

I,



_____,
have received and reviewed a copy
of the Tri-County Child and Family
Parent Handbook.

(Signature)

(Date)

Tri-County Child and Family Development Council, Inc.

Parent Handbook

2011-2012



Center Base

205 Adams Street
P. O. Box 1050
Waterloo, Iowa 50704
Phone: 319-235-0383
Fax: 319-235-0384
www.tricountychildandfamily.org

Approved by Policy Council: June 10, 2010

Mission Statement

Tri-County Child and Family Development
Council, Inc. provides:

- High quality family-centered child development programs
- Strong partnerships with families
- Leadership and advocacy within the community for the healthy development for all young children.

2011-2012 Family Fun Events

A schedule for the themes of this year's events will be available at the parent kickoff event. Please see your Family Service Worker with questions.



HEAD START FAMILIES--PLEASE REMEMBER THAT THERE WILL BE INCENTIVES FOR THE HIGHEST ATTENDANCE AT THE END OF THE YEAR.

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Who's Who in Tri-County Child and Family Development Council, Inc.

Central Office

Executive Director	Kim Young-Kent
Service Delivery Director	Kriss Engstrom
Operations Director	Barb Johnson
Human Resource Director	Jamie Moore
Mental Health/ Family Services Coordinator	Lori Wilken
Health Services Coordinator	Pauline Jones
Program Manager	_____
	email _____
Early Access Service Coordinator	Rachelle Ravn
Education Specialist	Karen Koeneke

All agency employees may be emailed by using their first initial and last name @tricountychildandfamily.org

My Child's School

My child's Head Start school is located at _____

Phone Number _____

My child should be at school from _____ until _____.

(Watch for weather announcements) Our school will follow the _____ district for weather related closing.

My child's evacuation site is _____

My child's teacher

_____ Telephone number

_____ Email

My Family Worker

_____ Telephone Number

_____ Email

Child and Adult Care Food Program

Construyendo Para El Futuro

Esta guardería infantil recibe asistencia monetaria del gobierno federal para servir comidas nutritivas a sus niños.

¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa "Child and Adult Care Food Program" del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

Llame gratuitamente a USDA al: 1-866-USDA CND (1-866-873-2263)

Visite el website de USDA: www.fns.usda.gov/cnd

USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

Child and Adult Care Food Program

Building for the Future

This child care receives
Federal cash assistance to
serve healthy meals to your children.

Good nutrition today means
a stronger tomorrow!

Meals served here must meet
nutrition requirements established by USDA's
Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: 1-866-USDA CND
(1-866-873-2263)

Visit USDA's website: www.fns.usda.gov/cnd

Education Services

Classroom Activities

The activities we provide for the children are what we call "developmentally appropriate". This means that we plan for each individual child. We learn about your child from you and by observing him/her at play. We plan activities that meet his/her interests and abilities, as well as, what he's ready to learn next. Because we plan for each child individually, we welcome children who have disabilities. We recognize that children with disabilities are children first.



Early Access Service Coordinator

She coordinates services for the child and family eligible for Early Access and Early Intervention services. She also works directly with the home visitor and teacher in following through on the child's Individual Family Service Plan (IFSP).



Education Specialist

This person is responsible for making sure the curriculum is implemented in the classrooms and monitoring the continuing education of the teaching staff. This ensures that high quality services are delivered to the children and families.

Screens and Assessments

Federal Head Start regulations require that every child in a Head Start program receive a developmental screen within the first 45 days of enrollment. This means that the teacher may sit down with your child and ask them some questions or ask them to do certain tasks or the home visitor may ask you about certain skills your child may have. The information is summarized and shared with the parent. It is also used to better plan the experiences that they will offer to your child.

Children's skills are also assessed by observing the child individually as they use them in the learning environment. How your child is using his/her skills is shared with you on a home visit. Results of these assessments are also used to plan the best possible learning experiences for your child.

Field Trips/Guest Speakers

Once a month, your child will have an opportunity to go on a field trip or have a visitor from the community come to the classroom. Field trips and speakers are great ways to give your child the opportunity to learn more about the community and the people within it. Please look for announcements of field trips or speakers in your child's monthly newsletter or a note from your child's teacher. You are welcome to come with your child's class on a field trip or visit the classroom to listen to the speaker.



Separation Challenges

Separation difficulties can happen with any child at *any* time during their preschool years. Whether this is your child's first preschool experience or a mid-year crisis, you have probably tried everything, including a few special treats, but he/she will not be convinced that preschool is the place where they should be. It is very important that you are ready for the separation, also. If you are anxious about your child starting preschool, they will pick up on that anxiety.

Drop-off routine to the rescue!

Whether this is your child's first school experience or a new phase, these meltdowns are difficult for everyone involved. What do you do when your child refuses to say goodbye and happily go into the classroom? What you need is a "drop off routine." Children like routines because they provide a sense of security. Just as a good bedtime routine helps in the evening hours, a good drop-off routine will help you at preschool.

Creating the drop-off routine should include your child's teacher. Decide on steps that you will take every day when you and your child arrive at preschool. The goal is to establish and follow a routine for saying goodbye. The more your child knows what to expect, the more likely he/she will remain calm as the "goodbye" approaches.

Keep it simple!

Your routine could be as simple as helping your child hang up his coat, reading a book in the reading corner and then waving goodbye at the door. Or you might watch your child color a picture and take it with you when you leave. The routine can change over time and eventually you might not even need one.

A drop-off routine will not always keep your child from crying, especially at first. Some children cry for days or even weeks before they adjust. You may need the teacher's reassuring arms to help your child as you leave. Helping children with separation is a large part of a preschool teacher's job. Often the teacher is very effective at calming down your child after the goodbye has passed.

Pedestrian/Bus Transportation Safety (cont'd)

Crossing the Street

Cross only at corners or marked crosswalks.

Stop at the curb or edge of the road.

Stop and look left, then right, then left again before you step into the street.

If you see a vehicle, wait until it goes by. Then look both ways before crossing.

Do not cross the street in-between cars.

Children should hold onto an adult's hand while crossing.

Busing Safety Tips

Important Safety Rules for Loading and Unloading

The bus driver cannot see you if you are closer than ten (10) feet to the bus.

Stay out of the Danger Zone.

If you have to cross the street to get to the bus, wait until the bus has stopped and the safety lights are flashing.

Cross the street after the bus driver directs you. Look both ways before crossing the street.

If something is dropped at or near the bus, tell the driver before you retrieve it.

Source: National Association for Pupil Transportation

Busing Rules

Safety Rules for Riding on the Bus

There will always be at least one bus monitor on the bus. They are responsible for the children in our care.

School begins the moment a child enters the bus. Bus monitors will make the ride enjoyable for children.

Children will use inside voices on the bus so that the driver can hear sounds outside of the bus.

Children remain seated until the bus monitor allows them to get up. Children are never allowed to move while the bus is moving.

Loose objects and medication cannot be transported on the bus.

No food or drink is allowed on the bus.

Physical Activity

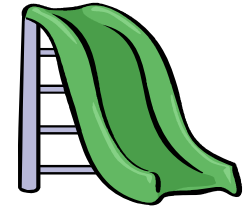
Active play and exercise are part of healthy child development and our curriculum. While at Head Start,

children's shoes must allow safe participation in activities.

Tennis shoes with socks are the best choice to prevent injuries.

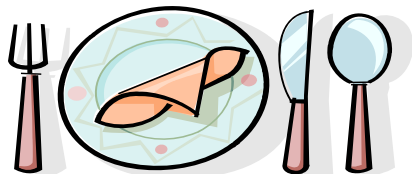
During the *summer months*, flat sandals with a secure heel strap are okay, but sandals with heels, thin straps or flip flops do not promote safe active play.

Snow boots are needed during the winter months to allow for outdoor play when snow is on the ground. Please notify your Family Worker if you need help getting safe shoes for your child.



Family Partnerships

Each family has a Family Worker who can assist in securing other services in the community such as medical care, energy assistance, housing, continuing education and transportation. (See resources section) Each school year, your Family Worker will meet individually with you several times to make sure that both our Head Start and other programs in the community are meeting your needs.



Nutrition Services

Head Start provides healthy, well-balanced meals and snacks to all children, served family style when appropriate.

Your child will enjoy healthy meals and snacks which meet at least 1/3 of the daily nutritional requirements and follow the Child and Adult Care Food Program Guidelines.

Your child will participate in nutrition and physical activities to promote healthy life-long habits.

Your child will learn self-help skills such as hand washing, brushing teeth and making healthy food choices and good mealtime manners.

Please let staff know if your child must eat or avoid any foods for religious or other reasons (food allergy or intolerance). We will provide food substitutes if a completed food allergy/exception form is on file with a doctor's signature.

Due to CACFP guidelines, parents/caregivers are not allowed to send food to class with their child for any meal or snack.

"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."

(See brochure in resource section.)

Pedestrian/Bus Transportation Safety

Pedestrian Safety

Tri-County Child and Family is committed to keeping your children safe. Please share the following information with your child. Classrooms will reinforce to children the importance of pedestrian safety.

Please take a moment to go over these tips provided by the National Highway Traffic Safety Administration. You can also visit their website at www.nhtsa.dot.gov/kids.

Pe-des-tri-an

n. A person traveling on foot; a walker

safe-ty

The condition of being safe; freedom from danger, risk or injury

Pedestrian Safety Facts

Children hit by cars can be hurt or killed, even when cars are moving slowly.

Toddlers (1 and 2 year olds) are most often hurt by a vehicle backing up.

Preschoolers (3 and 4 year olds) are most often hit when running across a street near home.

Young Children Are Not Small Adults

Children cannot judge speed or distance of vehicles.

Children move quickly and can run into the street without warning.

Children don't know safety rules and expect adults to watch out for them.

Children are small and hard for the driver to see.

Safety Tips for Walkers Sidewalks

Always walk on the sidewalk.

If there is no sidewalk and you have to walk in the street, always walk facing traffic so you can see any vehicle that might go out of control.

Resource Pages

Pedestrian/Bus Transportation Safety Separation Challenges	29-30
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Other helpful resource websites:

www.tricountychildandfamily.org

The “What’s Where in Parenting” Directory is filled with resources available to families in the Black Hawk County area, and is available to all families regardless of race, income, educational, or socioeconomic level. All of the resources listed are free or low cost, and are offered at numerous locations. WWIP can be accessed at www.fccouncil.net.

Programs operated by Operation Threshold can be accessed at www.operationthreshold.org

Health Services

To be successful in school and life, it is important to stay as healthy as possible. Here at Head Start we have **health requirements** for your child:

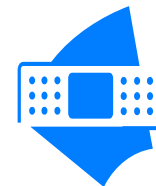
Health and Development Assessment Form (Filled out during your application)

A copy of your child’s Immunization Card or medical records that are current and up to date for his or her age.

Well Child/Physical Exam Form with all necessary blood work, according to your child’s age. This must be signed by a health care provider and remain current during the year. Regular age-appropriate well-child exams must be completed throughout the year.

Dental exams for all children must be signed and dated within 90 days of program start date, if applicable. Fluoride varnish will be administered three times per year with parent permission.

If you do not have private insurance, Title XIX or Hawk I insurance, we will help you with the application process.



Incident Reports

Children involved in an incident while in our care will have the appropriate first aid given. Staff will complete an incident report to share with caregiver explaining what took place. Staff will ask for caregiver’s signature on the report at the time of pick-up. Phone calls are made to caregivers when children are involved in a head injury or other serious injury. Staff also contact our contracted registered nurses when needed.

Mental Health Services

Mental health services are provided by Tri-County's licensed mental health professional. These services include classroom observations, staff consultations, family consultations, home visits, various trainings and individual observations as requested. The mental health professional assists staff with developing strategies to build social emotional skills, strong attachments and healthy environments. The Devereux Early Childhood Initiative and Positive Behavioral Interventions and Support programs are used to promote social and emotional health and strength based interventions. At Head Start our focus is on early identification, prevention strategies and educational strategies.



Transition Services

Transitions, or moving from one thing to another, are sometimes difficult for children. In order to make sure that transitions are as smooth as possible Tri-County Child and Family offers transition activities and timelines for children when they move from classroom to classroom or from Early Head Start classrooms to Head Start classrooms or Head Start to Kindergarten.

Moving from one Early Head Start classroom to another:

Each child should have an opportunity to spend some time in the classroom they are moving to before actually being placed in that classroom. Together, the parents, teacher and family service worker will make a plan about when your child will be spending time in another classroom before moving.

Moving from Early Head Start classroom to the 3-5 Head Start classroom:

At the time of transition from the Early Head Start

Tri-County 2010-2011 Calendar

Please see your family service worker for the calendar that applies to your family.

Transportation Services (cont'd)

Incidental Trips

Occasionally staff may have to transport children in agency vehicles without a parent present. (Example: transporting to dental clinic). Two staff will accompany children in such an event. An Incidental Trip Release will be signed in advance by parent.

Bus Evacuation Drills

Children will participate in bus evacuation drills throughout the year. They will practice exiting from the back of the bus and using the line ropes.

In case of an emergency:

1. Bus drivers will contact their bus garage.
2. The bus garage will notify Tri-County Child and Family administrators.

Parents will be contacted by our staff.

Safety Education for Parents offered throughout the Year

Safety information will be available during the year for families in the center newsletters. Please look over this information with your child. Transportation and pedestrian safety information is also reinforced in your child's classroom. Parents are encouraged to participate in bus evacuation drills with their child. Parents can also receive bus aide training. Please contact your family worker if you are interested in this training.

For more information regarding Tri-County Child and Family Development's transportation services please contact the Transportation Lead, Pauline Jones at 235-0383.

program, your family service worker will set a time with you to complete the enrollment application and gather income information. Your child must be 3 by September 15 to be age eligible for Head Start. Throughout the summer, the children in the transitioning Early Head Start classroom spend some time in their center's Head Start classroom learning routines.

Moving from Head Start to Kindergarten:

In the spring, Kindergarten Round Up information is posted and shared with families. A field trip to the home school can be made. If the family is interested in visiting the new school, please ask the Family Worker about arranging a visit. A transition folder will be given to the family with information regarding what is needed for Kindergarten.

Staff Qualifications



Tri-County Head Start is committed to the professional development of all our staff. We know that a quality program is the result of well-trained, qualified and dedicated staff. As a result, all of our Teachers have an AAS in Child Development or BA in Early Childhood Education. All Family Workers have a BA. All staff are trained and certified in the following: CPR, First Aid, Blood Borne Pathogens, Safety Emergency Procedures and Child Abuse Reporting. There are several professional development days set aside during the school year for these trainings.

Confidentiality

At Head Start we respect your privacy. The information that is in your child's file is kept in a locked file cabinet and is not shared with anyone outside of the program without your written permission. As a parent, you always have the right to read the information in your child's file.



Arrivals and Departures



Parents/caregivers who bring their child directly to the school are asked to deliver their child in person to a classroom teacher when arriving. This is for your child's safety and helps in the transition from home to school. As an illness precaution, please make sure that both you and your child wash your hands upon arrival to the center. Anyone picking up a child from school must be prepared to show picture identification and either be on the child's "release to" list or (in special situations) have other written permission from the parent.

Please update this information as needed.

A non-custodial parent may have access to their child **unless there is a court order in our files prohibiting such contact.**

Change of Address and/or Phone Number

For your child's safety, it is **very important that you notify the school immediately if your address, phone number or emergency numbers change.** We must have a current number where you or the emergency contact person may be reached. Please notify the classroom of any phone number or address changes.



Transportation Services

Our agency provides transportation from centers to enrichment opportunities throughout our community. It is important that all parents, children, bus drivers and staff follow the rules set forth by the Head Start Performance Standards and State of Iowa Transportation. Please take time to read through this material and sit down with your child and go over the information.

Field Trips For Classrooms

During the year classrooms will have enhanced learning experiences and will be transported on a bus. All children, 3 to 5 years old, will wear the safety harnesses.

Children under 3 that meet forward facing car seat requirements will use a car seat. (Children must be 1 year of age and at least 20 lbs. to be in a forward facing car seat.) Booster seats are not used on the bus. Parents should leave their car seats at the center when a field trip is scheduled.

[If the car seat is missing straps, buckles or is expired, staff cannot use the car seat.]

Adults will wear a seat belt on the bus.

Parents that attend a field trip with their child may ride the bus if space is available. Siblings will not be permitted to ride on the bus.

Arrival at Center during field trip time

If you arrive at the center after the bus has left your child will be taken to another class until their class room returns from the field trip. A parent may transport the child to the fieldtrip location and the child will return to the center with the classroom.

Problem Solving Procedures

If you have a complaint or concern about the school, it is your responsibility to **discuss the situation with the staff directly involved.**

If a solution cannot be agreed upon by all parties involved, you need to **talk to the staff's immediate supervisor (Program Manager)** and an attempt will be made to resolve the situation. Please call the EMA school at 235-0383 if you do not know the staff person's supervisor.

If the parties involved still cannot work out a solution, the **next step is to talk with the Service Delivery Director.** If the situation cannot be resolved, the Service Delivery Director **may request a meeting with parent, staff member, Executive Director, or Policy Council chairperson,** depending on the nature of the situation.

If no solution is reached, the **Service Delivery Director, the Executive Director, and the parent** jointly may request discussion of the matter with a **special committee of the Council, Inc. Board. The committee will then make a recommendation for action to the Board as a whole.**

Tri-County Child and Family Development Council, Inc.	Policy Council
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Executive Director

Service Delivery Director

Program Manager

Family Worker	Teacher/Home Visitor	Assistant Teacher
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Child's Schedule

Please pick your child up promptly.

Children build trust by knowing you arrive on time. If your child is not picked up by the closing time of the school, the Teacher will contact people on your child's emergency cards.



If the Teacher has not reached any contacts by 15 minutes after the school closes, the local police department and DHS will be notified.



Bad Weather/Emergency Closings and Cancellations

In order to insure the safety of your child, it is likely that there may be times when we have to cancel school or close school early if the weather is bad. Part year classrooms follow the closing/delay policies of the school district that the classroom location is in. If you have any questions about the policy for your school district please speak with your family worker.

Gifts

Staff members are not allowed to accept gifts from our families. We appreciate the trust you show in us, and the opportunity to be a part of your child's life.



Mandatory Reporting of Child Abuse

All Head Start staff are mandatory reporters for child abuse. The Head Start program complies with the State of Iowa law requiring all mandatory reporters working in licensed child care to report suspected child abuse or neglect to the Department of Human Services. This is in the best interest of your child.

The law tries to protect children from abuse and helps others find ways to handle the stress of raising children. If you would like help in coping with any area of your child's behavior, please call your child's teacher, family worker or the mental health specialist. We will try to help you find solutions to your concerns.

Children's safety and best interests are always our goal. We will notify authorities should we have concerns regarding any child's safety.

Positive Behavioral Interventions and Supports

The Teacher's goal is to create a positive, supportive environment and offer activities that encourage a fun, learning and safe classroom. To do this, all staff provide a nurturing atmosphere, activities that are developmentally appropriate, a consistent schedule, as well as clear and reasonable rules and expectations. Tri-County's expectations are to *Be Safe, Be Respectful and Be a Team Player*.

A Teacher's response to behavior depends on the individual child's age, development and personality. Some of the responses may include:

Re-direction: Staff will re-direct a child to a more appropriate activity.

"Be by Myself Place": The teacher encourages the child to go to a quiet place (e.g. tent or calm corner) to help them gain some self-control.

Relaxation Techniques: The Teacher helps the child take 3 deep breaths to help him/her relax.

Visual Cues: Staff will show a picture to a child to remind them about what their job is.

If a child hits, bites or hurts other children or staff, the parent or guardian may be asked to meet with the teachers to discuss the problem and agree on a plan of action.

Biting Policy

Biting can come from different emotional feelings at different ages. Biting is a common behavior in the infant or toddler who is expressing a feeling.

When an incident of biting occurs, the child/children involved and the classroom teacher will use age appropriate problem solving techniques and positive behavior supports that care for the victim and avoid rewarding the biter with attention. The classroom staff will also use classroom strategies to identify acceptable alternatives for expressing emotions.

An incident report will be written for the child that was bitten as well as the child that did the biting. The names of the children will be protected to assure confidentiality to the greatest extent possible. Parents/guardians are required to sign all accident/incident reports.

- All bites will be given proper first aid or medical attention.
- If biting becomes a recurring issue, caregiver supervision techniques and/or appropriateness of classroom activities will be reviewed by classroom staff and their supervisor.

If biting still continues a conference may be set with center staff and the family to discuss possible solutions.

Source: [Caring For Our Children Standards 2.039 and 8.010]

Volunteer Policy

Head Start encourages parents/guardians to be involved in classroom and center activities. We encourage your active participation with your child. We want to assure the safety of your child. One way to ensure safety is to limit the people who have access to your child.

Many of our centers are secured buildings; entry is gained by being “buzzed in” or admitted after identifying yourself. Please know we may ask for picture identification at anytime.

Persons who exhibit inappropriate behavior will be asked to leave or denied entrance to the center.

Staff members are responsible for supervising parent/guardian and other volunteers.

Again, we encourage your participation but want to assure the safety of all of the children in our care.

Access denial of those on Sex Offender registry

A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry (from Iowa Code 692A):

Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.

Shall not operate, manage, be employed by, or act as a contractor or volunteer at a child care center.

The center director is not OBLIGATED to provide written permission.

Before giving written permission, the center director shall consult with the DHS licensing consultant.

Parent Involvement

At Head Start, we believe that parents are the most important teachers their children will ever have. We also want you to become involved in the program. Parents are welcome to visit **your child’s** classroom at any time, so you always have access to your child. There are many ways for parents to get involved in Head Start.

Home Visits

Your child’s Teacher will meet with you and will do four home visits with you per year. Your Family Worker will also visit you at your convenience.

Purpose of home visits:

To allow **you** to tell us about **your** child and what **you** want for him/her and your family.

To give you a chance to learn more about your child’s day and progress at school.

To provide a time for you to ask questions.

To give you information and resources to meet your goals for your family.

Family Fun Events

These events are held monthly at your child’s school. During these events, parents and Family Workers discuss things that are going on in the classrooms and parents have a chance to make suggestions about the program. We also have guest speakers, discussions and activities for children and families together. Parents set meeting times and help run the events. Incentives are also offered to parents that attend many or all of their center’s FFEs.

Policy Council

Each Parent Committee elects parents to represent them as a member of Head Start Policy Council. The Policy Council has the responsibility of reviewing and approving or disapproving new policies, and other important program issues. Policy Council is held the second Thursday

Healthy Ways to Celebrate Special Days

Birthday treats

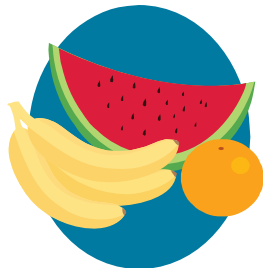
Children are allowed to bring treats once a year on their birthday (or another day if their birthday is not on a school day). **Agency policy does not allow us to serve food from home or homemade treats.** If food is brought in that is not in its original store packaging, we cannot serve it to children.

Here are some healthy treat ideas:

- Stickers
- Magnets
- Homemade crafts
- Simple puzzles or games
- Graham crackers
- Trail mix
- Pretzels
- Fresh fruit

Holidays

Treats are not allowed at Head Start for holidays, including Halloween, Christmas and Valentine's Day. If they are sent to school they will not be distributed to the classroom. Each classroom will have healthy ways to celebrate special days. You can show your appreciation by volunteering, donating a book or sending cards to the classroom for special occasions.



Safe Sleep Policy (cont'd)

and when the alternate sleep position expires. This note is to be kept in the child's file and documentation kept with the Allergies/Medications postings in the classroom.

A note stating "I require an alternate sleep position as requested by my doctor" shall be placed on that child's crib so that those that enter the classroom are aware of the infant's needs.



When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.

Unless a doctor specifies the need for a positioning device that restricts movement within the crib, such devices shall not be used. (Caring for Our Children, Standard HP006)

See attached exception form.

Strings and cords long enough to encircle a child's neck shall not be accessible to children while in child care. (Caring for Our Children, Standard 5.160)

Cribs must be kept away from window coverings. Pacifier strings shall not be attached to infants' clothing.

Safe Sleep Policy

Room temperature for infant rooms shall be kept between 68-72 degrees.

Infants under 12 months of age shall be placed on their backs on a **firm tight-fitting mattress** for sleep in a **crib only**.

Infant car seats, bouncers and swings are not safe places for infants to sleep. SIDS risks such as re-breathing and overheating can be caused by these devices.

Only one baby will sleep in each crib.

Sleeping babies shall be monitored by sight and touch periodically while they are napping.

The first symptom of SIDS is death. Sight alone will not tell you if something is wrong.

Baby's core temperature should be checked for comfort.

Pillows and other soft surfaces shall be prohibited as infant sleeping surfaces.

All pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib.

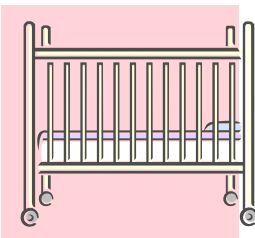
Sleep clothing, such as sleepers or sleep sacks will be used as alternatives to blankets.

All children's heads shall remain uncovered during sleep. (Caring for Our Children, Standard FA 190A)

Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back

position) for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).

The note from the physician needs to include why the baby requires an alternate sleep position, how long they can be kept in this position while sleeping,



Attendance Policy

In order for your child to get the most out of the child development program, it is **federally mandated that they come to school when scheduled and maintain an 85% attendance rate.**

Because of the need for Head Start services, and because frequent absences interrupt the learning process, **we cannot hold a spot for a child who has frequent absences** unless there are certain emergency situations, such as illness or significant family problems.

If your child is not at school and we don't hear from you, a **staff member from your child's classroom will get in touch with you** to make sure your child is okay and to see if we can help.

Please contact your child's Teacher or Family Worker at your child's school whenever your child will be absent.



Illness Policy



We want to protect children against the spread of illness. Hand washing with soap and water is the best source of protection against illness.

In order to keep all of our children as healthy as possible, we cannot allow children who are sick to stay at school. Children should be able to participate in daily activities. Please remember that if your child is too sick to go outside they are too sick to be at the center. If we are not sure what illness your child has or how contagious they are, we may ask for a note from your child's doctor before they can return to school.

Do not send your child to school if:

- She/he has a fever above 100 ° F orally (by mouth) or
- 99°F axillary (under the arm) within 24 hours.
 - A child needs to be fever free without medication for 24 hours.
- She/he complains of not feeling well and unable to participate in daily activities
- She/he has diarrhea or is vomiting
- She/he shows signs of a contagious disease such as but not limited to:

Strep throat	Pink eye	Impetigo
Staph infections	Chicken pox	Pertussis
Pinworms	Rotavirus	RSV
Scarlet Fever	Scabies	Fifth Disease
E. Coli	Ringworm	Croup
Diphtheria	Measles	Mumps
Enterovirus	Influenza	

A medical provider will determine length of absence once treatment has been initiated. Children need to be seen by a doctor for any contagious disease or if they have 3 or more absences for an illness. A doctor's excuse is needed to return to school.

Your child may be sent home if:

She/he has a fever of 100 or higher

She/he has flu-like symptoms (diarrhea, vomiting, etc.)

She/he has open, bleeding or oozing sores

She/he maybe contagious (see list above)

Agency contracted nurses are notified when necessary to help determine if a child should be sent home.

Medication

If your child needs to take medicine at school, our staff can give your child medication **only if it is prescribed by a doctor. The medicine you bring in must be in the original pharmacy container.** It must be clearly labeled with:

Child's first and last name

Physician's name

Date the prescription was filled

Name and strength of the medication

Instructions from manufacturer, pharmacy or doctor

We are not able to give your child any over-the-counter medication such as cold medicine or Tylenol without a doctor's prescription. Over-the-counter medications prescribed by your doctor must be in the original manufacturer's container, labeled by the parent, with the child's first and last name and specific instructions given by the child's doctor.

You will also need to fill out a **Medical Authorization form** that gives our staff permission to give medicine to your child. The authorization is good for 30 days.