

Mercer County Head Start
Family Guide
2015-2016

(operated by Celina City Schools)

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 Schools



Call 419-268-0301 if your child will be absent

Refer to the agency website at www.mercerheadstart.org for current information about the agency including delays, cancellations, and photos

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Mission Statement

Mercer County Head Start, in partnership with families and the community, significantly impacts school readiness progress by creating a high quality, comprehensive, culturally sensitive, nurturing, safe, and healthy environment in which children, families, and staff are inspired to reach their fullest potential.

Mercer County Head Start

Mercer County Head Start, licensed by the Ohio Department of Education, serves children between the ages of three and five years whose families meet the Federal guidelines for eligibility. Head Start is a federally funded school readiness program providing opportunities for children to participate in developmental school readiness activities and experiences, while offering support for the entire family. Head Start recognizes that the parent/guardian is the child's most influential educator and therefore is a partner in the child's education.



All complaints and reports concerning the operation of this program may be reported to the Department's Office of Early Learning and School Readiness at (614) 466-0224. This information is also posted near the license.

Head Start Program Options:

Center Based classroom

Monday –Thursday 3.5 hour session both AM and PM sessions available

Meals and snacks are provided

Transportation may be available

Home Based Program

The Home Visitor meets with the parent(s) and child in their home once a week for 1½ hours.

Group days are held twice a month, and provide the children and parents with peer interaction, social development opportunities, and transition for future center based classroom experiences.

Full Day Program

The Full Day Pre-K program provides a lengthened day Monday – Thursday. Meals and snack are provided. This program is reserved for families who are in need of full day programming.

Mercer County Head Start programs are licensed by the Ohio Department of Education according to Preschool Licensing Rules Chapter 3301-37. The most recent written compliance report and corrective action are posted near the program license (3301-37-02 (J)).

Tobacco Free Program

In accordance with the Head Start Smoke Free Environment Instruction (ACYF-PI-HS-95-04), Mercer County Head Start is an established Tobacco Free Program. This includes the use of all tobacco products within the program. We respectfully ask all staff, parents, and volunteers to refrain from the use of

tobacco products on the school grounds, during Head Start related functions, and program activities, including home visits.

Program Information

Typical Double Session Daily Schedule

A.M.

- Arrival & welcome circle
- Hand washing & breakfast
- Language arts; stories, finger plays, & songs
- Tooth brushing, free choice (art blocks, manipulative, etc.)
- Circle and sharing time
- Gym or outside activity
- Lunch
- Dismissal



P.M.

- Arrival & welcome circle
- Lunch
- Tooth brushing, free choice (art, blocks, manipulative, etc.)
- Circle & sharing time
- Gym or outside activity
- Language Arts, stories, finger plays, songs, etc.
- Hand washing & snack
- Dismissal

A specific classroom schedule is available in each room and reflects the actual schedule followed. It is important to note that schedules may be rearranged to meet the immediate needs of the children and activities.

TS GOLD and School Readiness

Teaching staff plan educational activities according to the Creative Curriculum® Philosophy, aligned with the Head Start Framework as well as the Ohio Department of Education Early Learning Content Standards. As lesson plans are created and activities carried out in the classrooms, assessment using TS Gold® with the 38 Objectives for Development and Learning listed in the chart on the next page, are conducted three times during the school year. Teachers share this information with parents at Home Visits, Parent Teacher Conferences, and other times when determined beneficial by parents or staff. This information is also forwarded to the School District when a child nears time to transition to Kindergarten.

Mercer County Head Start (MCHS) 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 their children's art work completed at home, 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.

Teaching Strategies Gold Assessment® for Creative Curriculum®

Objectives for Development & Learning

Social-Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends
3. Participates cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

8. Listens to and understands increasingly complex language
 - a. Comprehends language
 - b. Follows directions
9. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
 - a. Engages in conversations
 - b. Uses social rules of language

Cognitive

11. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves problems
 - d. Shows curiosity and motivation
 - e. Shows flexibility and inventiveness in thinking
12. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in sociodramatic play

Literacy

15. Demonstrates phonological awareness
 - a. Notices and discriminates rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter-sound knowledge
17. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
18. Comprehends and responds to books and other texts
 - a. Interacts during read-alouds and book conversations
 - b. Uses emergent reading skills
 - c. Retells stories
19. Demonstrates emergent writing skills
 - a. Writes name
 - b. Writes to convey meaning

Mathematics

20. Uses number concepts and operations
 - a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities
21. Explores and describes spatial relationships and shapes
 - a. Understands spatial relationships
 - b. Understands 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 Team Committee

School Readiness is a term used to determine if a child is cognitively, socially, and physically ready to learn at a pace appropriate for Kindergarten. The only factor for a child to start Kindergarten is their age, however parents have the option to send their children or not until they are 6, at which time a child must be enrolled in Kindergarten.

MCHS, Mercer County School Districts, parents, and community members work together to create a plan and set goals that ensures all children are progressing towards school readiness. School Readiness goals and other information can be found on the agency website (www.mercerheadstart.org).

If you are interested in being a part of the School Readiness Team, call or contact Michelle Self, Director of Early Childhood Services (office is located in the Franklin Building).

TS GOLD Parent Account

Families have the opportunity to obtain a TS GOLD parent account so they can remain informed on their children's progress, add observations from activities at home, view current lesson plans, and send teaching staff questions. If you have any issues with the TS GOLD website, let us know.

At Home Activities

Families will be provided "at home school readiness activities" that directly relate to current classroom activities and school readiness goals to support family engagement in your child's education progress. An art supply kit is provided at the beginning of the program year to support family participation in home activities. The At Home School Readiness Activity 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. Return the form in your child's folder. This information will assist the teacher in documenting the child's educational progress.

Behavioral Health

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 and implementation of behavioral health curriculum, parent workshops, etc.

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

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 in an effort to encourage the development of self-control and minimize negative behavior.

When there is a minor conflict among children, 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 regain control, at 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 (3301-37-10).

Field Trips

Parents will receive field trip permission requests prior to the scheduled form 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 provided by teaching staff and parent volunteers at all times. Each child will wear a nametag during the field trip with the following information: the school's name, address and phone number. A staff person trained to administer first aid and a First Aid Kit will be available at all times.

Communication

- Parents and children transition into the Head Start program through Orientation held at the beginning of the school year. This Family Guide provides information about screenings, and other information. Staff will be available to answer questions you may have.
- Program goals and family expectations will be discussed at Home Visits, meetings, and Parent-Teacher Conferences. Teaching and family advocate staff encourage family involvement in making plans for goals, activities, and the agency. If you would like to get involved in program planning (such as POP's, Policy Council), talk to your family advocate!
- All child developmental and health screening plans and procedures are communicated to parents prior to the initiation of the screening. All data regarding the child's results and progress is collected to gain understanding and to plan for the best possible services. The teacher will share these results with you at the Home Visits/Parent Teacher Conferences. Records are confidential and will only be sent to another agency with written/verbal permission of the parent/legal guardian.
- All families will receive a weekly Classroom News from the teacher. Training dates for participation in workshops, updates about what is happening in the classroom, and activities that you can do at home to reinforce what your child is learning at school, and agency news are included.
- Each child will receive a folder that will serve as a communication tool between school and home. **A book bag is not needed and will not be permitted on the bus.**



Appropriate Dress

Your child should be comfortably dressed in play clothes that will give him/her freedom to participate in all activities. Dressing your child in play clothes will minimize the concern due to stains or other issues such as tears. Keep in mind the following considerations:

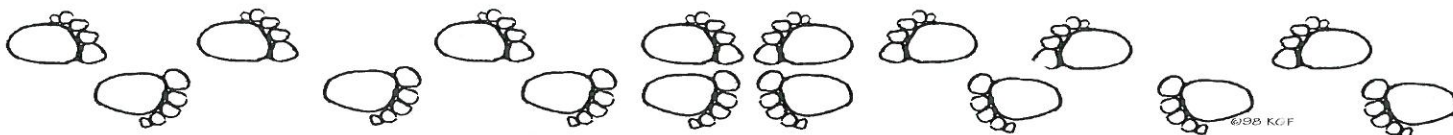
- We do **messy** activities in the classrooms daily
- Be aware of the weather
- Temperature changes throughout the day, so it may be wise to layer your child's clothing
- Children go outside daily, weather permitting

In addition, play clothes include shoes. Flip flops and other such shoes may make it difficult for your child to run and play in the gym, on the playground, and outside.

Meal Service

Head Start encourages family-style meal service to provide children with additional opportunities to eat at a leisurely pace while serving themselves to the greatest extent able. 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. A monthly menu is sent home and posted in the room. Meal service is provided through Child and Adult Care Food Program (CACFP). More information regarding CACFP can be found on page 16.

- **Please do not send food or treats of any kind to school with your child. The program will provide foods and other supplies needed for special occasions and educational activities. If food items are sent to school they will be sent home according to agency policy.**



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 Community Services 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 in order to dispense medication or to institute the special diet. If your child must have medication or a special diet, contact Jessica Davis at 419-268-0301 to complete the necessary paper work.

Absolutely no medication (over the counter or prescription) will be transported by the child. Parent/Guardian must give medication directly to teaching staff.

Communicable Disease: When Your Child is Ill

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

Please keep your child home if he/she exhibits any of the symptoms listed below.

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



- **An oral temperature of over 100.0**
- **A sore throat, even if no fever is present**
- **An earache**
- **A deep, hacking cough or untreated wheezing**
- **Severe congestion**
- **Difficulty 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 or nits, 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 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.

*Your child may return to school 24 hours after all signs of illness have disappeared or after treatment and release by a Doctor.

Please make sure that the emergency information is current and let your family advocate, your child's teacher or the Head Start Office (419-268-0301) know of changes as they occur.

Absences

- **Notify the office (419-268-0301) if your child will be absent that day.**
- **It is extremely important to communicate the absences to the program. A staff person will follow up with you if your child is not at school and we've not heard from you.**
- 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 if there are changes you need to make for your family or child.

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 due to. You will receive a call from the Leader Alert phone system. Leader Alert is a great method for quick parent communication, however it is imperative that your phone contact 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 may self-transport your child.** You can also refer to the following radio or television stations:

WCSM.....	96.7FM	Channel 7 – WHIO - Dayton
K-94.....	94.3FM	Channel 35 – WLIO - Lima
T-102.....	102.1FM	

Plan B for two AND three hour delays will change the class times to:

AM session 10:00-12:30*

PM session 1:30-4:00*

**If your child rides a bus in the morning, expect the bus 2 hours later than your typical time in the morning, and 1 hour later in the afternoon.*

Cancellation and delay information is also available on the agency website
(www.mercerheadstart.org)

Transportation

At orientation or during the enrollment process, you were given the opportunity to view an informational presentation regarding pedestrian and transportation safety. For your child's safety, please review, encourage and use those safety guidelines with your child daily.

Self-Transport: 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. Teaching staff use this time for classroom preparation, communication, and break time.
- When transporting a child to and from the program, the daily sign-in/sign out sheet in the classroom must be completed.
- Do not leave young children in the car while the preschooler is walked to the classroom. Accidents can happen so quickly, please keep all children with you at all times.



- Pick up your child promptly at the time class is dismissed. Time between sessions is vital for classroom work.
- **No child will be released to anyone other than the parent or guardian unless there is signed permission from the parent or guardian; therefore identification is required each time.**
- If your child is in a carpool, there must be signed permission for each member of the carpool in order to release the child to him/her.

Bus transportation: Families eligible for bus transportation, please keep in mind:

- Bus stops are assigned. Plan to arrive at the designated bus stop at least 10 minutes earlier than the expected time given. The bus will wait only 3 minutes after arrival at the bus stop. Please adhere to these guidelines for the safety boarding the bus.
- Pick up/drop off times may vary somewhat due to weather, absences, etc.
- If you miss the bus to school, you will need to provide transportation or call the school at 419-268-0301 to report your child absent.
- If you missed meeting your child at the bus stop, the Head Start office will attempt to reach you and/or your emergency contacts to make arrangements to pick your child up at the Celina bus garage.
- **Parents must escort their child to and from the bus aide, or the bus driver will not pick them up or drop them off. Adhere completely to this rule or you will risk losing transportation privileges.**

Please understand, for the safety of your child, the driver or aide may request identification if they do not know the individual who is meeting the child. They will then match that to the name on the signed consent form.

- The bus driver and aide will do a health check as your child boards the bus. If the child shows signs of illness, the child will not be permitted to attend for the day.
- Parent volunteers may ride the bus to and from the center if extra seating is available. It is best to ask the bus driver about this in advance.
- Siblings and children not enrolled in Head Start are not permitted to ride the bus or join the classroom due to licensing regulations.

Bus Rules

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 informational presentation you viewed at orientation/enrollment process regarding pedestrian and transportation safety, the following rules are important to keep your child safe. Please review and use these safety guidelines with your child.

- All children will be fastened in a 5-point child restraint system, similar to a booster seat.
- Children are to remain seated and buckled in the child safety restraint seat at all times.
- 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 mirror those in the classroom (i.e. hands and feet to yourself, walking feet to and from the bus, use indoor voices, etc.)
- Please work and communicate with the driver and bus aide. They will assist you in getting your child 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 your family advocate.

Policy Council

Policy Council is the formal body of governance through which policy making and shared program decisions are aimed at enhancing the holistic values of the Head Start Philosophy and services. Policy Council representatives are elected in October and are asked to attend monthly meetings. Policy Council is composed of parents from each Head Start site and program option, past parents, Celina City Schools Board of Education representative, and community representatives. They provide input into the program's operations. All parents are welcome to attend the meetings.

POPs (Parents of Preschoolers) Committee

We encourage you to participate in Parent Planning Meetings to become actively involved in developing a program and trainings that are responsive to your child's and your family's needs. All parents of enrolled children are members of the P.O.P.s. Watch for information in your child's folder regarding meeting schedules. Input and suggestions are very important to this year's planning.

Health Advisory Committee

The Health Advisory Committee (HAC) 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 Jessica Davis, HCSM.

Home Visits/Parent Teacher Conferences

Your child's teacher and family advocate will schedule home visits through out the year. Our program goal is to meet with the families in their home environment whenever possible to exchange information and discuss the progress of your child. You will also be invited to the center to meet with your child's teacher for Parent/Teacher Conferences (PTC). Open communication is encouraged between staff and families and together will complete 3 home visits and 2 Parent Teacher Conferences. Additional meetings may be scheduled by the parents or staff.

Suggestion Box

Suggestions and comments from parents and community members can be made through the suggestion box located in the Franklin Building.

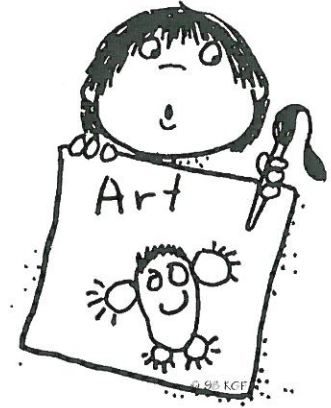


Child Abuse and Neglect Policy

We are required by law to report a **suspected** incident of abuse or neglect to the Department of Job and Family Services. It is our goal not to judge, but to assist families.

Complaint Procedure

If you have complaint in an area of operation, complete a complaint form, available on the website or can be requested from the office. Completed forms should be mailed to Program Director. 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. This information is also posted near the license.



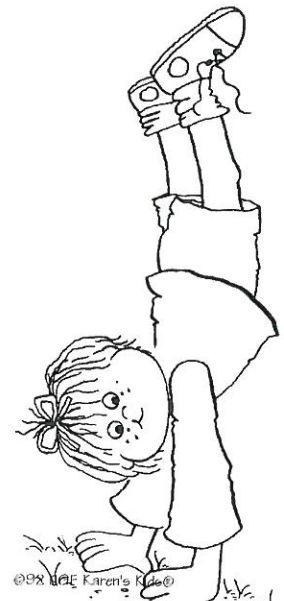
Safety Policy

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

- Staff members supervise children at all times.
- A telephone is available in each classroom.
- Agency staff escort children to/from the bus.
- If you bring your child to school, sign him/her in or out in the classroom.
- Children will be permitted to leave the center only with a designated person with proper identification.
- Fire drills are held monthly. Tornado drills are held from March through May. 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 a minor 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.
- All visitors use the main entrance and sign in at the office prior to entering a classroom.

Parent Involvement

Parent Involvement is encouraged. The program is required to track volunteer hours as an In-Kind donation to the program and families provide families provide a large part of this In-Kind by opportunities listed below.



- Policy Council Member
- P.O.P.s Group (Parents of Preschoolers)
- Health Advisory Committee (HAC)
- Classroom and field trip volunteers
- Ride the bus to assist as a bus aide
- Collect requested materials
- Share a skill or hobby with the children
- Participate with your child in At Home School Readiness Activities

Employment Opportunities

Employment opportunities are posted as available and can be found on the Celina City School website, www.celinaschools.org. If interested, complete an application in the Education Complex, 585 E. Livingston St. in Celina.

Substitute opportunities may be available. Contact Michelle Self or Jessica Davis if you would like more information.

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 the physical exam, dental exam, and proof immunizations.

Staff assist parents to locate a medical or dental service providers and with obtaining appointments and follow up, if needed. If a family has no health or dental insurance, contact a family advocate for assistance.

Immunizations are an important part of your child's health and are mandated to be up to date or signed exemption on file within 30 days of enrollment according to Ohio Department of Education licensing (3301-37-08). Refer to the immunization information provided and to schedule necessary appointments with the Mercer County Health Department or the family physician.

Children will be provided with the following screenings:

- **Vision Screening:** The vision screening is conducted with a LEA Light Box and completed on site. Staff prepare the children prior to the screening. You will be notified of any concerns.
- **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 at the beginning of the school year. All parents will receive a copy of the result. If your child needs further testing, you will be notified so that you can complete the necessary paperwork for your child to receive service.
- **Developmental Screening:** Our teaching staff will screen your child in the fall using the Brigance Screening Instrument. You will receive information from the staff in developing a plan to determine your child's individual goals and teaching/home activities that will assist in reaching those goals. During the school year you will be given many opportunities to share your thoughts with teaching staff and make plans for your child's return to MCHS/ or transition into kindergarten.

If you have any questions about the screenings or results, call the person listed on the information sent home, or Jessica Davis at 419-268-0301.



Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care Centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed or approved private homes.
- **After School Care Programs:** Centers in low-income areas provide free snacks to School-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact

Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

<p>Mercer County Head Start 6731 SR 219 Celina, OH 45822 419-268-0301</p>

Ohio Department of Education

<p>CACFP Consultant 25 S. Front Street, MS 303 Columbus, OH 43215-4183 614-466-2945</p>

Nondiscrimination Statements on back.

(rev. 6/24/2013)

(English)

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(Spanish)

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El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

Mercer County Head Start
6731 State Route 219
Telephone: 419-268-0301
Fax: 419-268-0017
Bus Garage: 419-586-8300 ext. 3402

Staff Directory (Call 419-268-0301):

Executive Director:	Carol Schroyer
Director of Early Childhood Services:	Michelle Self
Family Engagement Services Manager:	Karla Kessler
Health & Community Services Manager:	Jessica Davis
Family Advocate:	Kathy Bohman
Family Advocate:	Leah Schmiesing
Home Based Visitor:	Racheal Fields
CPPS classroom:	419-586-8300 ext. 1044
Rockford classroom:	419-953-6952