

MERCER COUNTY HEAD START

# 2023 – 2024 PARENT HANDBOOK

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## HEAD START PROGRAM OPTIONS

### EDUCATION COMPLEX

FULL-DAY (Monday – Friday, 9:00 AM – 3:30 PM)

PART-DAY (Monday – Thursday, 8:00 AM – 11:30 AM & 12:30 PM – 4:00 PM)

\*Transportation MAY be available.

### ROCKFORD – NEW HORIZONS COMMUNITY CHURCH

Monday – Thursday, 8:00 AM – 3:30 PM

\*Meals and snacks are provided for both locations.

## SERVING CHILDREN AND FAMILIES THROUGHOUT MERCER COUNTY

Celina City Schools

Coldwater Exempted Village Schools

Fort Recovery Local Schools

Marion Local Schools

Parkway Local Schools

St. Henry Consolidated Local Schools

## CORE VALUES, MISSION & VISION STATEMENTS

Mercer County Head Start has established core values that lead and exemplify the work that we endeavor to complete in every aspect of our mission and vision. These core values include Trust, Integrity, and Excellence.

### MISSION STATEMENT

Mercer County Head Start invests in individualized, comprehensive services which champion school ready children and self-sufficient families.

### VISION STATEMENT

To establish Mercer County Head Start as the foremost leader in early childhood services.

It is our fervent belief that by living our core values throughout our mission, we will accomplish our vision. Children, families, community members, stakeholders, and peers will benefit from the exemplary work accomplished.

Mercer County Head Start staff will hold true to our core values, mission, and vision displaying the compassion needed to combat poverty, inequity, and social injustice; forever impacting our local, state, and national communities.

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# **Welcome to Mercer County Head Start**

## **Celina City School Site (Education Complex)**

MERCER COUNTY HEAD START

585 E. LIVINGSTON ST.

CELINA, OH 45822

Phone 419.268.0301 • Fax 419-268-0017

## **Rockford Site**

NEW HORIZON COMMUNITY CHURCH

833 S. MAIN ST.

ROCKFORD, OH 45882

Phone 419.953.6952 • Fax 419-268-0017

## **Bus Garage**

1201 W. LOGAN ST.

CELINA, OH 45822

PHONE 419.586.8300 EXT: 3402

## **Parking & Entrance at the Education Complex**

Parent parking spots are available on the east and west side of the building, as well as in the front. **IF YOU PARK IN ANY OTHER PARKING SPOT YOU MAY BE TOWED.** ALL OTHER FAMILIES MUST PARK ON THE STREET IN LEGAL PARKING SPACES (DO NOT BLOCK PRIVATE DRIVEWAYS OR BUS DROP OFF AREA).

To drop your child off or pick your child up at school a staff member will greet you outside your assigned door to complete the check-in process. However, if your child is arriving late or needs to be picked up early, parents are to report to the Head Start office with the child to sign the child in or out. To access the Head Start Office, parents are to enter the main Entrance (Door #1).

Parents are required to show their picture ID when picking up a student. Students will only be released to pre-designated names on the child's emergency list. All visitors will be escorted by a staff member while in the building.

**Executive Director – Amy Esser**

**Education Manager – Sandra Stammen**

**Mental Health Manager – Ashley Searight**

**Health and Safety Manager – Angie Stephenson**

## **Program Information**

**Daily Schedule:** All programs will offer a daily schedule which includes:

- Arrival / Greeting
- Hand washing
- Breakfast (full-day and part-day am)
- Large group activity
- Small group activity
- Outdoor experience
- Gross Motor activities
- Free Choice (art, blocks, toys and games, dramatic play, etc.)
- Lunch
- Rest Time (full-day)
- Snack (full-day and part-day pm)
- Dismissal / Goodbye

A daily schedule is available in each classroom and reflects the planned activities and times. It is important to note that schedules may be altered to meet the unique needs of the children.

## **Classroom Door Assignments**

#2-Captain's Crew (Livingston Street)  
#6- Starboard Sea Captains (Fieldhouse/Fountain Street)  
#9-Turtle Troop (Closest to football field/College Avenue)  
#10-Lighthouse Leaders (College Avenue)  
#11-Lakeside Learners (College Avenue)  
#13-Anchor's Away (Livingston Street)

## **Contacting Head Start Staff**

Instructional time with students is extremely valuable. When trying to reach teachers during the day, please call the main office at 419-268-0301. You may leave a voicemail or message with the secretary. Teachers will return your call when they are not with students.

Communication with our Family Advocates is extremely important. When calling the office please ask for your Family Advocate assigned to your family. If your Family Advocate is not available, please leave a voicemail and they will return your call.

## **Education**

### **Creative Curriculum®**

Teaching staff plan educational activities according to the Creative Curriculum® philosophy, aligned with the Head Start Early Learning Outcomes Framework (ELOF) as well as the Ohio Department of Education Early Learning Content Standards. Teachers share this information with parents during Home Visits, Parent Teacher Conferences, and other times when determined beneficial by parents or staff.

Mercer County Head Start offers families opportunities to provide their children with the tools needed for a successful transition into the school system. Lesson plans, assessment data, and

portfolio information are available for parents to review when in the classroom or during a scheduled meeting with agency staff. Because parents are the children's first and most influential teachers, we encourage them to contribute to the child's portfolio by sharing information regarding their children's accomplishments at home, or other behaviors, tasks, or learned skills observed by the parents. Parent involvement is a key factor in a child's success and parents are welcomed partners in all aspects of their children's school experience. The teaching staff will share how you can follow your child's assessment and learning progress throughout the year.

### **Ohio's Early Learning Assessment (ELA)**

Ohio, in partnership with Maryland, has developed an assessment for preschool-aged children called the Early Learning Assessment. The Early Learning Assessment is a part of Ohio's Ready for Kindergarten Assessment System, a joint project of Ohio's Department of Education and Department of Job and Family Services.

The assessment is designed to aid teachers in determining where children are in their readiness for kindergarten. The Early Learning Assessment will provide information for teachers about children from early preschool to kindergarten.

The Early Learning Assessment (ELA) will be administered to children in ECE-funded slots to improve and support their growth and development.

Ohio's Early Learning and Development Standards (birth to kindergarten entry) are the basis for the Early Learning Assessment. The assessment focuses on seven areas of a child's growth and development:

- Social Foundations (including social and emotional development, and approaches toward learning)
- Mathematics
- Science
- Social Studies
- Language and Literacy
- Physical Well-being and Motor Development
- Fine Arts

### **Teaching Strategies**

#### *Objectives for Development & Learning*

##### Social-Emotional

1. Regulates own emotions and behaviors
  - a. Manages Feelings: Child manages actions, words, and behavior with increasing independence; child manages emotions with increasing independence. (Social and Emotional Development)
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations

##### Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills: Child demonstrates control, strength, and coordination of large muscles. (Physical Development and health Knowledge)
7. Demonstrates fine-motor strength and coordination

- a. Uses Writing and Drawing Tools: Child demonstrates increasing control, strength, and coordination of small muscles. (Physical Development and health Knowledge)

#### Language

- 8. Listens to and understands increasingly complex language
- 9. Uses Language to express thoughts and needs
  - a. Uses an expanding Expressive Vocabulary: Child expresses self in increasingly long, detailed, and sophisticated ways. (Language and Literacy Knowledge)
- 10. Uses appropriate conversational and other communication skills

#### Cognitive

- 11. Demonstrates positive approaches to learning
- 12. Remembers and connects experiences
  - a. Makes Connections: Child holds information in mind and manipulates it to perform tasks. (Approaches to Learning)
- 13. Uses classification skills
- 14. Uses symbols and images to represent something not present

#### Literacy

- 15. Demonstrates phonological awareness, phonics skills, and word recognition
- 16. Demonstrates knowledge of the alphabet
- 17. Demonstrates knowledge of print and its uses
  - a. Uses Print Concepts: Children demonstrate an understanding of how print is used and the rules that govern how print works. (Language and Literacy Knowledge)
- 18. Comprehends and responds to books and other texts
- 19. Demonstrates writing skills

#### Mathematics

- 20. Uses number concepts and operations
  - a. Connects Numerals with Quantities: Child understands the relationship between numbers and quantities. (Cognitive and General Knowledge)
- 21. Explores and describes spatial relationships and shapes
- 22. Compares and measures
- 23. Demonstrates knowledge of patterns

#### Science and Technology

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of the characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials
- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

#### Social Studies

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores change related to familiar people or places
- 32. Demonstrates simple geographic knowledge

#### The Arts

- 33. Explores the visual arts
- 34. Explores musical concepts and expression
- 35. Explores dance and movement concepts
- 36. Explores drama through actions and language

#### English Language Acquisition

- 37. Demonstrates progress in listening to and understanding English
- 38. Demonstrates progress in speaking English

### **School Readiness Goals**

**Social and Emotional Development:** Children will develop self-regulation skills that enable them to form and participate in positive and meaningful relationships with others as well as engage in play and work.

**Language and Literacy Knowledge:** Children will develop expressive language skills and expand their vocabulary to communicate; Children will develop knowledge of print and its uses including an understanding that print carries a message and print is organized and read in particular ways.

**Physical Development and Health Knowledge:** Children will demonstrate positive growth and behaviors associated with motor / muscle development– and overall physical well-being.

**Approaches to Learning:** Children will develop their abilities to attend and to use memory strategies to enhance their learning of new ideas and concepts.

**Cognitive and General Knowledge:** Children will develop fundamental mathematical skills through exploration and intentional learning opportunities in their everyday environment.

With input from the Mercer County Head Start, Mercer County school districts, parents, and community members, we work together to create a plan and set goals that ensure all children are progressing towards school readiness.

If you are interested in being a part of the School Readiness team, call or contact your Family Advocate.

### **At-Home Activities**

Families will be provided “At-Home Activities” that relate directly to current classroom activities and school readiness goals to support family engagement in your child’s educational progress. The At-Home Activities will include a form for you to complete including the time spent and what your child did or what he / she achieved during the activity. You can include what your child said and if they liked the activity. Return the form in your child’s folder. This information will assist the teacher in documenting the child’s educational progress.

### **Teacher Home Visits and Parent Teacher Conferences**

Your child’s teacher will schedule home visits twice per program year. Our program goal is to meet with families in your home environment (pending health guidelines) whenever possible to exchange information and discuss your child’s progress. You will also be invited to the center to meet with your child’s teacher for Parent/Teacher Conferences (PTC), twice per program year (pending health guidelines). Open communication is encouraged between staff and families.

### **Field Trips**

Field trips enrich and expand the curriculum, strengthen observation skills by immersing children into sensory activities, increase children's knowledge in a particular subject area and expand children's awareness of their own community.

Parents will receive a field trip permission form prior to the scheduled trip detailing where and when the trip is planned. The field trip may be a walking field trip or may include transportation by school



bus. Supervision is always provided by teaching staff. Each child will wear a nametag during the field trip with the following information:

- The school's name
- The school's address
- The school's phone number

In addition, a staff person trained to administer first aid and CPR, and a first aid kit will always be available.

## **Family Participation**

### **Health Services Advisory Committee (HSAC)**

**HSAC:** The Health Services Advisory Committee (HSAC) meets twice a year and is designed to discuss information relevant to health services within Head Start. This committee includes members from professionals as well as community members and parents. If you are interested in participating in this committee, contact your Family Advocate.

### **Policy Council**

Policy Council is comprised of parents/guardians of currently enrolled children as well as representatives from our community. Members of Policy Council are elected (in October) to participate in decision and policy making of the Head Start programs and acts as the parents' voice. Policy council is responsible for the direction of the agency's Head Start programs. They must approve new hires. Policy Council is an essential part of the governance structure that helps guide the Head Start program.

### **Parent Group Involvement**

Head Start offers a variety of groups where parents and guardians can participate monthly.

- **Parents of Preschoolers (POPs)** – Gives you the opportunity to share ideas regarding services, activities, and events with Head Start staff. Programs like POPs help parents learn what to expect and how they can contribute to their child's learning.

- **Dads of Great Students (DOGS)** – If you are a male role model in your preschooler's life you are welcome to participate in monthly DOGS events. Bring your preschooler and learn about a variety of topics such as cooking, fishing, and construction.

- **Moms Group** – A group for moms to get together for support and friendship. This is a space for moms to share about all the struggles and celebrations in motherhood.

- **Kinship Support Group** – All Head Start kinship and foster care families are invited to attend these monthly support groups.

With guidance and support, parents can confidently take on their role as their child's first teacher and biggest advocate. It is a powerful connection, which can make all the difference for children, parents, and educators. Watch our Facebook page and newsletter for event dates, times, and details!

## **Family Advocate Home Visits**

Each family is assigned a Family Advocate. One of the services Family Advocates provide is home visits. The Family Advocate will contact you to schedule a day and time for your home visit. Families can meet with the Family Advocate in the comfort of your own home (pending health guidelines) to discuss any needs your family may have, and establish goals to meet those needs.

## **Parent Involvement Equals Student Success**

Parent involvement is encouraged. As their children's first teachers, parents have an amazing opportunity to nurture their children's growth and development and to advocate for their education. Here are the many ways parents/guardians can be involved:

- Policy Council Member
- Parent Group Involvement
- Health Services Advisory Committee (HSAC)
- Volunteer to help the teacher
- Participate with your child in At-Home School Readiness Activities

## **Employment Opportunities**

Employment opportunities are posted in the Celina Schools Superintendent's office, as well as the Head Start office and Parent information bulleting board. Postings are also on the Celina City School website, [www.celinaschools.org](http://www.celinaschools.org), Head Start Facebook page, and Hometown Opportunities. If interested, complete an application at the Head Start office located at 585 E. Livingston St., Celina.

## **Health and Nutrition**

### **Meal Service**

Head Start encourages family-style meal service to provide children with additional opportunities to eat at a leisurely pace while serving them to the greatest extent possible. Adults eat at the table and model healthy eating habits, proper table manners, and promote conversations between adults and children.

Family-style meal service also means serving foods in bowls or dishes at the table. Children are encouraged to serve themselves with assistance from an adult as needed. Children enrolled in Head Start AM session will receive a nutritious breakfast and lunch daily, and those in the PM session will receive a nutritious lunch and snack daily. Full day session receives breakfast, lunch, and snack. A monthly menu is posted on our website at [www.mercerheadstart.org](http://www.mercerheadstart.org) and posted on the parent board outside each room. Meal service is provided through *Child and Adult Care Food Program* (CACFP). For more information about CACFP, see the *Building for the Future* image on the next page.

USDA prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or a program that receives financial assistance from USDA, you may file a complaint with USDA. OASCR, through the Center for Civil Rights Enforcement, will investigate and resolve complaints of discrimination in programs operated or assisted by USDA.

If you feel you have been discriminated against regarding the USDA CACFP program, please contact the Health and Safety Manager at 419-268-0301.

**IMPORTANT:** Please do NOT send food or treats of any kind to school with your child. The program will provide all foods needed. If food items are sent to school, they will be sent home according to agency policy.

#### How does CACFP work?

Day care homes and centers receive money for serving nutritious meals. The Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA) oversees CACFP.

States approve sponsors and centers to operate the program. States also monitor and provide training and guidance to make sure CACFP runs right.

Sponsoring organizations support day care homes and centers with training and monitoring. All day care homes participate in CACFP through a sponsor.



#### CACFP Partners



#### Contacts



FNS-319  
October 2018  
USDA is an equal  
opportunity provider,  
employer and lender.

Child Nutrition Programs  
RI Department of Education  
255 Westminster St.  
Providence, RI 02803  
(401)222-4600

Mercer County Head Start  
585 E. Livingston St.  
Celina, OH 45822  
(419)268-0301

## Building for The Future



## In the Child and Adult Care Food Program (CACFP)

# Building for the Future in the CACFP

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## What is CACFP?

CACFP is the Child and Adult Care Food Program. It is a Federal program that pays for healthy meals and snacks for children and adults in day care.

CACFP improves the quality of day care. It makes the cost of day care cheaper for many low-income families.

Besides providing meals in day care, CACFP makes afterschool programs more appealing to at-risk children and youth. Serving afterschool meals and snacks attracts students to learning activities that are safe and fun.

Children and youth who are homeless can also receive meals at shelters that participate in CACFP.

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Child Nutrition Programs  
RI Department of Education  
255 Westminster St.  
Providence, RI 02903  
(401)222-4600

Mercer County Head Start  
585 E. Livingston St.  
Celina, OH 45822  
(419)268-0301

## Who is eligible for CACFP meals?

- Children under age 13,
  - Migrant children under age 16,
  - Children and youth under age 19 in afterschool programs in low-income areas,
  - Children and youth under age 19 who live in homeless shelters, and
  - Adults who are impaired or over age 60 and enrolled in adult day care
- 

## What kinds of meals are served?

CACFP meals follow USDA nutrition standards.

- Breakfast consists of milk, fruits or vegetables, and grains.
- Lunch and Supper require milk, grains, meat or other proteins, fruits, and vegetables.
- Snacks include two different servings from the five components: milk, fruits, vegetables, grains, or meat or other proteins.

## Where are CACFP meals served?

Many types of facilities participate in CACFP.

### Child Care Centers:

Licensed child care centers and Head Start programs provide day care with meals and snacks to large numbers of children.

### Outside-School-Hours Care Centers:

Licensed centers offer before or afterschool care with meals and snacks to large numbers of school-aged children.

### Family Day Care Homes:

Licensed providers offer family child care with free meals and snacks to small groups of children in private homes.

### "At-Risk" Afterschool Care Programs:

Centers in low-income areas provide learning activities with free meals and snacks to school-age children and youth.

### Emergency Shelters:

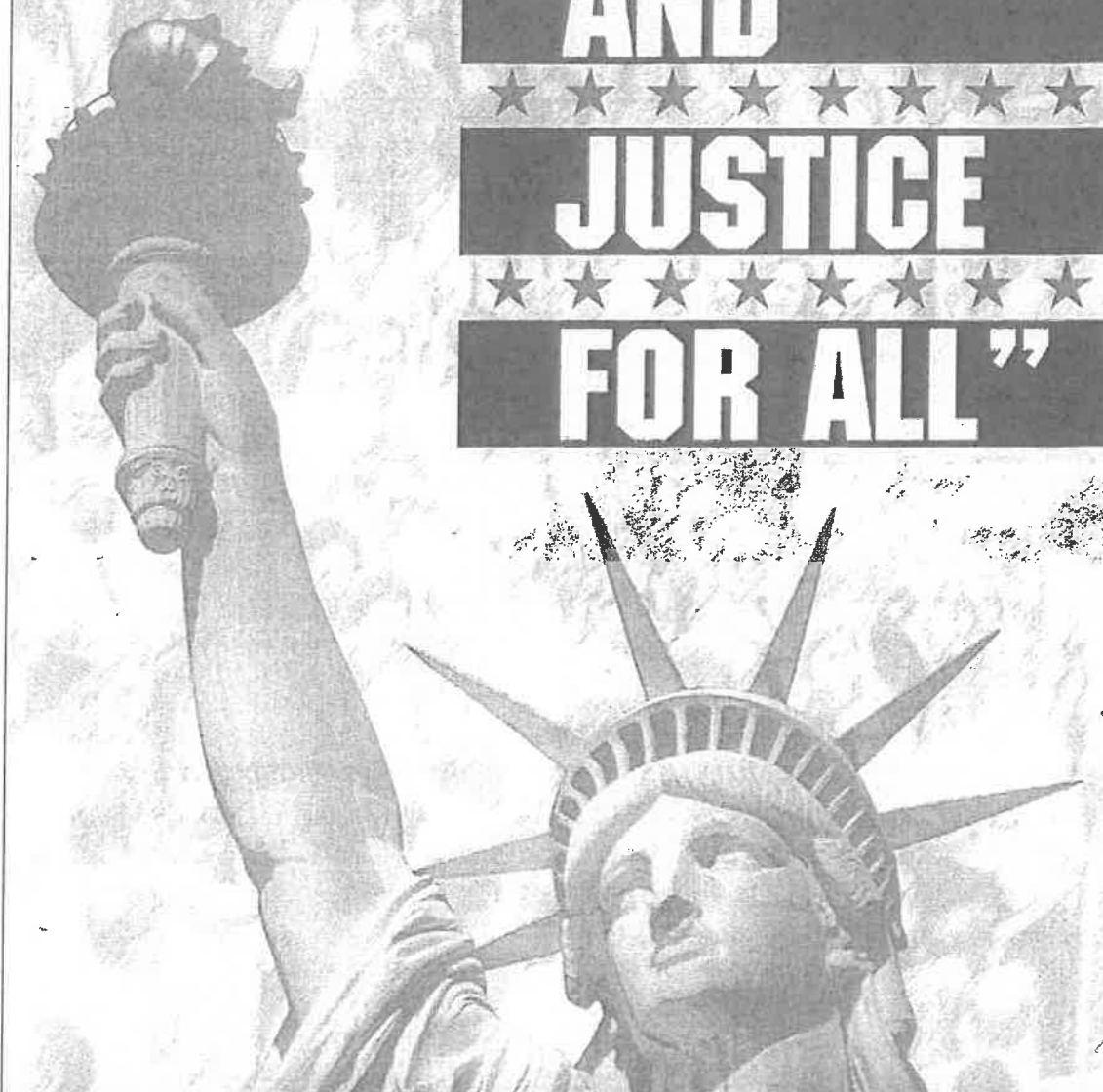
Homeless, domestic violence, and runaway youth shelters provide places to live with free meals for children and youth.

### Adult Day Care Centers:

Licensed centers provide day care with meals and snacks to enrolled adults.

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# FOR ALL™



FORM AD-475-A (REVISED 9-2000)

### **Medication / Special Diets**

No medications or special diets will be administered unless instructions are written, signed, and dated by a licensed physician and are prescribed for a specific child. The Health and Safety Manager and parent will meet regarding the medication or special diet, resulting in a Medical or Nutrition Plan of Action. Plans of Action must be on file prior to your child's first day of school to dispense medication or to institute the special diet. If your child must have medication or a special diet, contact your family advocate regarding the necessary paperwork. No child requiring modifications to diet or requiring administration of medication can be in attendance without a plan of action in place.

### **Screenings and Health Services**

Healthy habits are established in the classroom with daily tooth brushing, an emphasis on hand washing, health-focused activities, and family-style meals and snacks. We adhere to federal Head Start and state licensing guidelines, which require a physical exam, dental exam, and proof of immunizations.

Family Advocates will assist parents in locating a medical or dental service provider and with obtaining appointments and follow up, if needed. If a family has no health or dental insurance, contact your family advocate for assistance.

Immunizations are an important part of your child's health and are mandated to be up to date or a signed exemption on file prior to enrollment according to Ohio Department of Education licensing (3301-37-08).

#### **Children will be provided with the following screenings:**

- Vision Screening: The vision screening is conducted with a PlusOptix Vision device and is completed on site. Staff prepares the children prior to the screening. You will be notified of your child's results.
- Height/Weight Measurements: Your child will be weighed and measured in the fall and spring. Patterns of growth are tracked, and results sent home.
- Hearing Screening: An audiometer will be used to check hearing. Results will be shared with parents.
- Speech/Language Screening: Speech/Language Pathologist will screen children upon entry to the Head Start program. If your child needs further testing, you will be notified so that you can complete the necessary paperwork for your child.
- Developmental Screenings: Our staff will assist families in completing the ASQ Screening Instrument. A plan will be discussed to determine your child's individual goals and teaching/home activities that will assist in reaching those goals. During the school year you will have many opportunities to share your thoughts with teaching staff and make plans for your child's return to Mercer County Head Start/ or transition into kindergarten.
- Social Emotional Screening: ASQ-SE and DECA.

If you have any questions about the screenings or results, contact your Child's Head Teacher.

## **Communicable Disease: When Your Child is Ill**

All classroom staff is trained in the management of communicable diseases.

**IMPORTANT: Please keep your child home if he or she exhibits any of the symptoms listed below, or COVID-19 symptoms listed on the following page.**

If your child becomes ill at school, we will call you or the person(s) at the emergency number you provided to pick up him/her. He/she will be immediately isolated from the other children, but within sight and hearing of teaching or other staff members. **IMPORTANT: Your child is not well enough to be in class if any of the following symptoms are present (Ohio Dept. of Preschool Licensing 3301:37:11):**

- A body temperature of 100.0 °(F) or higher
- A sore throat, even if no fever is present
- An earache
- A deep, hacking cough or untreated wheezing
- Severe congestion
- Difficult or rapid breathing
- An unexplained rash
- Vomiting (within the past 24 hours)
- Complaints of stiff neck and headache
- Thick, green drainage from nose
- An unusual yellow coloring to the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice, scabies, or parasitic infection
- A contagious disease
- Conjunctivitis (pink-eye)
- Unusually dark urine and/or gray or white stool
- Diarrhea (more than one abnormally loose stool within 24 hrs.)

Contact us if your child has a confirmed contagious illness or communicable disease. A Health Alert Notice regarding the health concern will be sent to each family in the classroom. Confidentiality will be maintained.

**IMPORTANT: Your child MUST be fever-free and symptom-free, WITHOUT the use of fever-reducing medication for 24 hours prior to returning.**

### **COVID-19:**

Per Centers for Disease Control and Prevention (<https://www.cdc.gov/>), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Altered taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

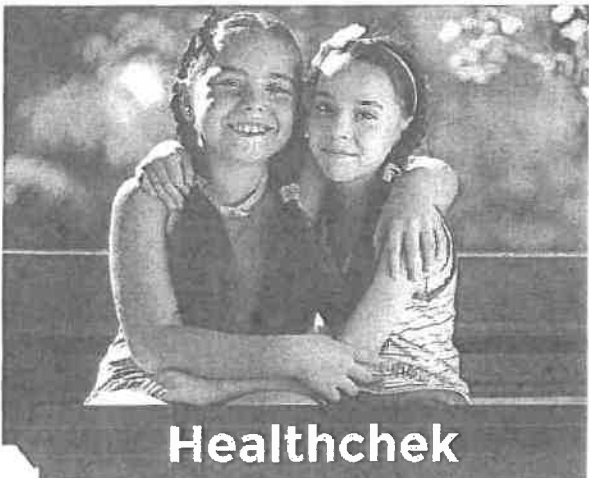
**You must contact HSM Angie Stephenson, RN at 419-268-0301 if your child has encountered someone who has COVID-19 or is experiencing symptoms of COVID-19.**

### Health Services Advisory Committee (HSAC)

**HSAC:** The Health Services Advisory Committee (HSAC) meets twice a year and is designed to discuss information relevant to health services within Head Start. This committee includes members from professionals as well as community members and parents. If you are interested in participating in this committee, contact your Family Advocate.

### Cameras

Keeping your child safe while at Mercer County Head Start is a top priority. To add to our safety practices, the Education Complex has video cameras in the hallways, entry ways, and outside of the building. Mercer County Head Start buses also have cameras to view the inside and outside perimeter of the buses.



## Healthchek

**Healthchek services keep babies, kids and young adults healthy by finding and treating health problems early.**

**Prevention services - like these - are very important:**

- Physicals
- Hearing, vision, and dental check
- Nutritional screenings
- Mental health screenings
- Developmental screenings
- Vaccinations (if needed)

**Looking for more information? Go Online:**  
<http://medicaid.ohio.gov/Healthchek>

## Healthchek

**Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) service package.**  
 These services include a comprehensive health and developmental history to assess physical and mental health, and screenings for potential health problems - including vision, hearing, and dental screenings.


Babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid can receive Healthchek services.

**When to schedule a Healthchek exam:**  
**Babies:** Should have at least 8 Healthchek exams by their first birthday. **Children:** should have Healthchek exams at 15, 18, 24, and 30 months. **After 30 months old until age 21:** one exam per year is recommended.

**Where to get Healthchek services:**  
 Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor at your next appointment for Healthchek services. Sometimes, a provider may refer a patient to a another doctor for specialized care. Some services require prior approval.

**Covered by a Managed Care Plan?**  
 Contact your plan for more information about Healthchek services.

**Learn more:**  
 Get in touch with your county's Healthchek Coordinator - call the Ohio Medicaid Consumer Hotline and ask for the Coordinator's contact information.



Get Better. Stay Well.



# Ohio

Department of Medicaid

## fact sheet

### OVERVIEW

Healthchk services are required by the federal government. These services include a comprehensive health and developmental history to assess physical and mental health, screenings for potential health problems - including vision, hearing, and dental screenings.

Healthchk also covers:

- » necessary laboratory tests,
- » vaccines,
- » blood lead screening, and
- » health education and nutritional advice.

Providers may make referrals to other health providers for more specialized care. Healthchk services are also available to individuals covered by a Medicaid managed care plan or who are on a Medicaid home and community-based waiver.

#### Additional Services

If a screening reveals a medical condition, Ohio Medicaid can be billed for any necessary follow-up services provided to treat the child's medical condition.

## HEALTHCHEK: OHIO'S EPSDT PROGRAM

Healthchk is Ohio's Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) service package. These are comprehensive and preventative services for babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid.

### A CLOSER LOOK AT HEALTHCHEK IN OHIO



#### WHEN SHOULD A CHILD GET HEALTHCHEK SERVICES?

Babies should have at least 8 Healthchk exams by their first birthday. Children should have Healthchk exams at 15, 18, 24, and 30 months. After 30 months, one exam per year is recommended until the age of 21.



#### HEALTHCHEK COORDINATORS

Every county department of job and family services has a coordinator responsible for informing Ohioans covered by Medicaid about available Healthchk services. The person supports the coordination of non-medical Healthchk support services when requests are made.

Examples of these services include:

- » assistance making appointments,
- » transportation,
- » referrals to food pantries, clothing, and heat assistance, and
- » referrals to lead-free housing options.



#### HEALTHCHEK PROVIDERS

Any doctor who accepts Medicaid can provide Healthchk services. Individuals can ask their doctors for Healthchk services at their next appointment. Sometimes, a provider may refer a patient for specialized care. Some services may need prior approval.



#### HEALTHCHEK AND MANAGED CARE

Healthchk services are a part of the benefit package every managed care plan offers its members. Managed care plans and county Healthchk coordinators work together to ensure Healthchk services are available.



#### PREGNANCY RELATED SERVICES

In many counties, the Pregnancy Related Services (PRS) and Healthchk coordinators are the same. The county's PRS coordinator can explain the importance of Healthchk services to a mother before a baby is born. They can also assist pregnant women with services like arranging transportation, making prenatal appointments and explaining the importance of attending these appointments to increase the likelihood of a healthy pregnancy and a healthy baby.

For a list of Healthchk Coordinators, visit:  
<http://medicaid.ohio.gov/Healthchk>

## What Do I Bring to My First Visit?

- ♥ Proof of income (current pay stubs, approval letter for Healthy Start, Ohio Works First, Food Stamps or current Medicaid card)
- ♥ Proof of address (utility or credit bill, or Ohio driver's license)
- ♥ Proof of identity for you and any other applicants (birth certificate, driver's license, Medicaid card, crib card or shot record)
- ♥ All family members applying for WIC services
- ♥ If pregnant, a doctor's statement showing due date
- ♥ Children's shot records



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

This institution is an equal opportunity provider.

Healthy **Ohio**  
The State of Living Well.



The mission of the WIC program is to improve the health status and prevent health problems among Ohio's at-risk women, infants and children.

Visit our Web site: <http://www.ohio.wic.gov>

0700.13

Women,  
Infants &  
Children



Eat Smart,  
Play Hard



Ohio WIC

## What is WIC?

WIC is a nutrition education program. WIC provides nutritious foods that promote good health for pregnant women, women who just had a baby, breastfeeding moms, infants and children up to age 5.



## What Does WIC Provide?

- ♥ Nutrition education and support
- ♥ Breastfeeding education and support
- ♥ Referral for health care
- ♥ Immunization screening and referral
- ♥ Supplemental foods such as:

Cereal  
Eggs  
Milk  
Whole-grain foods  
Fruits and Vegetables  
Infant formula



## Who is Eligible for WIC?



Women who are pregnant, breastfeeding or have a baby less than 6 months old, and infants and children up to 5 years old are eligible to apply for WIC. Fathers are welcome to apply for WIC for their children up to age 5.

### To qualify for services you must:

- ♥ Live in Ohio
- ♥ Meet WIC income guidelines
- ♥ Have certain nutritional or health risks



## How Do I Apply?

### Make an appointment

Call your local clinic to schedule an appointment to meet with a WIC staff member or call

**1-800-755-GROW (4769)**

for locations and more information.

### See if you qualify

All it takes is a visit to your local WIC clinic to see if you qualify for services.



### Receive WIC coupons

If you are eligible, you will receive coupons to buy healthy foods at local WIC-approved grocery stores.





**MERCER COUNTY  
HEALTH DISTRICT**



# **Kindergarten and Preschool**

## **Immunizations for the 2023-2024 School Year**

**Kindergarteners are required to have the following vaccines:**

**The 5th Diphtheria, Tetanus and Pertussis, the 4th Polio, the 2nd Measles Mumps Rubella, and the 2nd chickenpox vaccines. Children can receive these vaccines any time after their fourth birthday.**

**Preschoolers are required to be up to date on immunizations. An up to date preschooler has the following vaccines: 4 Diphtheria, Tetanus, and Pertussis, 3 Polio, 1 Measles Mumps Rubella, 1 Chickenpox, 3 Hepatitis B, 2 Hepatitis A, 3-4 Haemophilus vaccines, and a yearly influenza vaccine. Each child's immunization history should be reviewed.**

Vaccines can be administered at some physician offices or at the Health Department. If you wish to have your vaccines at the Mercer County Health Department, please call 419-586- 3251 options 2 for an appointment or to talk to the nurse.

For more information on vaccines, go to [www.immunize.org](http://www.immunize.org) or [www.cdc.gov](http://www.cdc.gov)

**Immunizations are always by Appointment**  
**Available Monday, Tuesday, Wednesday, Friday 7:30-3:30**  
**Thursdays 9:30-5:15**

**\*We are contracted with many insurance carriers and will bill the insurance as a courtesy. Please have your insurance cards available. Please log into your insurance company's website or call the 1-800 number on the card before your appointment to determine your individual coverage. Federally provided vaccines will not be denied to children 18 and under due to inability to pay.\***

220 W Livingston St – B152, Celina, OH 45822  
Phone: 419-586-3251 - Fax: 419-586-2583 - Email:  
[healthdistrict@mchdohio.org](mailto:healthdistrict@mchdohio.org) Website: [www.mchdohio.org](http://www.mchdohio.org) - An Equal  
Opportunity Employer

## Policies and Procedures

### Drug Free Program

Mercer County Head Start is a drug free environment. This includes the use of tobacco products.

There is no smoking permitted on school ground or anywhere near a school bus. This includes pick-up and drop-off locations.

### Enrollment Process

**Intake Process:** Staff must follow Head Start guidelines that have been set up by federal funding agencies to determine eligibility for the program. Up to 10% may be from families whose incomes exceed these guidelines. Ten percent of the agency's total enrollment must be children with disabilities. Each child's application and eligibility criteria are reviewed by a committee. Children are accepted based on eligibility. There are no fees for children attending Mercer County Head Start.

A child is enrolled in the program after the availability of space is confirmed and the required paperwork is received and approved. Enrollment paperwork includes health records, emergency transportation and parent or guardian roster permissions.

It is important that families share all health and developmental information with us during application and enrollment. This information helps us place your child in the most appropriate program and classroom.

### Emergency Transport / Child Release Policy and Procedures

#### EMERGENCY TRANSPORT PACKET POLICY & PROCEDURE

<b>P/P Topic:</b>	Emergency Transport Packet	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	D-Health Program Services	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	Safety practices	<b>Implementation Responsibility:</b>	Family Advocates
<b>1302.47</b>	1302.15	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	A program must establish, train staff on, implement, and enforce a system of health & safety practices that ensure children are kept safe at all times.
<b>(B) Responsibility</b>	Family Advocates
<b>(C) Procedure</b>	<p>To ensure that a child is safe at all times and that any staff member who is in control of custody of child is completely informed of any necessary information that would support them in critical decision making for the overall health &amp; well-being of a child the program will create an emergency transport packet.</p> <p>An emergency transport packet is comprised of the following:</p> <ul style="list-style-type: none"> <li>➤ A photo of the child</li> <li>➤ The child's emergency enrollment document (SS02)</li> <li>➤ A copy of the child's most recent physical/Health History</li> <li>➤ A copy of the child's immunization record</li> <li>➤ A copy of any and all Plans of Actions for the child if applicable.</li> </ul> <p>Copies of the child's emergency transport packet will be located in the child's classroom and on the child's bus (if applicable).</p>

	<p>When attending field trips, it is the Head Teacher's responsibility to ensure that each child's emergency transport packet accompanies the classroom during the field trip. If utilizing bus transportation during the field trip, the Head Teacher is to inform the bus driver where the emergency transport files are located in case of an emergency. Original documents are kept in the child's file.</p> <p>Any changes and or updates are to be communicated to and by the Family Advocates by use of the Change of Status form and completed by end of business day.</p> <p>Family Advocates are to ensure that all parties have updated information at all times. This should include, but not limited to, classrooms, buses, program secretaries, updating COPA, and any other parties directed by supervisor.</p> <p>A child cannot attend the program until all parties needing an emergency transport packet have one.</p>
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### RELEASE OF CHILDREN POLICY & PROCEDURE

<b>P/P Topic:</b>	Release of Children	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	D – Health program services	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	1302.47 Safety Practices	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(7)(v)	<b>Monitoring Responsibility:</b>	Management Team

<b>(A) Policy</b>	<p>Administrative safety procedures. Programs establish, follow, and practice as appropriate, procedures for at a minimum:</p> <p>(v) Maintaining procedures and systems to ensure children are only released to an authorized adult</p>
<b>(B) Responsibility</b>	All Staff
<b>(C) Procedure</b>	<ul style="list-style-type: none"> <li>Children will be permitted to leave the center or bus stop only with parent/guardian or authorized adult who is at least 18 years of age and has a photo ID.</li> <li>Parent/guardian will be responsible for notifying staff of any changes to the emergency release list.</li> <li>Staff must have written permission (24 hours prior to) from the parent/guardian before a child can be released to any other persons. The written permission must include the authorized adults name, address, and phone number as well as the date the authorized person(s) will begin picking up the student.</li> <li>The Family Advocate is responsible to make changes in the COPA system, update emergency transport files, etc.</li> <li>Staff must request identification from designated adults before releasing children from the center or bus stop. Staff must utilize release of student form to fidelity.</li> </ul>

## Appropriate Dress

Your child should be comfortably dressed in play clothes that will give him / her freedom to participate in all activities. Head Start believes that outside play is an extension of the indoor learning environment. Children who are well enough to come to school are expected to play outside. The Children are better able to play safely outside and inside if they are wearing tennis shoes (fall, spring) and / or boots (winter). **NO sandals or flip flops please.** Keep in mind the following considerations:

- Please dress your child in washable, comfortable clothing. We do messy activities in the classrooms daily.
- Be aware of the weather. Children go outside daily, weather permitting. Temperature changes throughout the day, so it may be wise to layer your child's clothing. When winter weather requires boots, children must also have a pair of shoes to wear in the classroom.
- Children will not be outside under the following circumstances: raining, snowing heavily, temperature or wind chill is at freezing or the heat index (configured by combination of temperature and humidity) is higher than 90 degrees. In the winter months, boots, hats, mittens, snow pants and a warm coat are appropriate.
- Shoes must always be worn in the classroom. **Due to safety reasons, please do not send your child in sandals, flip flops or slippers.** These types of shoes make it difficult for your child to run and play in the gym, on the playground, and outside.
- Each child must have one labeled change of clothing at the center at all times.
- If your child brings home a *Change of Clothing Form*, and is wearing clothing belonging to Head Start, please promptly wash and return the clothing.

## Absences / Attendance

It is very important that children be in attendance every day to become accustomed to regularly attending school. **Only absences due to child illness, doctor appointment, or emergency/death in the family are marked as "absent (excused)".** Part of Head Start's work is to assist parents in preparing their child for public school. Each child's attendance or reason for absence will be recorded daily at the center. Excessive unexcused absences may result in a child being moved to the wait list until they are fully able to participate in the program.

- **Notify the office by calling (419) 268-0301 if your child will be absent that day.**
- **It is extremely important to communicate the absences to the program. If you do not call our office within the hour following the beginning of school, your assigned Family Advocate will call or come to your home.**
- Attendance is crucial to assure maximum program benefit: School Readiness for your child.
- High number of absences or erratic attendance will be reviewed to determine if this is the best program for your child.
- Contact us with all changes you need to make for your family or child.



## Help Your Child Succeed in Preschool: Build the Habit of Good Attendance

Early School Success goes hand in hand with good attendance!

### DID YOU KNOW?

**Showing up on time every day is important to your child's success and learning from preschool forward:**

- Missing 10 percent of preschool (one or two days every few weeks) can
  - Make it harder to develop early reading skills.
  - Make it harder to get ready for kindergarten and first grade.
  - Develop a poor attendance pattern that's hard to break.

**High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!**

### WHAT YOU CAN DO

**Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.**

**Talk about it — sing about it — make it an adventure!**

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Share ideas with other parents for getting out the door on time.

**Before the school year starts:**

- Find out what day preschool starts and start the exciting count down!
- Make sure your child has the required shots.
- Attend orientation with your child to meet the teachers and classmates.

**Ready — Set GO!**

- Develop back-up plans for getting to preschool if something comes up.
- Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child.
- Schedule medical appointments and extended trips when preschool is not in session.
- If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.







## Jiban Ajiri eo Nejum Bwe en Tobrak an Jikuul:

Jino Kaaaminene Bed ilo Jikuul Aolep Raan. An emman jikuul ej etal wot ippan an emman attendance ak bed ilo jikin jikuul!

### EKAR WÖR KE AM JELA?

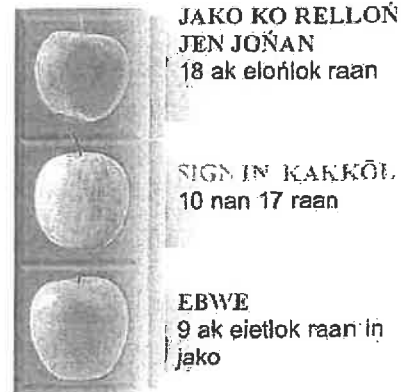
- Jino jen kindergarten, elañne elukkün lön ajen jako emaron komman bwe rijikuul rö ren rumwij aer wonmaanlok ilo jikuul.
- 10 percent in jako (ak 18 raan ko) emaron komman bwe en ben lok aer ekatak kilen riit.
- Enaj rumij an rijikuul ro katorlok elañne renaaj jako juon ak ruon raan ilo kajojo week.
- Aer rumwij nan jikin jikuul enaj bar komman bwe en nana attendance eo.
- Jako ko relön remaron jelet aolepen rijikuul ro ilo kllaajruum eo elañne rikaki eo enaj aiku karumwijlok an katakin er bwe en jiban ro jet rekar jako catch up ak bok katak ko rekar jab boke kin aer kar jako.

An rijikuul ro bed ilo jikin jikuul aolep raan ejiban rijikuul ro bwe en emman aer lomnak kin jikuul---im kin er make. Jino kamineneik er habit in ilo preschool bwe ren jino enjake im jeta bwe bed ilo jikin jikuul mokta jen an ijjino, aolep raan elap an aorök. Aer bed ilo jikuul aolep raan enaj jiban bwe en emman aer katak ilo high school, college, im ilo jikin jibal ko renaaj jibal ie.

### TA KOMARON KOMMANE

- Kaajejet juon awa in kiki im makitkit ko in jibbon.
- Kwafok nukuk ko kadede nan jikuul im kebooj backpack ko ilo boñin eo mokta jen rujjok.
- Lale raan eo jikuul ej ijjino im lale bwe ajiri eo najum en bok wa ko ej aikuji.
- Kwafok kadkadin ajiri eo nejum nan rikaki eo im rijikuul ro mokta jen an jino jikuul bwe en jibane ilo an naaj jela won ajiri ro jet mottan ilo kilaj eo.
- Jab kötlok bwe ajiri eo nejum en bed wot imweo jjelokkin wot elañne ej lukkun nanimej. Kememej bwe an complain kin an metak lojen ak boran emaron juon sign eo ej kalikar anxiety im ejjab lukkun wun eo ej aiku bed wot imweo.
- Ak elanne ajiri eo nejum elukkün kijoror in etal in jikuul, konono ippan rikaki ro an, jikuul counselor ro, ak kajlok kabilok ippan jinen im jemen rijikuul ro jet ikijien wawen ko remaron komman bwe rijikuul eo en lukkun monono im itoklilmoln ilo an bojak in ekatak.
- Ejaake jet back-up plan ko nan boklok er nan jikuul elane ewor tok jldmkij in makitkit. Kir ro jet ilo paamle eo am, neighbor ro am, ak bar juon parent ak jinen ak jemen rijikuul ro jet.
- Kajion jab jikejul appointment in takto im trip ko realtok elane emoj an jino jikuul.

### NAAT EO ABSENCES AK RAAN IN JAKO KO AN RIJIKUUL RO REJ MENIN ABNONO



Note: Nomba kein rej kötmane illowaan 180-raan kane ilo juon ilo in jikuul.

Nan melele ko relönlok ikijien kopopo nan jikuul, etal nan [attendanceworks.org](http://attendanceworks.org) im [reachoutandread.org](http://reachoutandread.org)

## Cancellations / Delays

Based on consideration of local weather conditions and the closing of other area schools, busing service and / or Head Start classes may be delayed or cancelled. You will receive a call from the *One Call* phone system. *One Call* is a great method for quick parent communication; however, it is imperative that your phone number is kept up to date. **If the public school in your community is closed but Head Start is open, the bus will not pick up your child. You will need to self-transport your child.**

On delay days, Part-day AM classes will be in session from 10:00 am – 12:30 pm. Part-day PM classes will be in session from 1:30 pm – 4:00 pm. If your child rides a bus in the morning, expect the bus to arrive two (2) hours later than your typical time, and one (1) hour later in the afternoon to arrive at their usual bus stop. Transportation is not guaranteed on delay days. **Full-day programs will NOT follow delay schedules. Full-day programs will follow their regular schedule. In the event there is a weather delay for public schools, the Ed Complex, full-day programs will be SELF-TRANSPORT to school, with bussing available for take home. Parents can choose to bring their child to school later or keep them home. Please call the office to let staff know.**

## General Guidelines

In keeping with guidelines established by the Ohio Department of Education, the following procedures are adhered to:

- Staff members always supervise children.
- A telephone and hand-held radio are available in each classroom.
- Agency staff escorts children to / from the bus.
- If you bring your child to school late or need to pick up your child up early, contact the Head Start office at 419-268-0301.
- Children will be permitted to leave the center only with a designated person with proper identification.
- Fire and tornado drills are held monthly. Lockdown drills occur at least once a year.
- Labeled cleaning supplies and medication are kept in an area inaccessible to children.
- Center staff members are trained in the administration of first aid and CPR. First Aid kits are available in each classroom and are taken on all field trips.
- Emergency plans for evacuation and medical and dental emergencies are posted in each classroom.
- Center equipment is maintained in a safe and sanitary manner.
- An *Incident Report* will be completed and sent home with the child in the event of an accident or injury.
- If a child is involved in a more serious incident, the parent/guardian shall be notified immediately. Emergency 911 services will be utilized if necessary.

## Accidents and Emergencies

The center has several procedures to follow if an emergency would occur while your child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated location. In the event of an environmental threat or threat of violence, the staff will secure the children in the safest location possible, contact and

follow the directions given by the proper authorities and contact the parents as soon as the situation allows.

Parents will receive an incident report should an unexpected event occur which jeopardizes the safety of the children or staff or requires evacuation of the center.

The staff is trained in First Aid, CPR, Communicable Childhood Illnesses and Child Abuse and Neglect. If a serious injury occurs, the rescue squad will be called, the parents notified, and a staff person will accompany the child to the hospital in the rescue squad with all available health records. Staff will not transport children in their personal vehicles. For minor injuries, staff will administer first aid. While an injured child is being cared for, the staff/child ratio will be maintained, and activities will continue as scheduled. The staff member observing the incident will complete the ODE Incident / Injury form and provide it to the person picking up the child.

An incident / injury form will be completed and given to the person picking up the child on the day of the incident / injury, if any of the following occur:

- The child has an illness, accident, or injury which requires first aid.
- The child receives a bump or blow to the head.
- The child is transported by the emergency squad.
- An unusual / unexpected event occurs which jeopardizes the safety of the child.

### **Confidentiality**

Policy: To comply with applicable law, and to ethically safeguard the privacy and well-being of our employees and those we serve, Mercer County Head Start requires confidentiality and discretion from all employees, volunteers, and contractors.

Procedure: All medical and personnel records are classified as confidential information. Medical records are governed by The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations and Head Start Performance Standards referenced below and all personnel are expected to comply with their storage, transmission, and communication. Any questions about disclosure may be directed to the Executive Director or Superintendent of Celina City Schools or designee.

- Client's confidential information will be seen and discussed only with staff members who have need of the information to perform their job. Any information that must be shared will only be done after consent is obtained.
- Staff personnel records will not be disclosed without written consent of the staff member. Staff members have the right to examine their own personnel files and to respond to the contents of the file in accordance with OAPSE Negotiated Agreement Article XI-Personnel Files.
- Efforts to ensure confidentiality in all aspects include but are not limited to keeping paper documents in locked file cabinets, maintaining, and following records retention policy as prescribed by state and federal mandates, ensuring safety policies for electronic databases and communications systems.

### Relevant Authorities:

- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Head Start Performance Standards 1304.51 (g), 1304.22 (b), 1304.41 (1), 1304.52 (ii), 1308.6 (4), 1308 (appendix)
- Mercer County Head Start Code of Ethics
- Celina City Schools Bylaws & Policies

## Child Abuse and Neglect Policy

As required by the Ohio Revised Code 2151.421 employees are to report any suspected instances of child abuse and / or neglect to the proper authorities.

### Ohio Department of Education

If you would like to review our licensing through the Ohio Department of Education (ODE), please go to their website: <http://education.ohio.gov/>

### Complaint Procedure

If you have a complaint in an area of operation, complete the form on the following page. Completed forms should be mailed to Executive Director, Amy Esser. Complaints concerning the operation of this program may be reported to the *Department's Office of Early Learning and School Readiness* at (614) 466-0224.

### COMPLAINT PROCEDURE POLICY & PROCEDURE

<b>P/P Topic:</b>	Complaint Procedure	<b>P/P #:</b>	012
<b>Part:</b>	1304	<b>PC Approval Date:</b>	10/23/2008
<b>Subpart:</b>	Program Design and Management	<b>Last Reviewed Date:</b>	12/08/2014
<b>Section Title(s):</b>	Program Governance	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1304.50(d)(2)(v)	<b>Monitoring Responsibility:</b>	Executive Director
(A) Policy	Persons having a concern or complaint regarding programming are encouraged to speak directly with the responsible staff member or contact an immediate supervisor. If the concern cannot be eliminated the following formal process is to be initiated.		
(B) Responsibility	All Staff Members		
(C) Procedure	<ol style="list-style-type: none"><li>1. Persons having a concern or complaint regarding an area of operation of Mercer County Head Start/Celina Public Preschool are encouraged to complete a complaint form.</li><li>2. Forms are located in the Parent Handbook and are also available in the Head Start Office located at 585 E. Livingston St., Celina, OH. 45822.</li><li>3. Completed forms should be mailed to the Executive Director, at the above address or hand carried to the office.</li><li>4. The Executive Director may address individual concerns with staff and/or Policy Council as needed.</li><li>5. A written response regarding the area of concern will be sent within seven days to the person submitting the original concern/complaint. This response may include an explanation of operations and/or a plan of action to correct the situation.</li><li>6. Following receipt of the agency response, the individual filing the concern/complaint may request or provide additional information in writing within seven days.</li><li>7. Upon receipt of follow up communication the Executive Director will schedule a hearing for final resolution. Individuals included in the hearing process may include: The complainant, Celina City School Superintendent, Board of Education President or his/her designee, Mercer County Head Start Policy Council Chairperson or his/her designee and the Mercer County Head Start Executive Director. The Hearing will be scheduled as soon as possible and no later than thirty days from receipt of the follow up written response</li><li>8. Written response will be provided with 45 days of the scheduled hearing. The decision of the hearing committee will be considered final.</li></ol>		



**MERCER COUNTY HEAD START  
COMPLAINT FORM**

**Date** \_\_\_\_\_

**Explanation of Concern:**

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**Suggestions:**

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**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

Please mail and or hand deliver to:

**Amy Esser, Executive Director  
Mercer County Head Start  
585 E. Livingston St.  
Celina, OH 48522**

## Social and Emotional Well-Being

### Social Emotional Development

Information from parents and classroom observations provide vital information in the overall picture of each child's social-emotional abilities. We provide access to a behavioral health consultant. Mercer County Head Start also implements the use of a behavioral health curriculum, parent workshops, and offers other topics as they are needed to assist families in raising socially / emotionally healthy children.

Parents receive information about the social / emotional (ASQ-SE) screening completed on the child, along with ways and methods to increase children's resiliency in everyday ways. If you are interested in obtaining observations or other consultation through behavioral health services, contact a family advocate or your child's teacher.

### Conscious Discipline

Mercer County Head Start uses the *Conscious Discipline* approach to impact social emotional growth in the classroom.



*Conscious Discipline* is a whole-school solution for social-emotional learning, discipline, and self-regulation. *Conscious Discipline* is a longtime leader in integrating classroom management and social-emotional learning. It utilizes everyday events rather than an external curriculum and addresses the adult's emotional intelligence as well as the child's. *Conscious Discipline* empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. With *Conscious Discipline*, the teachers, students, and entire school culture will become a safe haven of cooperation, constructive problem solving and academic success. *Conscious Discipline* is an evidence-based program. Founder & CEO Becky Bailey 407.366.0233

## CHILD GUIDANCE AND DISCIPLINE POLICY & PROCEDURE

<b>P/P Topic:</b>	Child Guidance and Discipline	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	01/24/2018
<b>Subpart:</b>	I-Human Resources Management	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	Personnel Policies	<b>Implementation Responsibility:</b>	Education Manager
<b>Related Performance Standard(s):</b>	1302.90©		
(A) Policy	<p>(c) Standards of Conduct.</p> <p>(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:</p> <p>(i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.</p> <p>(ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children.</p>		
(B) Policy	All staff, volunteers, consultants, contractors.		
(C) Policy	<p>Positive Social / Emotional Environment</p> <ul style="list-style-type: none"> <li>• The environment is set up to maintain a developmentally appropriate space</li> <li>• Classroom traffic pattern minimizes wide open spaces to run, but provides ample space and boundaries for learning centers</li> <li>• Staff will ensure each child is always within their sight and hearing</li> <li>• A picture schedule is displayed at child's eye level and is implemented consistently most of the time, providing a predictable, well-balanced schedule of large / small group and quiet / active activities</li> <li>• Children assist in creating classroom / bus / school rules General Early Childhood Practices</li> <li>• Staff and volunteers will build, nurture, and maintain positive relationships with children through communication, conversation at meals, showing interest in their work, etc.</li> <li>• Staff and volunteers will communicate with children at eye level as possible</li> <li>• Staff and volunteers will verbally interact with children during routines and activities (staff are not to be on computers or telephones when children are present)</li> <li>• Staff and volunteers will participate in children's play during center play</li> <li>• Staff will provide a variety of materials in all learning enters to support child interests, preferences, and needs</li> <li>• Staff will prepare all children for changes in the day or schedule</li> <li>• Staff will provide warnings and expectations to encourage smooth transitions, ensuring wait time is held to a minimum</li> <li>• Staff and volunteers will demonstrate active listening with all children, demonstrating empathy, acceptance, and sensitivity to children's feelings and needs</li> </ul>		

	<ul style="list-style-type: none"> <li>• Staff and volunteers will encourage independence and self- help skills in all children</li> <li>• Staff will create a planned method of problem solving in the classroom</li> </ul> <p>Positive Guidance Techniques</p> <ul style="list-style-type: none"> <li>• Staff will speak to children with respect, always using sentences and modeling positive behaviors</li> <li>• Staff will adapt the environment, routine, and activities to the needs of individual children</li> <li>• Staff will maintain consistent reasonable expectations, including the classroom rules</li> <li>• Staff and volunteers will use environmental and verbal cues what will happen next and allow time for transition, assisting individual children to transition as needed</li> <li>• Staff and volunteers will model and teach social skills such as turn-taking, cooperation, waiting, treating others respectfully, and conflict resolution</li> <li>• Staff and volunteers will model and teach emotional skills, such as identifying and recognizing feelings</li> <li>• Staff will utilize the skills, supports, and strategies of the program-approved social emotional Curriculum (Conscious Discipline)</li> <li>• Staff will recognize and respect each child's energy level, learning style, temperament, developmental ability, including stage of play and capacity</li> <li>• Staff and volunteers will redirect children to appropriate activities that match the child's needs and preferences</li> <li>• Staff will assist children in solving peer difficulties through problem solving</li> <li>• Staff will be mindful of and seek out causes and patterns in behavior</li> </ul> <p>Intervention</p> <ul style="list-style-type: none"> <li>• Staff will assist children in finding replacement skills for inappropriate behaviors</li> <li>• Staff will refer children to the agency-contracted Mental Health Consultant for an individual observation.</li> <li>• Staff will consult with the Education Manager concerning the implementation of any individualized interventions</li> </ul> <p>Unacceptable Guidance Practices</p> <ul style="list-style-type: none"> <li>• There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.</li> <li>• No discipline shall be delegated to any other child.</li> <li>• No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.</li> <li>• No child shall be placed in a locked room or confined in any enclosed areas such as a closet, a box, or similar cubicle.</li> <li>• No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.</li> <li>• Techniques of discipline shall not humiliate, shame, or frighten a child.</li> <li>• Discipline shall not include withholding food, rest, or toilet use.</li> <li>• Separation when used as discipline shall be brief and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.</li> <li>• The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.</li> </ul> <p>During each employee's orientation and updated annually, an employee will receive a review of the policy, sign a Child Guidance and Discipline acknowledgement form, receive a copy, and the original placed in the employee's file.</p> <p>The IT secretary will monitor the completion of the training and subsequent updates through the COPA system.</p>
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## Behavior Guidance

Children are provided with activities designed to assist in developing the ability to make choices, express their needs and wants, and resolve conflicts. Positive behavior is reinforced to encourage the development of self-control and minimize negative behavior.

When there is a minor conflict amongst students, the children are encouraged to talk about the problem, and with teacher support, come to a mutually agreeable solution.

The goal is to help children learn self-control and negotiating skills when dealing with their peers. If a behavior issue arises requiring teacher intervention a child may be:

- Redirected to another activity
- Removed from the situation to discuss away from others
- Given time to allow him or her to regain control at their own pace, with assistance.

A distinction should be made between guidance and punishment. Under no circumstances will physical (hitting or spanking), emotional (shaming or blaming), or withholding food or toilet use, or threats of any kind be implemented or tolerated (3301-37-10).

## Transportation

### Self-Transport Rules and Regulations

For those families providing the transportation to and from the program, the following guidelines apply:

- Children may arrive no earlier than five minutes before each session. If you arrive early, you and your child must stay in your vehicle or outside of the building until the start of class. **CHILDREN MAY NOT BE DROPPED OFF EARLY.**
- **CHILDREN CANNOT BE LEFT UNATTENDED AT ANY TIME. THIS INCLUDES PERSONAL VEHICLES IN THE PARKING LOT OR ON STREET PARKING.** Do not leave young children in the car while the preschooler is walked to the classroom.
- Pick up your child promptly at the time class is dismissed. **CHILDREN MUST BE PICKED UP ON TIME.**

- No child will be released to anyone other than the parent or guardian unless there is signed permission from the parent or guardian, at least 24 hours prior to the change; therefore, identification is required each time.
- **IF NO ONE PICKS YOUR CHILD UP FROM SCHOOL:**
  - The staff will attempt to contact you and anyone listed as an emergency contact.
  - The staff will keep the child at the center for **no more than 30 minutes** while attempting to contact the parent / guardian or the emergency persons listed on the Emergency Contacts list.
  - **After 30 minutes, the local child protective services agency / law enforcement will be called if it is determined there is no one to take responsibility for the child.**

#### **Bus Transportation / Bus Rules and Regulations**

- The bus may arrive 15 minutes earlier or later than scheduled time. Plan to be ready 15 minutes before / after the scheduled time.
- The bus can only wait for one minute when dropping off or picking up the child.
- All individuals **MUST** stay in Safety Zone until the driver motions the go-ahead to approach the bus.
- You must escort your child to and from the bus door.
- A Bus Aide is always present on the bus.
- **State law prohibits smoking while escorting children to and from the bus.**
- Parents / guardians **MUST** update phone number changes for persons listed on the Emergency Contacts on a regular basis.
- **ONLY** those persons on the Emergency Contacts list may get the child off the bus.
- Any person picking up the child, who is not known by the busing staff, will be required to present a picture ID until driver is comfortable that he / she knows the person.
- If the bus stops at the child's bus stop / home three (3) days in a row, and the child does not get on, (without a call) busing services may be revoked.
- If the child is brought back to Head Start three (3) times because the parent / guardian or the emergency persons did not get the child off the bus, a conference with a manager will be warranted.
- Parents / guardians must be prepared to self-transport on days the bus is not running.
- Parents / guardians will share these rules with anyone putting the child on the bus and with the people on the child's Emergency Contacts for release.
- **IF NO ONE PICKS THE CHILD UP AT THE BUS STOP:**
  - The child will be returned to Head Start.
  - The staff will attempt to contact you, and anyone listed as an emergency contact.
  - The staff will keep the child at Head Start **for no more than 30 minutes** while attempting to contact the parent / guardian or the emergency persons listed on the Emergency Contacts.
  - **After 30 minutes, the local child protective services agency / law enforcement will be called if it is determined there is no one to take responsibility for the child.**

We expect to work with parents and children to provide a safe and pleasant ride to and from Head Start and on field trips. In addition to the information regarding pedestrian and transportation safety you received at orientation/enrollment, the following rules are important to keep the child safe. Please review and use these safety guidelines with your child:

- All children will be fastened in a 5-point child restraint system, like a booster seat.
- Children are to remain seated and always buckled in the child safety restraint seat.
- No toys or other objects are permitted on the bus. The only exception to this rule may be on the request of the teacher (i.e., sharing pail). Any items brought on the bus, such as a sharing pail, must be given to the driver or bus aide.
- Eating or drinking is prohibited on the bus.
- Behavior guidelines on the bus reflect those in the classroom (i.e., keeping hands and feet to self; walking feet to and from the bus; using indoor voices; etc.)
- Please work and communicate with the driver and bus aide. They will assist in getting the children to school but will need your continued support. Realize that agency policies are in place and will be adhered to – if you have questions about these policies, contact the Health and Safety Manager.