

**Mercer County Head Start  
Celina Public Preschool**

**Family Guide  
2017-2018**

(Operated by Celina City Schools)

**Serving children and families throughout Mercer County**

**Celina City Schools**

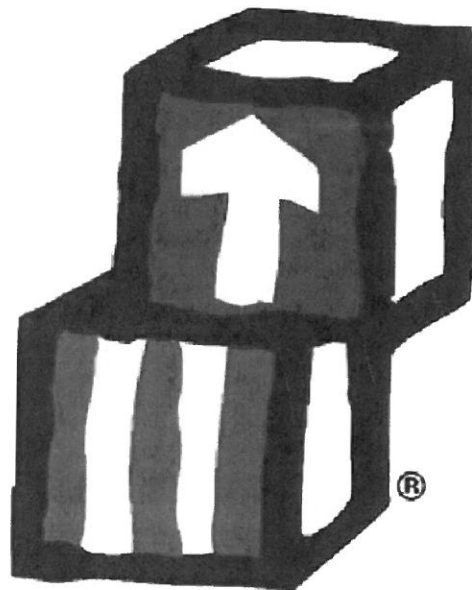
**Coldwater Exempted Village Schools**

**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](http://www.mercerheadstart.org) for current information about the agency including delays, cancellations, and photos**

# Welcome to Mercer County Head Start 2017-2018

→ First Day of School: August 22, 2017 for Full day at Education Complex  
September 5, 2017 for Part Day sessions & Rockford

→ Holidays: Thanksgiving November 23-27, 2017; Christmas December 22 – January 3, 2018; Martin Luther King January 15, 2018; Presidents' Day February 19, 2018; Easter March 29-April 2, 2018

→ Last Day of School: May 16 for Full Day & Rockford  
May 17 for Part Day Sessions

**MCHS/Franklin Site**  
**585 E. Livingston St.**  
**Celina, OH 45822**  
**Telephone: 419-268-0301**  
**Fax: 419-268-0017**

**Bus Garage**  
**419-586-8300 ext. 3402**

**MCHS/Rockford Site**  
**New Horizon's Community Church**  
**833 South Main St**  
**Rockford, OH 45882**  
**Classroom Cell: 419-953-6952**

**Staff Directory (Call 419-268-0301)**  
**CPPS classroom: 419-586-8300 ext. 1044**

|                                       |                   |
|---------------------------------------|-------------------|
| Executive Director:                   | Amy Esser         |
| Director of Early Childhood Services: | Sandra Stammen    |
| Family Engagement Services Manager:   | Karla Kessler     |
| Health & Community Services Manager:  | Angela Stephenson |

# WE HOPE YOU AND YOUR CHILD HAVE A GREAT YEAR!!

## Parking & Entrance at the Education Complex:

Self-transport families will park in the parking lot on the east side (Fountain Ave.) of the building. All other families must park on the street.

\*The only entrance door is on the east side of the building. You will press the buzzer to gain entrance.

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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 (MCHS) 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. MCHS recognizes that the parent/guardian is the child's most influential educator and therefore is a partner in the child's education. MCHS is 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)).



### **Head Start Program Options:**

#### **Part Day Program**

Monday –Thursday 8:00AM-11:30PM or 12:30PM-4:00PM  
Meals and snacks are provided. Transportation may be available.  
CPPS/ECE classes are self-transport.

#### **Full Day Program**

Ed. Complex: The Full Day program is Monday – Friday, 9:00am-3:00pm. Meals and snack are provided. This program is reserved for families who need full day programming. This option is self-transport only.

Rockford: The Full Day program is Monday-Thursday, 8:00am-3:30pm. Meals and snack are provided. This program is reserved for families who need full day programming. This option is self-transport only.

## 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.

- 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

#### FULL Day

- 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
- Gross Motor
- Rest Time/Nap
- Work/time centers
- 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.

# **EDUCATION**

## **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.

## **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.

## **School Readiness Goals for 2017-2018**

Approaches to Learning - Children will demonstrate a desire to learn through their interests, persistence, and attention as creative independent learners through a variety of topics.

Cognitive and General Knowledge – Children will develop thinking skills through exploration & discovery of math concepts in every day routines.

Language and Literacy Knowledge – Children will develop oral language skills to communicate needs effectively. Children will differentiate sounds of letters thereby understanding how words are made of different sounds.

Physical Development and Health – Children will demonstrate positive growth and behaviors associated with motor / muscle development, and over-all physical well-being.

Social and Emotional Development – Children will develop skills that enable them to form & participate in positive and meaningful relationships with others.

### **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. A school readiness 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.

### **Parent Teacher Conferences**

Your child’s teacher will schedule home visits throughout 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.

## Teaching Strategies Gold Assessment® for Creative Curriculum® Objectives for Development & Learning

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### 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

## CPPS—ELA

### Ohio's Early Learning Assessment

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.

All programs who serve preschool-age children will have the opportunity to use the Early Learning Assessment to improve and support the growth and development of children.

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

### **Field Trips**

Parents will receive a field trip permission request form detailing where and when the trip is planned, prior to the scheduled outing. 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 CPR, and a First Aid Kit will be available at all times.

### **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 his/her age. At age 6, 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.

If you are interested in being a part of the School Readiness Team, call or contact your family advocate.

# FAMILY PARTICIPATION

## **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 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.

## **Family Advocate Home Visits**

Working with families has been an integral part of Head Start since its inception in 1965. A proponent of family involvement, Head Start has always recognized the importance of family as the first and most important teacher of their children. But, it was not until 1994 that Congress formally acknowledged the importance of parent involvement: "[E]very school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children." (GOALS 2000: Educate America Act)

Each family enrolled at MCHS will be assigned a family advocate. He/She will also be completing 2 home visits with you.

## 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 a large part of this In-Kind by opportunities listed below.

- Policy Council Member
- P.O.P.s Group (Parents of Preschoolers)
- Health Services Advisory Committee (HSAC)
- 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](http://www.celinaschools.org). If interested, complete an application at the Education Complex, 585 E. Livingston St. in Celina.

Substitute opportunities may be available. Contact the Head Start office at the Franklin Site.

## Suggestion Box

Suggestions and comments from parents and community members can be made through the suggestion box located in the Family Advocate office in the Ed. Complex.

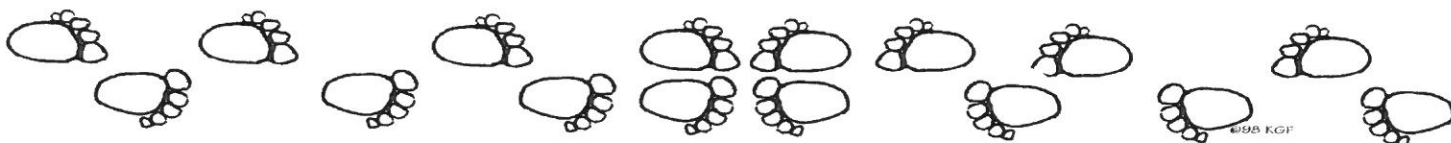


# HEALTH/NUTRITION

## 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. Full day session receives breakfast, lunch and snack. A monthly menu is sent home and posted in the room. Meal service is provided through Child and Adult Care Food Program (CACFP). For more information about CACFP, see the Building for the Future page in this handbook.

- **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.**



## 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.gov>

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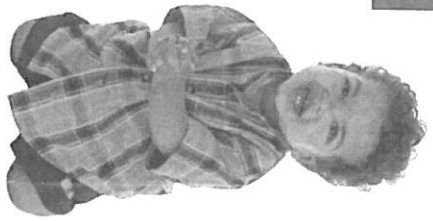
Women,  
Infants &  
Children

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



## Who is Eligible for WIC?



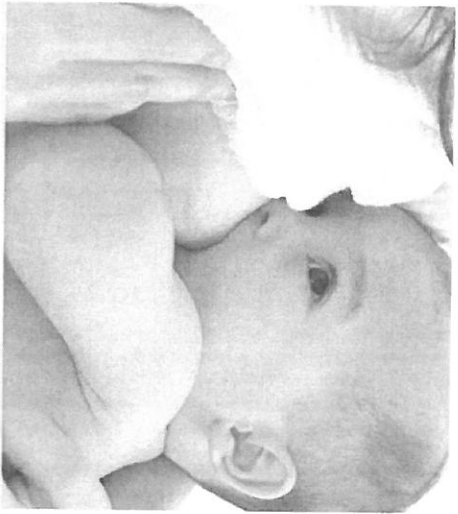
Women who are pregnant, breastfeeding or have a baby less than 6 months old, and infants and children up to 5 years old are eligible to apply for WIC. Fathers are welcome to apply for WIC for their children up to age 5.

### To qualify for services you must:

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



- ✔ Supplemental foods such as:
  - Cereal
  - Eggs
  - Milk
  - Whole-grain foods
  - Fruits and Vegetables
  - Infant formula



## 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-CROW (4769)** for locations and more information.

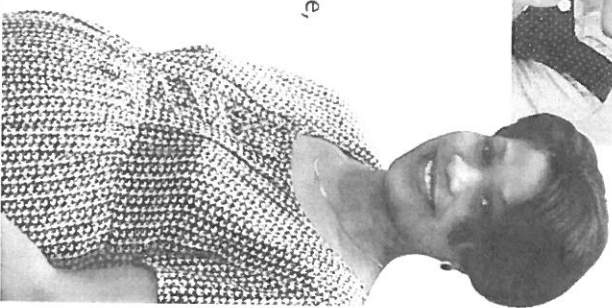
### See if you qualify

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.



## 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 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 to complete the necessary paper work.

## 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 (Ohio Dept. of Preschool Licensing 3301:37:11):



- **An oral temperature of over 100.0 or above**
- **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.**

### Health Services Advisory Committee

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.



### 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 of immunizations.

Staff assists 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 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).

#### **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 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 staff will assist families in completing the ASQ/SE 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, contact your family advocate.

# 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 day care homes and centers across the country. Providers are reimbursed for serving nutritious meals that 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<br>Fruit or Vegetable<br>Grains or Bread | Milk<br>Meat or meat alternate<br>Grains or bread<br>Two different servings of fruits<br>vegetables | Milk<br>Meat or meat alternate<br>Grains or bread<br>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 Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services 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 age 18 in afterschool care programs in needy areas.

## Contact

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

Sponsoring Organization/Center      Child Nutrition Programs  
 RI Department of Education  
 255 Westminster Street  
 Providence, RI 02903  
 401-222-4600  
 Or  
 Mercer County Head Start  
 585 E. Livingston St.  
 Celina, OH 45822  
 419-268-0301

# Ohio

Department of Medicaid

## fact sheet

### OVERVIEW

Healthcheck 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.

#### Healthcheck 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. Healthcheck 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.

### HEALTHCHECK: OHIO'S EPSDT PROGRAM

Healthcheck 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 HEALTHCHECK IN OHIO



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

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



#### HEALTHCHECK COORDINATORS

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

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



#### HEALTHCHECK PROVIDERS

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



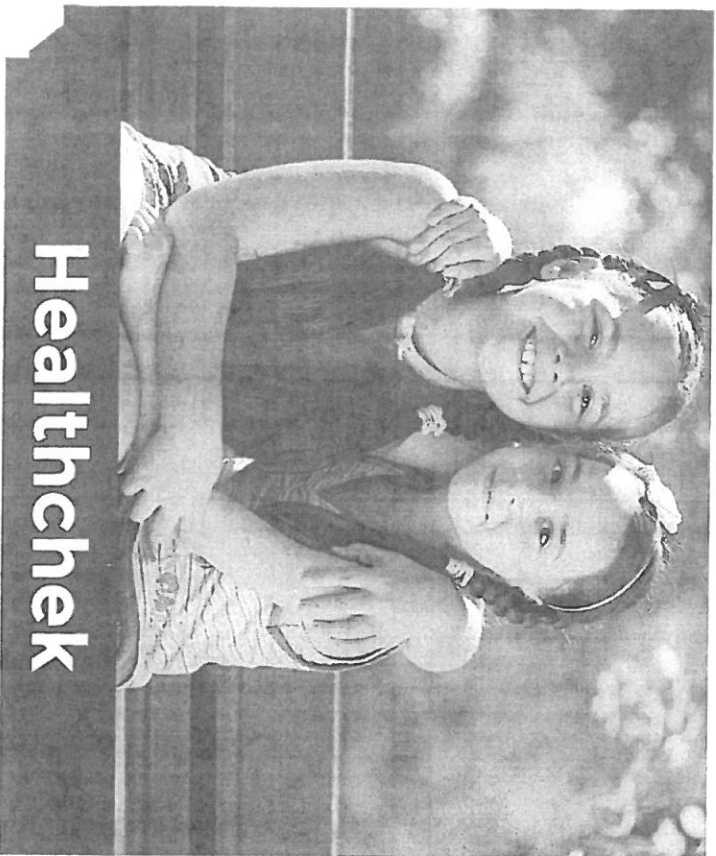
#### HEALTHCHECK AND MANAGED CARE

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



#### PREGNANCY RELATED SERVICES

In many counties, the Pregnancy Related Services (PRS) and Healthcheck coordinators are the same. The county's PRS coordinator can explain the importance of Healthcheck 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.



**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>

9/14

# 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 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.

# RULES & REGULATIONS

## Drug Free Program

MCHS is a drug free environment. This includes the use of tobacco products.

## 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 MCHS. No child will be denied services based on race, color, religion, sex, national origin, or disability according to the Americans with Disabilities Act of 1990, 104 Stat.32 U.S. C. 12101 et seq.

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. This is for the safety of each child.

## Complaint Procedure

**If you have complaint in an area of operation, complete the form below. 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

|   |  |                                       |                    |
|---|--|---------------------------------------|--------------------|
| <b>P/P Topic:</b>                       | <b>Complaint Procedure</b>   | <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 |
| <b>(A) Policy</b>                       | 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>(B) Responsibility</b>               | All Staff Members  |                                       |                    |

|                      |   |
|----------------------|---|
| <p>(C) Procedure</p> | <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 AND  
CELINA PUBLIC PRESCHOOL  
COMPLAINT FORM**

Date \_\_\_\_\_

- Explanation of Concern:

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- Suggestions:

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Name \_\_\_\_\_

Address

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Telephone Number \_\_\_\_\_

Please mail and or hand deliver to:

Amy Esser, Executive Director  
Mercer County Head Start  
585 E. Livingston St.  
Celina, OH 45822

## 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
- **NO flip flops!** These types of shoes make it difficult for your child to run and play in the gym, on the playground, and outside

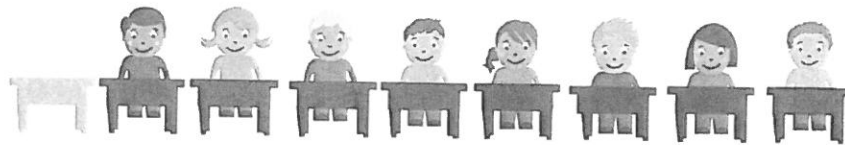


## Absences/Attendance

It is very important that children be in attendance every day in order 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 (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.





## 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?

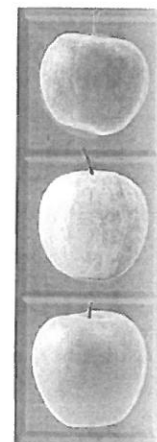
- Jino jen kindergarten, elañhe elukkun lõn alen jako emaron komman bwe rijikuul ro ren rumwij aer wonmaanlok ilo jikuul.
- 10 percent in jako (ak 18 raan ko) emaron komman bwe en ben lok aer ekatak kilen riit.
- Enaj rumij an rijikuul ro kaloñlok elañhe renaaj jako juon ak ruon raan ilo kajojo week.
- Aer rumwij ñan jikin jikuul enaj bar komman bwe en nana attendance eo.
- Jako ko rellõn remaron jelet aolepen rijikuul ro ilo kilaajruum eo elane rikaki eo enaaj aikuj karumwijlok an katakin er bwe en jibañ 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 ejibañ 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 jela bwe bed ilo jikin jikuul mokta jen an ijino, aolep raan elap an aorõk. Aer bed ilo jikuul aolep raan enaaj jibañ bwe en emman aer katak ilo high school, college, im ilo jikin jibal ko renaaj jibal ie.

### TA KOMARON KOMMANE

- Kajejet juon awa in kiki im makitkit ko in jibbon.
- Kwalok nukruk ko kadede nan jikuul im kebooj backpack ko ilo boñin eo mokta jen rujlok.
- Lale raan eo jikuul ej ijino im lale bwe ajiri eo najum en bok wã ko ej aikuji.
- Kwalok kadkadin ajiri eo nejum nan rikaki eo im rijikuul ro mokta jen an jino jikuul bwe en jibañe ilo an naaj jela wõn ajiri ro jet mottan ilo kilaaj eo.
- Jab kõttok bwe ajiri eo nejum en bed wõt imweo ijelokkin wõt elañhe ej lukkun naninmej. Kememej bwe an complain kin an metak lojen ak bõran emaron juon sign eo ej kalikar anxiety im ejjab lukkun wun eo ej aikuji bed wot imweo.
- Ak elanne ajiri eo nejum elukkun kijoror in etal in jikuul, konono ippan rikaki ro an, jikuul counselor ro, ak kajitok kabilok ippan jinen im jemen rijikuul ro jet ikijien wawen ko remaron komman bwe rijikuul eo en lukkun monono im itoklimoin ilo an bojak in ekatak.
- Ejaake jet back-up plan ko nan boklok er nan jikuul elane ewor tok jidimkij 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 reaitok elane emoj an jino jikuul.

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



**JAKO KO RELLOÑ JEN JOÑAN**  
18 ak eloñlok raan

**SIGN IN KAKKÖL**  
10 nan 17 raan

**EBWE**  
9 ak eietlok raan in jako

Note: Nomba kein rej kõtmane ilowaan 180-raan kane ilo juon iio in jikuul.

Nan melele ko relõñlok ikijien kõpopo ñan jikuul, etal ñan [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 have to self-transport your child.**

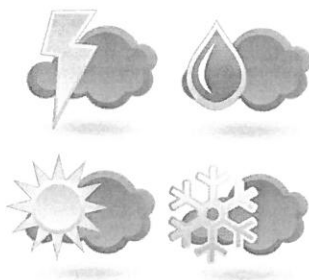
**Plan B for two-hour delay will change the class times to:**

**AM session 10:00-12:30\***

**PM session 1:30:00-4:00\***

*\*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.*

Full Day Programs will NOT follow Plan B delays!



## Safety Policy

|   |  |                                       |                          |
|---|--|---------------------------------------|--------------------------|
| <b>P/P Topic:</b>                       | <b>Safety in Classroom</b>   | <b>P/P #:</b>                         | 010                      |
| <b>Part:</b>                            | 1304   | <b>PC Approval Date:</b>              | 10/23/2008               |
| <b>Subpart:</b>                         | Early Childhood Development and Health Services  | <b>Last Reviewed Date:</b>            | 01/30/2014               |
| <b>Section Title(s):</b>                | Child Health and Safety  | <b>Implementation Responsibility:</b> | HCSM and Education Staff |
| <b>Related Performance Standard(s):</b> | 1304.22 (d)  | <b>Monitoring Responsibility:</b>     | HCSM, Program Director   |
| <b>(A) Policy</b>                       | Procedures will be reviewed and implemented by all employees to ensure the safety of children. |                                       |                          |
| <b>(B) Responsibility</b>               | All staff  |                                       |                          |

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| C) Procedure | <ul style="list-style-type: none"> <li>• Staff ensures all children are within sight and hearing at all times.</li> <li>• A telephone is available in the conference room and all offices and all classrooms.</li> <li>• Children being transported by a parent are escorted to and from the building by the parent/guardian and signed in/out on the sign in-sign out sheet located in the classroom.</li> <li>• Children are permitted to leave the center only with a parent/guardian or person designated by the parent with proper identification.</li> <li>• Fire, weather, and lockdown drills occur regularly as each policy indicates (see Weather emergency drill; fire drill; lockdown drill).</li> <li>• A diagrammed evacuation plan for fire and weather emergencies will be posted near the exits in each classroom.</li> <li>• A Fire Extinguisher is available throughout the building, and tested annually.</li> <li>• Items of potential danger to children including cleaning agents will be:             <ol style="list-style-type: none"> <li>1. Stored in the original container with label intact.</li> <li>2. Stored in an area inaccessible to children.</li> <li>3. Stored separately from food and food service equipment.</li> <li>4. Have current MSDS sheets on file in the main binder located in the office.</li> </ol> </li> <li>• Medication will be kept in a locked container in an area inaccessible to children.</li> <li>• Staff, as determined appropriate are trained in First Aid and Adult/Pediatric C.P.R., Communicable Disease Prevention and Identification, Blood borne Pathogens, and Child Abuse and Neglect Recognition and Prevention</li> <li>• A First Aid Kit is maintained in each class and taken on outings. First Aid kits are inventoried on a monthly basis by classroom staff. (See first aid kits policy)</li> <li>• An emergency medical and dental procedure chart shall be posted in each classroom.</li> <li>• Emergency Phone numbers including poison control is posted in red near all phones.</li> <li>• All electrical outlets accessible to children have protective caps in place when outlets are not in use.</li> <li>• Equipment is maintained in a safe and sanitary manner.</li> <li>• Extension cords will not be used</li> <li>• An emergency light source (flashlight and fresh batteries) is available at all times. (See first aid kits policy)</li> <li>• Security and Exit lights are inspected regularly.</li> </ul> |
|--------------|---|

|   |  |                                       |                                      |
|---|--|---------------------------------------|--------------------------------------|
| <b>P/P Topic:</b>                       | <b>Safety on Playground</b>  | <b>P/P #:</b>                         |                                      |
| <b>Part:</b>                            | 1304.53  | <b>PC Approval Date:</b>              | 1/26/12                              |
| <b>Subpart:</b>                         | Facilities, Materials, and Equipment   | <b>Last Reviewed Date:</b>            | 1/30/2014                            |
| <b>Section Title(s):</b>                | Head Start Physical Environment and Facilities   | <b>Implementation Responsibility:</b> | Custodian and Education Staff        |
| <b>Related Performance Standard(s):</b> | 1304.53 (a)(10)(viii)<br>1304.53 (a)(10)(x)<br>3301-37-05 (E) (1-5)  | <b>Monitoring Responsibility:</b>     | Management Team;<br>Program Director |
| <b>(A) Policy</b>                       | Outdoor Playground Facilities are routinely inspected by custodial staff and prior to each use by classroom staff and kept free of undesirable and hazardous materials and conditions  |                                       |                                      |
| <b>(B) Responsibility</b>               | All staff  |                                       |                                      |
|   | <ul style="list-style-type: none"> <li>• Staff ensures indoor and outdoor play spaces are free of undesirable and hazardous materials and conditions.</li> <li>• Custodian perform an inspection of playground areas and equipment including but not limited to ensuring playgrounds and equipment do not pose the threat of serious falls, entrapment, pinching or being cut. Shock absorbing materials are maintained according to Playground Safety Handbook (US Consumer Product Safety Commission)</li> </ul> |                                       |                                      |

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|  | <ul style="list-style-type: none"> <li>• Staff performs a visual inspection of playground area prior to accessing with children. Visual scan is documented on Playground Inspection Sheet</li> <li>• Any area(s) of concern noted by staff will be followed up with appropriate staff immediately by that staff member. Actions taken will be noted on the Playground Inspection Sheet.</li> <li>• The play area remains well defined ensuring protections from traffic and hazards.</li> <li>• Equipment is maintained in a safe and sanitary manner</li> <li>• Child staffing ratios are maintained at all times</li> <li>• Children are supervised during the use of and traveling to and from the outdoor playground facility.</li> </ul> |
|--|---|

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 escorts children to/from the bus.
  - If you bring your child to school, sign him/her in and out of 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 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.
- All visitors use the main entrance and sign in at the office prior to entering a classroom.

### **Accidents and Emergencies**

The center has several procedures to follow in the event that 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. In the event that 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 vehicles. In the case of a less severe emergency, staff will administer first aid and the parent will be contacted to determine an appropriate course of action. 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 observing the incident will complete the ODE Incident/Injury form and provide 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 should be transported by the emergency squad,
- or an unusual unexpected event occurs which jeopardies 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 the consent to do so 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 & 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.

# SOCIAL & 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. MCHS 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 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.

## Conscious Discipline

MCHS uses the Conscious Discipline approach to impact social emotional growth in the classroom. The below description is from the Conscious Discipline website.

**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, your teachers, your students and your entire school culture will become a safe haven of cooperation, constructive problem solving and academic success.

Conscious Discipline is evidence-based.

Founder & CEO Becky Bailey 407.366.0233

|   |   |                                       |                 |
|---|---|---------------------------------------|-----------------|
| <b>/P Topic:</b>                        | <b>Child Guidance and Discipline</b>  | <b>P/P #:</b>                         | ADM 01          |
| <b>Part:</b>                            | 1304.21   | <b>PC Approval Date:</b>              | April 14, 2018  |
| <b>Subpart:</b>                         | <i>Education and Early Childhood Development</i>  | <b>Last Reviewed Date:</b>            |                 |
| <b>Section Title(s):</b>                | <i>Education and Early Childhood Development</i>  | <b>Implementation Responsibility:</b> | Teaching staff  |
| <b>Related Performance Standard(s):</b> | 1304.21 (a)(3)  | <b>Monitoring Responsibility:</b>     | Management Team |
| (A) Policy                              | In order to encourage the development of social and emotional skills, staff will create a positive social/emotional environment, promote positive guidance, and support interactions in which children will gain the skills to control their own behaviors, resolve |                                       |                 |

|                           |   |
|---------------------------|---|
|                           | conflicts with others, and understand the impact of their choices.  |
| <b>(B) Responsibility</b> | All Staff   |
| <b>(C) Procedure</b>      | <p><b>Positive Social/Emotional Environment</b></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>• Teaching staff will ensure each child being within their sight and hearing at all times</li> <li>• A picture schedule is displayed at child's eye level and is implemented consistently the majority of the time, providing a predictable, well-balanced schedule of large/small group and quiet/active activities</li> <li>• Children assist in creating classroom rules</li> </ul> <p><b>General Early Childhood Practices</b></p> <ul style="list-style-type: none"> <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</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 centers 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> <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><b>Positive Guidance Techniques</b></p> <ul style="list-style-type: none"> <li>• Staff will speak to children with respect, using sentences and modeling positive behaviors at all times</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.</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><b>Intervention</b></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 DECS concerning the implementation of any individualized interventions <ul style="list-style-type: none"> <li>• When individualized plans are used, parents and the DECS are to be informed to ensure all involved are aware of the informal plan</li> </ul> </li> </ul> <p><b>Unacceptable Guidance Practices</b></p> <ul style="list-style-type: none"> <li>• Staff will not use any of the following at any time.</li> </ul> |



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|  | <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 an enclosed area 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> <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 in duration 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 preschool program.</li> </ul> |
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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 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.

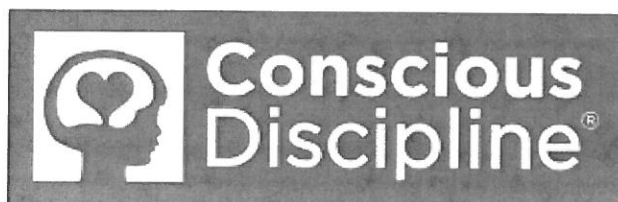
The goal is to help children learn self-control and negotiating skills when dealing with their peers.

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 or tolerated (3301-37-10).



# TRANSPORTATION

**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. **IF YOU ARRIVE EARLY, YOU AND YOUR CHILD MUST STAY IN THE LOBBY OUTSIDE OF THE FAMILY ADVOCATE OFFICE UNTIL THE START OF CLASS.** 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 NO ONE PICKS YOUR CHILD UP FROM SCHOOL:**
  - The staff will attempt to contact one of your emergency contact persons.
  - The staff will keep your child at the center **for not more than 30 minutes** while attempting to contact yourself or the emergency persons listed on your Emergency Contacts.
  - After **30 minutes**, the local child protective services agency 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 scheduled time.
- The bus can only wait for one minute when dropping off or picking up your child.
- You must stay back from bus, in Safety Zone, until driver motions the go-ahead to approach bus.
- You must escort your child to and from the bus door.
- You must understand that a Bus Aide is always present on the bus.
- State law prohibits smoking while escorting children to and from bus.

- You will update phone number changes for persons listed on your Emergency Contacts on a regular basis.
- **ONLY** those persons on your Emergency Contacts may get your child off the bus.
- Any person picking up your child, who is not known by the staff, will be required to present a picture ID until driver is comfortable that he/she knows person.
- If the bus stops three (3) days in a row and your child does not get on, (without a call) you risk losing bus services.
- If your child is brought back to the bus garage 3 x's because you or your emergency persons did not get your child off the bus, you will need to have a conference with a manager.
- You must be prepared to self-transport on days the bus is not running.
- You will share these rules with anyone putting your child on the bus and with the people on your child's Emergency Contacts for release.
- **IF NO ONE PICKS YOUR CHILD UP AT THE BUS STOP:**
  - Your child will be returned to the bus garage.
  - The staff will attempt to contact the parent or emergency persons.
  - The staff will keep your child at the bus garage for not more than 30 minutes while attempting to contact yourself or the emergency persons listed on your Emergency Contacts.
  - After **30 minutes**, the local child protective services agency will be called if it is determined there is no one to take responsibility for the child.

## **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 regarding pedestrian and transportation safety you viewed at orientation/enrollment, 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, like 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.