

# **CESA 7 HEAD START/EARLY HEAD START**

## **MISSION STATEMENT**

In partnership with families and the community, CESA 7 Head Start/Early Head Start's mission is to build with each child and family a strong educational foundation for the future based on individual strengths, values, and culture. We will promote and nurture self-esteem, healthy choices, and goal setting by providing support, educational opportunities, and acting as a bridge between families and our community partners.



**2011 / 12**  
**INFORMATION CALENDAR & PARENT HANDBOOK**

# WELCOME

## Head Start is excited to partner with you and your child

You chose Head Start/Early Head Start for your child because you want good things for your child and family. With your help we can make good things happen. You and the Head Start staff will be on a team together throughout the year.

As a parent in the Head Start/Early Head Start program you will hear staff talking very often about PARENT INVOLVEMENT. Being an active participant with your child and the Head Start program is what makes Head Start/Early Head Start successful.



Parents are an integral part of all areas of Head Start/Early Head Start. There are numerous ways for you to be involved. You will be asked to hold membership on the Center Committee, Policy Council, help develop Individual Education Plans or Education Goals for your child, help plan and carry out classroom activities, attend workshops, participate in teacher and family advocate home visits, and observe and volunteer in your child's classroom.

Head Start/Early Head Start believes that you are the prime educator of your child. The time you spend working with your child will have the greatest impact on his/her educational development. We also know that you can make valuable contributions to the Head Start program. What parents do, affects the whole program. Because of this, Head Start/Early Head Start will rely on your help—especially in the most important way—you being involved with your child in as many ways and as often as possible.



# Q & A: PARENT PARTICIPATION

<p><b>Why should I volunteer?</b> There are many reasons why parents volunteer: to observe their child and learn about his/her development and style of learning; to learn other ways of teaching their child; and to share their skills and talents with all the children.</p>	<p><b>Will volunteering become part of my child's records?</b> Your participation may be noted on your child's Family Partnership Agreement-Education Goals under general information about the child's program. Many programs also keep a record of the number of contacts between teachers and parents, and this might become part of your child's record too.</p>	<p><b>My child doesn't like to share me with others. Won't this be a problem in the classroom?</b> Some children have difficulty adjusting to their parents being in the classroom. However, if you prepare your child in advance, it may not be such a problem. Usually all the children adjust within a few weeks. We will help you and your child with this adjustment.</p>	<p><b>What about committee member volunteering?</b> Parents can participate in overseeing the direction of the CESA #7 Head Start program by being on Policy Council, attend Head Start workshops and be a parent representative, assist the Program Support Managers in developing the direction of the program by serving on one of the advisory committees, or be involved in planning monthly center parent meetings.</p>	<p><b>In what ways can I volunteer from my own home?</b> You could: collect materials for use in the classroom, help prepare for an art project by cutting, drawing, or folding objects, complete child and parent "at-home" activities sent home weekly, and read to your child!</p>	<p><b>What do I do if my child misbehaves in school?</b> If he/she misbehaves the teacher will respond to the situation. Specific situations can be discussed with the teacher after class and appropriate techniques will be developed</p>
<p><b>In what ways can I volunteer in my child's classroom?</b> You could: read to the children, help with an art project, play an instrument, make a bulletin board, play with the children, lead a "special project" based on your special talent, help out on field trips, or sub for an absent staff member.</p>	<p><b>How can I benefit from participating in a committee or on Policy Council?</b> This is your opportunity to have input on program decisions. In addition, when you are looking for a job you may contact us for a referral and evaluation of the position you held. This experience may also count as volunteer time for a college course or community service requirements.</p>	<p><b>I would like to volunteer, but I have a young child at home. Do you have any suggestions?</b> If there are several parents with young children, perhaps you could babysit for each other's children one day a week and alternate volunteering in the classroom.</p>	<p><b>Are there other ways I can volunteer?</b> Sure! In the office by stapling, folding, and sorting materials, or by assembling packets of information. And you can attend the monthly parent get-togethers or parent/child activities in the evening or during class and the large group informational meetings.</p>	<p><b>What should I do if I can't come in one day?</b> If possible, we suggest you call the classroom if you cannot volunteer when you have agreed to do so. Teachers make lesson plans according to parents volunteering that day.</p>	<p><b>What if I have a different idea for volunteering?</b> If you have any other ideas where you think your skills and talents would be useful, please talk to your child's teacher or any Head Start Program Support Manager. We love to have you involved in your child's education!</p>

# HEAD START STAFF NAMES & OTHER IMPORTANT INFO

## Manitowoc County Head Start Office

920-683-1960 or 1-800-684-8228

702 State Street, Manitowoc, WI 54220

Director.....	Jill Bodwin	103
Office Manager.....	Janel Dietrich	102
Secretary.....	Shelley Lawler	121
Mental Health Advisor.....	Teri Klavekoske	125
Program Support Manager—Child Development.....	Lynn Danforth	104
Program Support Manager—Education.....	Shelly Bishop	106
Program Support Manager—Health/Nutrition.....		127
Program Support Manager—Family Services.....	Meagan Christel	105
Health Services Aide.....	Mary Menges	118
Family Advocate/Interpreter.....	See May Yang	112
Family Advocate/Interpreter.....	Irmaris Ramirez	113
Family Advocate.....	Andrea Glaser	117
Family Advocate.....	Holli Lewandowski	129
Family Advocate.....	Meghan Jansen	107
Home Based Teacher.....	Patti Petska	212

## Brown County Head Start Office

920-430-1153

217 North Madison Street, Green Bay, WI 54301

Secretary.....	Sue Eager
Program Support Manager-Education.....	Shelly Bishop
Program Support Manager—Health/Nutrition.....	
Family Advocate.....	Tina Ackerman
Family Advocate.....	Terri Gay

## Your Child's Information:

Center/Program\_\_\_\_\_

Address\_\_\_\_\_

Phone Number\_\_\_\_\_

Head Start Teacher\_\_\_\_\_

Head Start Aide\_\_\_\_\_

Head Start Aide\_\_\_\_\_

Head Start Aide\_\_\_\_\_

Head Start Family Advocate\_\_\_\_\_

### Head Start Bus Info:

Bus will pick up at\_\_\_\_\_ Drop off at\_\_\_\_\_

Two Rivers Buses-Manitowoc & Two Rivers 793-2541

Reedsville Buses 754-4175

Lamers-Ashwaubenon site 496-3600

Lamers-De Pere site 336-5264

Lamers-Howard/Suamico site 434-5100

Head Start Centers are in session Monday through Thursday.

The a.m. session begins at \_\_\_\_\_ and ends at \_\_\_\_\_.

The p.m. session begins at \_\_\_\_\_ and ends at \_\_\_\_\_.

Full Day is in session Monday through Friday

Other important info:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EHS STAFF NAMES & OTHER IMPORTANT INFO

## Manitowoc County Early Head Start Office

920-683-1960 or 1-800-684-8228

702 State Street, Manitowoc, WI 54220

Director.....	Jill Bodwin	103
Office Manager .....	Janel Dietrich	102
Secretary.....	Shelley Lawler	121
Program Support Manager—Early Head Start .....	Lynn Good	108
Mental Health Advisor.....	Teri Klavekoske	125
Program Support Manager—Child Development .....	Lynn Danforth	104
Program Support Manager—Health/Nutrition .....		127
Health Services Aide .....	Mary Menges	118
Family Support Worker .....	Holly Nelson	130
Family Support Worker .....	Erin Rosinsky-Gauthier	126
Family Support Worker .....	Tara Kocian	101
Family Support Worker .....	Marti Carey	114
Family Support Worker .....	Helen Ploederl	128
Family Support Worker .....	Cheryl Smith	119

## Brown County Early Head Start Office

920-436-4360

300 Crooks Street, Green Bay, WI 54301

Director.....	Jill Bodwin	920.683.1960
Program Support Manager-Early Head Start.....	Lynn Good	920.683.1960
Program Support Manager-Child Development.....	Lynn Danforth	920.683.1960
Program Support Manager—Health/Nutrition .....		Ext. 1210
Program Manager.....	Patty Woeslaw	Ext. 1388
Family Support Worker .....	Rachel Ruch	Ext. 1268
Family Support Worker .....	Kristi Bertler	Ext. 1263
Family Support Worker .....	Julie Mears	Ext. 1271
Family Support Worker .....	Heather Goetsch	Ext. 1214

## Your Child's Information:

Family Support Worker \_\_\_\_\_  
Cell phone #: \_\_\_\_\_

### Play Group Information:

Play Group is held on: \_\_\_\_\_  
Location: \_\_\_\_\_  
Time: \_\_\_\_\_

### Other important info:

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# EDUCATIONAL PROGRAM

The Educational Program of Head Start is designed to provide all children with a safe, healthy environment and with a variety of learning experiences that take into account the needs of the whole child.

All classrooms use the *Creative Curriculum* that offers choices to children and guides learning through play according to the children's individual interests and abilities. They also use *Conscious Discipline* and the *Second Step* curriculum to guide children's social and emotional development.

Social skills, growth and development in all physical and educational areas, and good self-esteem in all children are the expected outcomes of the education component.

The Head Start Home-Based program follows similar curriculum guidelines. Families and teachers meet weekly in the homes to support family and child growth. Socializations are held twice a month to provide time for children and families to interact in a classroom setting.

Early Head Start is a home-based program with weekly home visits and socializations twice a month. Home visitors use the *Growing: Birth to Three* curriculum in conjunction with parent goals to guide the content of the home visit. Parents and Family Support Workers use the *Growing: Birth to Three Developmental Guide* to determine the child's competence in such areas as: eating; sensory development; language and communication; feeding, dressing and developing independence; rolling, crawling, walking, as well as small muscle development. Parents set goals for their child based upon the child's current developmental level and the Family Support Worker helps parents select activities to continue to do between visits that support the next developmental level. These activities are then carried over to the socializations to provide another context for practicing skills with other children and parents.

# DISCIPLINE POLICY

Only positive discipline will be used in our Head Start/Early Head Start Centers. Discipline will be used in such a way as to promote self control, self esteem, and respect for the rights of others. Physical punishment is not allowed for any reason. Only Head Start/Early Head Start staff are allowed to enforce any disciplinary action.



# CONFIDENTIALITY POLICY

Children and families should not be discussed outside the classroom or socializations. Most parents would not like to hear their child being discussed by another parent or volunteer out in the community.

# WHAT IF MY CHILD IS SICK? WHAT ABOUT SCHOOL TODAY?

It can be difficult to decide what to do when your child complains of not feeling well on a school day. You don't want to keep him home if he really isn't sick, but you also don't want to send a sick child to school. This information is provided to give you some guidelines to be followed until you contact your doctor for medical advice.

The **flu** and the H1N1 flu have the same symptoms. These symptoms include fever, cough, sore throat, runny nose, headache, chills, and fatigue. Only lab tests can diagnose the flu. Flu symptoms are generally worse than cold symptoms. Over the counter drugs can help relieve the symptoms but do not cure the flu.

If your child has flu-like symptoms keep him/her home until at least 24 hours after there is no longer a fever or signs of a fever (without the use of a fever reducing medicine.)

A **fever** is a warning that all is not right with the body. The best way to check for a fever is with a thermometer, which every home should have. No child with a fever over 100 degrees should be sent to school. When a thermometer is not available, check the child's forehead with the back of the hand. If it is hot, keep the child home until fever can be checked with a thermometer. Do not allow the child to return to school until he has been free of fever for 24 hours.

A child with a "heavy" **cold** and a hacking **cough** belongs home in bed, even if your child has no fever. If your child complains of **sore throat** and has no other symptoms, he may go to school. If white spots can be seen in the back of the throat or if fever is present, keep him home and call your doctor.

A **rash** may be the first sign of one of childhood's many illnesses, such as chicken pox or scabies. A rash, or "spots", may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

Consult your doctor if your child has a **stomachache**, which is persistent or severe enough to limit his activity. If **vomiting** occurs, keep him home until he can keep his food down. A child with **diarrhea** should be kept at home also. Call your doctor if prompt improvement does not occur or if he is unable to keep liquids down for long periods.

If your child has a **toothache**, contact your dentist. If he has an **earache**, consult your doctor without delay. A child whose only complaint is a **headache** usually does not need to be kept at home.

A child with red, inflamed eyes may have "**pinkeye**" (conjunctivitis) that is contagious and must be treated by a doctor before the child can return to school. There is often yellow drainage from the eyes that must be kept from contaminating others.

**Head lice** is another concern in school and child care settings. Whenever you shampoo or comb your child's hair, observe for signs of small tan-gray bugs the size of sesame seeds crawling in the hair. Also look for signs of poppy seed-sized tan-gray eggs, or "nits", that would appear stuck to hair shafts close to the scalp. They can be anywhere on the head but most often are found in the hair at the back of the neck and near the ears. You may also notice your child scratching his head a lot, leaving red marks. Lice must be treated before children can return to class. Call your doctor and your child's teacher to discuss treatment and return to class. We will also send a letter home to all families so that all children will be checked and all lice would be quickly eliminated in class.

Use your own good common sense and remember:

**SICK CHILDREN BELONG AT HOME—WELL CHILDREN BELONG AT SCHOOL.**

# FAMILY SERVICES

Family Services is the part of Head Start/Early Head Start that especially focuses on families. Family Advocates for HS and Family Support Workers for EHS meet with each family. They assist parents with concerns and problems as needed and work in partnership with parents to plan goals for the family and then develop steps to achieve those goals.



Family Service staff provide information and assist families in important areas such as positive parenting, coping with stress, learning about child development, learning about community resources, and recognizing family and individual strengths. Workshops on some

of the above topics will be offered during the year.

Family Support Workers and Family Advocates are there to provide support to families. Be sure to call them if you need information or assistance with anything or even if you just need a listening ear.

# HOMEMADE TREATS POLICY

Daycare regulations require that food served to children during classroom hours be prepared commercially or on-site. This policy is in effect for health and safety reasons due to increasing problems of food borne illnesses related to improperly prepared or stored foods. We cannot serve homemade treats for birthdays, holidays, etc.

Parents are encouraged to join the class for a special cooking experience if the parent has a healthy treat idea or a special family recipe to share. Parents can give the teacher a list of supplies they will need and plan a day to make and eat the food during class.



# PARENT ACTIVITY FUND

Each classroom and socialization group will have a Parent Activity Fund. The amount of each fund is set in the Head Start/Early Head Start budget annually based on the amount of money available. Teachers and Family Support Workers will share the amount of money and the guidelines for how the money can be spent at the beginning of each year. A parent committee will be formed to help plan how the money will be spent during the year with input from other parents and staff.

No parent activity funds can be spent without a positive vote by the parents. All expenses must have a Head Start/Early Head Start related purpose, entertainment can be part of this but not the focus.

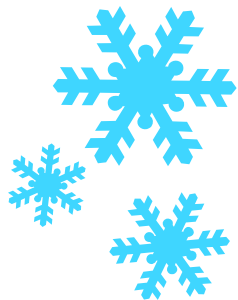


## NUTRITION

Children at Head Start receive breakfast and lunch in the AM sessions and lunch and a snack in the PM sessions. They also do classroom cooking experiences to focus on new tastes, skills, or ethnic foods. The meals at Head Start are served family-style with the staff eating with the children. The children are taught how to serve themselves, pass to others, pour from small pitchers, cut with a knife, etc. Healthy eating habits, such as being good food tasters, are reinforced by classroom staff. Parents will be asked to complete a nutrition assessment for their child when they begin at Head Start. Children's growth will also be recorded on height/weight graphs. Early Head Start parents will be asked to complete a nutrition assessment at 6 months and yearly thereafter. A registered dietician will evaluate the information and we will send written comments and suggestions back to the parent. We can help with concerns such as: feeding picky eaters, how to cook healthy meals on a limited budget, what foods and amounts to serve for good health, weight concerns, etc.

## WEATHER RELATED CLOSINGS

If a Head Start Center is located in a school and that school is closed Head Start will also be closed. If kindergarten or pre-school classes in school districts that house our Head Start classrooms are cancelled Head Start classes in those school districts will be closed. If school districts have a late start, Head Start morning sessions will be closed but afternoon Head Start sessions will be open if the school district's afternoon 4K/Kindergarten classes are in session.



**Full Day will follow the Manitowoc Public Schools weather closing schedule. If Manitowoc Public Schools have a late start or if they cancel classes for the day, the Full Day center will be closed for the day. If Manitowoc Public Schools release students early due to weather, we encourage you to pick your child up **HOWEVER**, the center will remain open until all parents/guardians are able to pick up their children.**

**Watch for your school district's weather related closings on Green Bay television stations or listen to local radio stations for school closing information.**

In cases of severe weather when classes are not cancelled, the parents are requested to make their own decision whether to send their child. If a child is kept home, the bus company and Head Start classrooms should be notified.

# HEALTH

Head Start's goal for every preschool child is to have a physical exam once a year, a dental exam twice a year, and have all immunizations needed to stay healthy. It is recommended each Head Start child be tested for lead and hemoglobin levels at least once. This is based on the latest government recommendations. Parents are assisted as needed to find good medical and dental care for their families. Head Start provides nutrition, vision, hearing, height and weight screenings to be sure children are developing normally. Through stories and activities in the classroom, Head Start will reinforce what you are teaching your child about good health habits, such as: washing hands, brushing teeth, eating healthy foods, etc. We will help you with any questions or concerns you may have concerning your family's physical and mental health. We want your family to be as healthy and happy as possible and we'll do all we can to help you.

Early Head Start's goal is that each child has well child checks at 2-4 weeks, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2 years, 2 1/2 years, and 3 years. It is expected children will be kept up to date on immunizations and will have a lead level at 12 months and 24 months. Parents are given information on dental care for their children and encouraged to have a dental screening after age 1. Early Head Start supports prenatal medical and dental care for mothers enrolled in the program.



## HEALTH POLICY SUMMARY



Each child upon arrival at the Center will be observed by a staff person for symptoms of illness and injury. Any injury to a child or evidence of unusual bruises, contusions, lacerations, or burns received by a child in or out of center care will be recorded in the Center Medical Log and reported to the teacher.

When a child with (sore throat, inflammation of the eyes, fever over 100 degrees, lice, ringworm of the scalp, undiagnosed rash, vomiting, diarrhea), an illness or condition having the potential to affect the health of other persons is observed in the day care center, that child will be isolated on a cot, and a blanket will be provided as needed. The teacher in charge will make the determination that the child is ill and must be removed from the center. The child's parent, or a designated responsible person when a parent cannot be reached, will be contacted as soon as possible after the illness is discovered, and arrangements will be made for the child to return home.

# MEDICATION POLICY SUMMARY

If a child takes prescription medication it is best if it does not have to be given at Head Start. If it does need to be given during the hours that the child is at Head Start then the parent must provide a completed Medication Consent Form (in the back of this calendar). The prescribing physician and the parent must both sign and complete the form before the medication can be given by Head Start staff. Medications must be sent in the original container with the child's full name, name of drug and dosage, time and quantity to be given, and physician's name on the label.

If a child needs a non-prescription medication then the parent must complete only the Non-Prescription Medication Consent Form (in the back of this calendar) for the Head Start staff. This would be needed for such things as Tylenol, cough syrup, sunscreen, lotion or ointment, etc.

**Medications should be given directly to an adult and not put in**



# DRUG & ALCOHOL SUMMARY

Any persons suspected of being under the influence of drugs or alcohol will be encouraged not to remove their children from the Center if they are driving or seem unable to care for their children. Individuals showing indications of being under the influence may also be asked to leave Head Start classrooms or functions. Persons asked to leave will be offered alternatives to driving such as calling a friend, relative, or taxi. If they refuse to leave and seem unable to care for their children, the Human Services Department will be called. If they insist on driving, the police will be called. It is not the intention of Head Start to judge or blame individuals suspected of alcohol or other drug use. Our intent is to provide for the safety of all Head Start participants.



# POLICY COUNCIL

Policy Council provides for the direct participation of parents in the planning, conducting, and administering of the Head Start/Early Head Start program in accordance with the Head Start Performance Standards. It serves as a link between Head Start/Early Head Start, parent groups, and major public and private community groups.

Policy Council communicates the needs of Head Start/Early Head Start families to the community at large. It also encourages an understanding of a support for the Head Start/Early Head Start program. And finally, Policy Council initiates other programs that are desired and needed.

If you are elected to Policy Council, you will need to attend one meeting every month. As a representative, you will be asked to report back to other parents any information they need to know from the meetings.



## CHILD ABUSE & NEGLECT SUMMARY

Any staff person having reasonable cause to suspect that a child, seen in the course of professional duties, has been abused or neglected, or has reason to believe that a child has been threatened with an injury and that abuse of the child will occur, must report **as soon as possible, but preferably by the end of the school day**, within 24 hours to appropriate County Human Services Department. **Failure to report carries a fine of \$1,000.00 and/or a six month sentence.** If staff disagrees over whether or not to report an incident of suspected abuse or neglect, the individual who feels that the report should still take place will make the report. CESA 7 Head Start will stand behind any employee who reports a suspected case of abuse or neglect.

# DIVERSITY

Head Start/Early Head Start serves children of differing abilities and cultures. This is an inclusive program for the child with special needs! Head Start/Early Head Start provides all children with special needs individualized care and guidance to help them reach their full potential. Some of the benefits of participation in Head Start for children with special needs are:

1. Help offered to parents in meeting the needs of their children.
2. Improvement of the child's self image and independence.
3. Opportunities for children with special needs to interact with other children and adults in all aspects of the program.
4. An individualized program planned to meet the child's and family's needs and concerns.
5. Individualized activities to meet their child's needs.

Children and families of all cultures and ethnic backgrounds are important to the program. Each family has traditions or skills that can be shared with others in some way.

1. Some classrooms have bi-lingual support
2. Bi-lingual family support is also available.
3. All families are welcome and encouraged to participate in classroom and family activities.

# FIELD TRIP POLICY

Field trips will be planned with the interests of the children being of foremost concern. Field trips will provide experiences that are age-appropriate. Whenever possible, field trips will reflect a direct relationship to units of study.

Locations and destinations of field trips will take into consideration attention spans of children and appropriateness of the setting to children's abilities and behaviors. Parents are encouraged to participate in field trip experiences. At the discretion of the classroom teachers, and in consultation with the parents as to the appropriateness of specific field trips, siblings may be brought along with parents. If there is a per person cost for a field trip the parents may be asked to pay that cost for any non-Head Start siblings attending. If the field trip is designed specifically for families, siblings would not be charged to attend. Transportation issues and the care and management of younger siblings will be considered in making appropriate decisions.

It is expected that Head Start children participating in Head Start sponsored field trips will travel with Head Start staff on buses provided by the program. With prior written notification to the Center teacher, parents may transport their own children to and from the field trip location. Such requests should be dated, give field trip destination, identify means of travel, and be signed.

In order to ensure the safety of all children, Early Head Start may require a one-on-one ratio of adults to children at certain events where there might be safety concerns.

# Websites for Families

## Websites for Parents

- **Zero to Three** <http://www.zerotothree.org>
- **Early Childhood Learning & Knowledge Center**—all of the latest up to date information on Head Start <http://www.eclkc.ohs.acf.hhs.gov>
- **Parenting the Preschooler**—Articles on different topics from development, discipline, nutrition to nurturing. Many more as well! <http://www.uwex.edu/ces/flp/pp/>
- **PBS Parents**—Child development [www.pbs.org/parents/child development](http://www.pbs.org/parents/child%20development)
- **Colorin Colorado**—Literacy Information [http://www.colorincolorado.org/tips/step1\\_more.php#talk](http://www.colorincolorado.org/tips/step1_more.php#talk)
- **Fun Site for Moms**—Fun year round activities to do with children that don't cost a lot. [www.mommysavers.com/kids-activities/index.shtml](http://www.mommysavers.com/kids-activities/index.shtml)
- **Nutrition Info**—It is a food stamp nutrition connection and has scrumptious recipes. [www.fns.usda.gov/eatsmartplayhardkids/Grill/esgrill.htm](http://www.fns.usda.gov/eatsmartplayhardkids/Grill/esgrill.htm)
- **Creative Curriculum**—curriculum used in the Head Start classrooms [www.creativecurriculum.net](http://www.creativecurriculum.net)

## Websites for Children

- **National Geographic for Kids**—Provides interesting facts about animals around the world. [kids.nationalgeographic.com](http://kids.nationalgeographic.com)
- **Microsoft.com**—Snowy days over winter break are no longer boring! Visit this website and explore many at-home activities for crummy days! [www. Microsoft.com/athome/more done/rainy day.aspx](http://www.Microsoft.com/athome/more%20done/rainy%20day.aspx)
- **Zoobooks**—Fun for all ages, to explore the call of the wild. [www.zoobooks.com](http://www.zoobooks.com)
- **Creative Kids at Home**—are your kids bored and don't know what to do? Check out [www.creativekidsathome.com](http://www.creativekidsathome.com)



Visit our website for  
additional web sites  
and information at:  
[www.headstart0-5.org](http://www.headstart0-5.org)

# CHILD CARE SUMMARY

Child care will be reimbursed from the Parent Activity Fund based on the following guidelines:

1. The term "child care provider" shall mean any person caring for your children, in your absence for Head Start participation, other than spouse, live in companion, son, daughter, or resident relative.
2. Child care provider reimbursement may be paid while parent(s) volunteer in the classroom, attend parent meetings, policy council meetings, committee meetings, and educational training meetings. Childcare may be available on site for some activities.
3. Child care vouchers (in the back of this calendar) must be completed and signed before parents can be reimbursed. Child care reimbursement rates are as follows:
  - 1-2 children—\$3.00/hr
  - 3-4 children—\$4.50/hr
  - 5 or more—\$6.00/hr
4. Head Start/Early Head Start parents will be reimbursed from Head Start/Early Head Start program funds for child care expenses not to exceed \$50/day to attend out of town, overnight meetings.
5. Child care provider vouchers must be submitted for all reimbursements.



## MENTAL HEALTH PROGRAM

The Head Start/Early Head Start program is committed to assisting families help their children develop positive emotional and behavioral patterns. Social-emotional screeners are completed by all families. Classroom observations are completed by mental health professionals in helping to identify needs of the children, with input from the classroom staff. Assistance and/or follow-up will be provided as necessary or requested.

## Child/Adult Food Program Enrollment/Participation Policy

The procedure for determining total enrollment for the reimbursement claim (PI-1489) is as follows:

1. Eligibility is determined according to CACFP income guidelines.
2. All Federal children who are income eligible for Head Start are also eligible for free lunch status.
3. State children's and over income children's eligibility status is determined by income affidavit information. Parents will receive a letter of explanation with a civil rights attachment as well as an income affidavit. The affidavit must be completed, signed, and dated for the child to be included in the free or reduced categories in any reimbursement claim for a given month. All enrolled children will also have on file a CACFP Enrollment Form that will be completed at the first home visit and updated annually.
4. Children who are currently enrolled in Head Start will be counted in the monthly CACFP report if they have attended the center at least one day during that month and have a CACFP Enrollment Form on file. Siblings and other non-enrolled children will not be counted in the monthly CACFP report and will be recorded separately on the participation form.
5. Children who are withdrawn from Head Start and return within the program year will retain their prior CACFP eligibility status.
6. Meal patterns that follow CACFP guidelines are offered to all children. Special dietary changes will only be accommodated with a doctor's request. No child is forced to eat, all foods are offered.
7. All children enrolled in the Head Start centers will receive free meals regardless of CACFP reimbursement.
8. Meal counts for program and non-program adults and enrolled and non-enrolled children must be taken at the time of meal service. This is extremely important. You "must" do an actual meal count at the time of service. Not before the meal and not after the meal. It is up to the teacher at each meal to make sure that this is happening and being recorded.

CESA #7 Head Start/Early Head Start is a participant in the Child and Adult Care Food Program (CACFP), a federal program of the Food and Nutrition Service, US Department of Agriculture (USDA). The CACFP gives financial assistance to child care institutions providing licensed day care throughout the state. In Wisconsin, the CACFP is administered by the Department of Public Instruction.

The primary goal of the CACFP is to improve the diet of children 12 years of age and younger. (Children 15 and under from families of migrant workers are also eligible, and certain disabled people, regardless of age, may receive CACFP meals if they are enrolled in a center that primarily serves persons 18 years of age or younger.)

### ADULT MEALS AND MEALS FOR NON-ENROLLED CHILDREN

**Below you will find the new definition and policy for defining and recording non-program adult meals at your centers.**

Adults (non-program adults such as an auditor or DPI employee) will purchase their lunch at a cost of \$2.50. **Program adults (staff, parents, volunteers)** do not pay for their lunch and are listed in daily report counts as program adults. Program adults perform necessary labor, paid or donated, for the food service program. This includes menu planning, preparing and serving of meals, cleanup after meals, supervision of participants during meals, and on-site record-keeping. Non-program adults do not perform any necessary labor in support of the food program. Non-program adults include visiting relatives, licensing inspectors, DPI or USDA personnel. All non-program adults will be paid through Head Start funding. Staff need to maintain records of the number of meals served to non-program adults and non-enrolled children in addition to enrolled children and program adults.

If you have any questions, contact the office.

**"AND JUSTICE FOR ALL"**

In accordance with Federal Law and U.S. Department of Agriculture (USDA) 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, SW, Washington D.C. 20250-9410 or call 1-800-795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

# PROBLEM RESOLUTION PROCEDURE

The problem resolution procedures are to be followed by all parents and community people who have significant questions or concerns regarding any part of the Head Start/Early Head Start program.

Step 1: The question or concern must first be brought to the attention of the immediate supervisor and a Parent/Community Complaint form completed. The immediate supervisor must check into the situation and try to work out a solution with the person who brought up the question/concern within two weeks.

Step 2: If the immediate supervisor cannot resolve the issue, then that supervisor must go to the next immediate supervisor and try to have the issue resolved. The process should continue through the next immediate supervisor until the Director is reached. The immediate supervisor must also put the question or concern in writing to the Director within two working days and indicate the action she/he proposes to take to resolve the issue before any action is taken. The Director will inform the Policy Council parent representative from that center so that he/she is also aware of the concern.

Step 3: All issues will be thoroughly investigated by the Director to ensure that federal, state and licensing requirements are met and that any questions regarding such items are answered.

Step 4: If the Director cannot resolve the issue, then it will be brought to the Policy Council for resolution.

This procedure must be posted in each center so that parents and visitors can have access to the proper steps to resolve issues or complaints. An organizational chart will be included with this policy and included in the Parent Handbook and posted with this policy in each Center.



# RECOMMENDED CHILDHOOD IMMUNIZATION SCHEDULE

Age →	Birth	1 Month	2 Months	4 Months	6 Months	12 Months	15 Months	18 Months	2-4 Years	4-6 Years	11-12 Years
Vaccine ↓											
Hepatitis B	Hep B	Hep B			Hep B						
Diphtheria, Tetanus, Pertussis			DTaP	DTaP	DTaP		DTaP			DTaP	
<i>H. influenza</i> type b			Hib	Hib	Hib	Hib					
Polio			IPV	IPV	Polio						
Rotavirus			Rv	Rv	Rv						
Measles, Mumps, Rubella						MMR				MMR	
Varicella						Varicella				Var	
Pneumococcal			PCV	PCV	PCV	PCV					
Influenza						Influenza (yearly)					
Hepatitis A						Hep A Series-2 doses					

**CHILD CARE VOUCHER**

Child Care Provider's Name \_\_\_\_\_ Center \_\_\_\_\_

Type of Meeting \_\_\_\_\_ Date \_\_\_\_\_

Time you left the house \_\_\_\_\_ Time you returned \_\_\_\_\_

Number of children \_\_\_\_\_ Amount Paid \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Signature of Child Care Provider \_\_\_\_\_

**CHILD CARE VOUCHER**

Child Care Provider's Name \_\_\_\_\_ Center \_\_\_\_\_

Type of Meeting \_\_\_\_\_ Date \_\_\_\_\_

Time you left the house \_\_\_\_\_ Time you returned \_\_\_\_\_

Number of children \_\_\_\_\_ Amount Paid \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Signature of Child Care Provider \_\_\_\_\_

**CHILD CARE VOUCHER**

Child Care Provider's Name \_\_\_\_\_ Center \_\_\_\_\_

Type of Meeting \_\_\_\_\_ Date \_\_\_\_\_

Time you left the house \_\_\_\_\_ Time you returned \_\_\_\_\_

Number of children \_\_\_\_\_ Amount Paid \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Signature of Child Care Provider \_\_\_\_\_

*Prescription Medication Only*

**PARENT/GUARDIAN MEDICATION CONSENT  
WITH PHYSICIAN'S ORDER FOR ADMINISTRATION**

Student \_\_\_\_\_ Date \_\_\_\_\_

Center \_\_\_\_\_ Date of Birth \_\_\_\_\_

Physician \_\_\_\_\_ (Hospital/Clinic/Office)

Physician's Phone \_\_\_\_\_

**Physician:**

In order for school personnel to administer the medication regime you have prescribed, please complete the following form.

Please feel free to contact the Head Start offices at (920)683-1960 or (920)430-1153 should \_\_\_\_\_ any questions arise.

<b>Name of Medication</b>	<b>Dose of Medication</b>	<b>Form: Tablet, Pils, Other</b>	<b>Number to Be Taken</b>	<b>Approximate Time of Day</b>	<b>Short/Long Term</b>
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**Name of Medication and Side Effects:**

Please indicate if the medication above is PRN medication: \_\_\_\_\_

Conditions under which PRN medication should be given are: \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN:**

(Please fill out this portion of the form, after your child's physician has completed the top, and return this form to the school office).

I hereby give my permission to school personnel designated by the director to give medication to my child according to the written instructions of the physician as shown above.

I also hereby agree to give my permission to the director/designee to contact the child's Physician.

I further agree to hold the CESA #7 Head Start and all employees harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above is necessary. (Please note any medication brought to school should be in duplicate, labeled pharmacy container).

\_\_\_\_\_  
(Signature of Parent/Legal Guardian) (Date)

\_\_\_\_\_  
(Address) (Telephone)



# NON-PRESCRIPTION MEDICATION CONSENT FORM

This form must be completed and be on file in the school office in order for school personnel to administer any medication according to Wisconsin State Statute 118.29.

Child's Name \_\_\_\_\_

Name of Medication \_\_\_\_\_

Time(s) to be given \_\_\_\_\_

\_\_\_\_\_

Reason for medication \_\_\_\_\_

\_\_\_\_\_

Amount/Dose \_\_\_\_\_

Number of Days \_\_\_\_\_



I hereby give my permission to school personnel designated by the director to give medication to my child according to the above written instructions.

I also hereby agree to give my permission to the director/designee to contact the child's physician.

I further agree to hold the CESA #7 Head Start and all employees harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above is necessary.

\_\_\_\_\_  
(Signature of Parent/Legal Guardian) \_\_\_\_\_ (Date)



**REMANDER: All medication brought to school MUST have the following information printed on the container.**

- A. Child's full name
- B. Name of drug and dosage
- C. Time to be given
- D. Physician's name and phone number