or, in the case of the Director's absence, the Education Services Manager. The concern will be assessed and a resolution will be determined.

## JFCAC Head Start Centers

### DeSoto

1812 Rock Rd.  
DeSoto, MO 63020  
Angela ext. #1781  
Yvonne ext. #1782

### Fenton

1201 Saline Rd.  
Fenton, MO 63026  
Shawnee ext. #1741

### Gray Summit

3251 Highway MM  
Gray Summit, MO 63039  
Michelle ext.# 1731  
Julia ext. #1733

### Hematite

3680 Hillsboro-Hematite Rd.  
Hematite, MO 63047  
Rhonda ext. #1763  
Julia ext. #1761

### House Springs

6180 Highway MM  
House Springs, MO 63051  
Debbie ext. #1785

### St. Clair

895 Bardot St.  
St. Clair, MO 63077  
Victoria ext. #1791

### Union

106 Lincoln  
Union, MO 63084  
Sarah ext. #1751

### Windsor

933 Windsor Harbor Rd.  
Imperial, MO 63052  
Emilee ext. #1722

## JFCAC Head Start/Early Head Start Collaboration Centers

### Sullivan

1132 Elmond Rd.  
Sullivan, MO 63080  
573.468.5446

### Washington

831 West Pride Dr.  
Washington, MO 63090  
636.231.2850

## Additional JFCAC Programs

### Community Services Block Grant (CSBG)

636.789.2686 ext. #1005

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

### Housing

636.789.2686 ext. #1004

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

636.789.2686 ext. #1003

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.

636.789.2686 ext. #1006

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.