

- Always have photo identification with you. For your child's safety, it is required that each person authorized to pick up your child from child care be listed on the enrollment form. We do **NOT** release your child into someone's care, who is not authorized. We will ask for identification of all newly authorized persons or any authorized person who is unfamiliar to the staff on duty. Please inform us if any changes occur.

**PROGRAM PROCEDURES & MONTHLY CALENDAR ONLINE**

All of the procedures governing the program may be accessed online at: <http://www.reddingrancheria-nsn.gov/head-start-and-child-care/>



**One Call Now** and **Class Dojo** are important communication networks for you to be connected to and check in regularly! Please see your teacher for more details.

# Redding Rancheria Head Start & Child Care Parent Handbook 2023-2024



⚠️ 🗑️ 📄 Mission Statement ⚠️ 🗑️ 📄

The Redding Rancheria Head Start and Child Care provides a safe, developmentally appropriate, nurturing environment for children that promotes social, emotional, cognitive and physical growth, as well as a positive self-image, a love of learning, and a pride for their native culture.

⚠️ 🗑️ 📄 Vision Statement ⚠️ 🗑️ 📄

To prepare children for kindergarten who are resilient, happy, culture enriched and eager to learn.

**STAFF LIST**

TITLE	NAME	PHONE	EMAIL
RR Education Dept Director	Nicole Wilkes	225-8979 x1182	nicole.wilkes @reddingrancheria-nsn.gov
Program Manager	Hannah Hughes	225-8925 x1161	hannah.hughes @reddingrancheria-nsn.gov
Health & Disabilities Coordinator/ Mentor Teacher	Cassi Lawson- Pigott	225-8925 x1085	<u>cassi.lawson-pigott</u> @reddingrancheria-nsn.gov
Administrative Assistant	Kianna Benner	225-8925 x1008	kianna.benner @reddingrancheria-nsn.gov
Family Intake Coordinator	Angie Carter- Streiff	225-8925 x1191	angie.carter@reddingrancheria- nsn.gov
Family Child Care Coordinator	Marissa Phelan	225-8925 x1086	<u>marissa.phelan</u> @reddingrancheria-nsn.gov
Head Start PM	Gaby Ward	225-8925 x1081	gabriella.ward @reddingrancheria-nsn.gov
Head Start AM Teacher	Elizabeth Gomez	225-8925 x1083	<u>elizabeth.gomez</u> @reddingrancheria-nsn.gov
Child Care Teacher	Kerry Randall	225-8924 x1151	kerry.randall @reddingrancheria-nsn.gov
Head Start AM Teacher Assistant	Priscilla Potter	225-8925 x1179	<u>priscilla.potter</u> @reddingrancheria-nsn.gov
Head Start PM Teacher Assistant	Julie Bothwell	225-8925 x1082	<u>julie.bothwell</u> @reddingrancheria-nsn.gov
Child Care Teacher Assistant	Brandy Gemmill	225-8925 x1088	brandy.gemmill @reddingrancheria-nsn.gov
Child Care Teacher Assistant	Taylor Burris	225-8925 x1087	taylor.burris @reddingrancheria-nsn.gov
Food Service	Tammie Powell	225-8925 x1072	tammie.powell @reddingrancheria-nsn.gov
Bus Driver	Willie Reeves	225-8925 x1081	willie.reeves @reddingrancheria-nsn.gov
Bus Monitor	Sara Hayward	225-8925 X1179	sara.hawyard @reddingrancheria-nsn.gov

**SECTION 7: REVIEW**

The CEO shall review this policy each year and shall such make recommendations, if any, for its amendment as appropriate for the effective administration hereof.

**SECTION 8: SOVEREIGN IMMUNITY**

Nothing contained within this Policy shall be construed as a waiver of the sovereign immunity of the Redding Rancheria, the Redding Rancheria Head Start and Child Care Center, or any officer, agent or employee thereof, to a suit brought for damages or any other relief in any court.

**Considerations for Partial or Total Closures**

- Communication plans for school closure include outreach to students, parents, teachers, staff and the community.
- We will continue education to the greatest extent possible through distance learning with the use of homework packets, Class Dojo App, Hatch Preschool Curriculum Tablets, and disabilities services.

**Child Pick Up & Drop Off**

- Bus riders will be transported to and from school as availability allows. Please be at your bus stop 5 minutes early.
- At drop off (bus or school) we will conduct a visual wellness check of all students and take students' temperature with a no-touch thermometer. Please do not attend school if your child or anyone in the home has been ill.
- Staff, children, and visitors are required to wash their hands or use alcohol-based hand sanitizer upon entering the facility. Hand sanitizer is kept out of the reach of children and use is supervised.

children are dealt with immediately by program officials, parents, and other authorities as appropriate. Provided that nothing in this policy shall be construed as an alternative to referring allegations of criminal conduct to local law enforcement.

#### SECTION 4: ADDITIONAL PROTOCOL

- a) Before a grievance is filed by a parent or community member, direct discussion between the person(s) whom the complaint involves is encouraged. All parties involved should note the date and time of the informal discussions.
- b) Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with the Head Start and Child Care Program Manager. More than one meeting with the Program Manager must occur prior to the issue becoming a grievance.
- c) If the complaint is not resolved, or if no action occurs within 10 working days, the complaint shall be presented in writing to the Policy Council, who will review the matter and Policy Council Chairperson shall issue a response within 10 working days.
- d) If the complaint is not resolved, or if no action occurs within the 10 working days, the complaint shall be presented in writing to the Tribal Administration CEO, who will review the matter and will give a response within ten working days. The CEO's decision is final and shall not be subject to further administrative or judicial review.

#### SECTION 5: HIERARCHY OF AUTHORITY

The hierarchy of authority to resolve parent and/or community grievances against Head Start and Child Care is as follows:

- (a) Originator (parent or community person) and staff person
- (b) Head Start and Child Care Program Manager
- (c) Policy Council
- (d) Tribal Administrative CEO

#### SECTION 6: RECORD KEEPING

The Redding Rancheria Head Start and Child Care program will maintain a file of program complaints at its office, listed above. This file may be reviewed by interested parties by request during normal business hours. The contents of the file are the property of the Redding Rancheria and may not be copied.

## PROGRAM INFORMATION

### Head Start:

The Redding Rancheria offers a part-day licensed exempt Native American Head Start program. The school year follows the local public school calendar as closely as possible. The program operates five days a week, Monday through Friday. There are two classes: Head Start AM class from 7:30am to 12:30pm, and Head Start PM class from 9:00am to 2:00pm. Limited transportation is provided by a school bus at community bus stops. Head Start is a federally funded program and has strict eligibility requirements, with Native Americans, special needs and low-income children having priority. Children must be three years old; four year olds have priority over three year olds. Parents do not need to be working or going to school to be eligible, but must be low income. There is no fee for the Head Start program.

### Child Care:

The Redding Rancheria offers full day Native American Child Care program from 8:00am to 5:00pm for children ages 3-5 years. Limited transportation is provided by a school bus at community bus stops. The Child Care program is federally funded and has different eligibility requirements from Head Start. Eligibility requires that your child be Native American, and the parents/ guardians are working a minimum of 25 hours a week. The monthly fee for our subsidized Child Care program is a sliding scale based on your income. For families over the income ceiling, private pay is available at the full daily rate. Special needs children are encouraged to apply. The school year follows the local public school calendar as closely as possible.

### Enrollment Process:

Vacancies are not filled on a first come basis. Both the Head Start and the Child Care program are designed to serve those with the greatest need. Applicants in the enrollment pool are scored, and the highest score is enrolled. Enrollment is not promised in advance. When you withdraw your child, another child will fill your vacancy. A vacancy cannot be promised should you wish to re-enroll.

### **Conditions under Which the Agreement May Be Terminated:**

This agreement may be terminated by either party in the event that the family moves from the area, or that the program no longer meets the needs of the child. This agreement may be terminated by the program if the parent, guardian or representative fails to meet the program's expectations for the child's regular attendance at program classes and/or activities despite repeated offers of assistance, and/or fails to show interest or concern in meeting child's needs.

### **CACFP School Lunch:**

The Program offers the USDA School Lunch program to all participants, serving breakfast, lunch and snack at no additional charge.

### **MONTHLY MENUS AND DAILY SCHEDULE**

The daily classroom schedule, weekly lesson plans and monthly menu are all posted in your child's classroom for your review. Please refer to them when you visit our classrooms.

### **CLASSROOM ASSIGNMENTS**

During the first month of school, all children are observed in both small and large groups settings to determine final classroom placement. While every effort will be made to honor parental requests, if educational needs are not met, children may be assigned to the other classroom.

### **MAJOR COMPONENTS OF THE PROGRAM**

1. **EDUCATION** –The educational program is designed to meet the needs of each child. It also aims to meet the needs of the community served and its ethnic and cultural characteristics. Every child receives a variety of learning experiences to foster intellectual, social and emotional growth, with a focus on School Readiness. Children participate in indoor and outdoor play and are introduced to the concepts of words and numbers. They are encouraged to express their feelings and to develop self-confidence and the ability to get along with others. The goal is that children and families are better prepared for kindergarten.

### **PARENT OR COMMUNITY COMPLAINT POLICY 517**

#### **SECTION 1: PURPOSE**

The purpose of this Policy is to establish a policy to swiftly hear and resolve complaints from residents of the Rancheria, persons directly affected by the operation of the Head Start Program, and parent/guardians of an enrolled student at the Redding Rancheria Head Start and Child Care Center.

This policy is intended to provide recourse to parties wishing to make a complaint regarding the operation, policy or procedures of the Redding Rancheria Head Start and Child Care Center.

This policy will not be used to address complaints about employees or volunteers of the Program. Complaints regarding employee or volunteer conduct are not governed by this policy and should be made in writing to the Senior Director of Human Resources, who will follow the Tribe's existing personnel policies and procedures for Corrective Action.

#### **SECTION 2: BACKGROUND AND INTENT**

The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A grievance is a written complaint alleging that Head Start or Child Care Regulations, Department Policies and Procedures (if applicable), and/or Center Agency policies and procedures:

- were not followed;
- were administered in a discriminatory (unequal) fashion; or
- were administered in an arbitrary and capricious (unfair) fashion.

#### **SECTION 3: PROTOCOL**

The following protocol will be used for the written grievance procedure:

- a) Information is submitted in writing, signed and dated;
- b) No anonymous complaints will be accepted or considered;
- c) Supporting information may be submitted;
- d) The content of all meetings are kept confidential.
- e) Efforts are made to keep the grievance local, involving as few people as possible.

- 4) Encourage parents and community representatives to join us on the committee.
- 5) Stay current on any changes in immunizations or health issues within the community.

If you as a parent are interested in joining us, please contact the Health/Disabilities Coordinator at 530-242-4561.

### **BOOKWORM CLUB**

As part of our literacy program your student will be receiving books throughout the year to take home. We encourage you to read frequently with your child. More literacy resources are available through from our Family Intake Coordinator.

### **REDDING RANCHERIA HEAD START POLICY COUNCIL**

Each year the parents of children enrolled in Head Start elect parents to represent them on the Policy Council. The Policy Council's main responsibilities are to:

- 1) To provide input into the decision making process for program planning and budgetary matters;
- 2) To effect dialogue between parents and agency staff to best meet the Program Goals; and
- 3) To develop plans to utilize all available community resources for the betterment of the Head Start Program.

All parents are eligible to serve on the Policy Council except close relatives of Head Start Staff members (brother/ sister/ husband/ wife/ mother/ father). Parents from each classroom are nominated at the beginning of each school year; parent elections are held the end of September; the top six parents are elected. The Policy Council term runs from October to September.

Head Start is administered under a shared decision making arrangement between Head Start Parents, Policy Council, Head Start Staff, Tribal Administrative staff, and the Tribal Council. All policies, program plans, budget proposals, etc. must be adopted by all four participants in this process. Should a plan not be approved by all involved, the matter falls under the Impasse Policy.

2. **HEALTH, DENTAL and WELLNESS**– Emphasis on the importance of early identification of health problems. The program works with families to ensure each child receives comprehensive health care, including medical, dental, behavioral and nutrition services. The program partners with the Redding Rancheria Tribal Health Center with the goal that children are healthy and have an ongoing source of health care. Families are encouraged to enroll at the Redding Rancheria Tribal Health Center. See our Health and Disabilities Coordinator.
3. **PARENT INVOLVEMENT** – Parents are the most important influence on a child's development. An essential part of every Head Start Program is the involvement of parents in parent education, program planning, and other program activities. Many parents serve as members of the Policy Council and Parent Committee "Parent Connections", and have a voice in administrative and managerial decisions.
4. **PARENT PARTNERSHIPS** – The partnership component of the program represents an organized method of helping families to assess their needs, and then assisting the family to meet those needs through community outreach, referrals, family needs assessments, and community resources. The goal is to help families access services and meet their individual goals. See our Family Intake Coordinator.

### **BY THE FIRST DAY OF SCHOOL...**

Prior to enrolment, we must receive your child's most recent physical exam (CHDP's) and immunization records. If records are not current, please make an appointment to complete a new child physical as soon as possible. The physical must include immunization dates, lead, hematocrit/ hemoglobin levels & TB screener. Please note that after 90 days of enrollment, your child cannot attend without these medical records.

## **WHAT TO BRING / NOT TO BRING**

- A change of clothing, labeled with their name.
- When the weather changes, please include sweaters, jackets, etc.
- All personal items should be labeled with a permanent marker.
- Do not send toys from home; these are too easily 'lost' and are often 'found' by another child, thereby causing problems.
- Do not send money to the center with your child.
- Do not send special snacks, food or candy to school with your child. Our menus are designed to provide over 2/3 of your child's daily nutritional requirements.
- The Redding Rancheria is not responsible for lost, stolen or broken items.

## **CLOTHING**

Dress your child in play clothes, with a jacket or sweater if the weather is cooler. The children play outdoors daily and often are involved in messy art projects. Please do not send them to the center in their "good clothes". Sturdy shoes are required. Flip-flops, jellies and "Crocs" do not provide enough protection for active feet, and prevent the child from running and bike riding safely. Sturdy sandals with back straps that do not easily fall off are acceptable.

## **CANCELLATION OF SCHOOL/SCHOOL CLOSURE**

If the Cascade School district closes schools due to severe weather, the Redding Rancheria HS & CC classes are also canceled. For other cancellations, every effort will be made to contact parents by 7:30 AM. Parents may also listen to KNCQ radio 97.3 FM or KQMS radio 1400 AM. In order to maintain high quality of our program, ongoing staff training is provided for all staff and parents. The school will be closed one day a month for training. Monthly calendars reflecting dates for training will be given to each family at the beginning of each month.

## **BEHAVIOR POLICY**

When a child's behavior causes a continued physical or emotional threat to the other children or staff, the following steps shall occur:

- A Child Study Team meeting will be scheduled. Participants may include: parent, teachers, Head Start staff, psychologist, speech therapist, etc.
- This team identifies potential solutions to mitigate the situation, thereby allowing the continued participation of the child.
- When all these efforts fail, and the physical or emotional threat continues, the child shall be suspended and or terminated from the program.

## **BITING**

When biting occurs, the focus is on the victim; medical attention is provided immediately. The child doing the biting is removed from the group and a staff person calmly, but firmly explains the severity of biting. Children who repeatedly bite others are referred to a behavior specialist, and may be suspended if biting persists.

## **CLASSROOM AND PLAYGROUND RULES**

Is it safe? Is it fair? Is it kind and respectful of others, or of other's property? These guidelines help the children learn what behaviors are acceptable and what is not acceptable.

## **PARENT COMMITTEE – "PARENT CONNECTION"**

Parent Connection Meetings will be conducted monthly either in person or virtually. This committee is made up of all parents in both Head Start and Child Care classrooms. Meetings are held monthly and provide training opportunities, discuss parent concerns, parenting tips and upcoming events. See flyers and monthly calendar for information.

## **HEALTH ADVISORY COMMITTEE**

The Head Start Health Advisory Committee is made up of health care providers from the Redding Rancheria Tribal Health Center, community members, a parent and teacher representative. This committee meets quarterly. Our basic responsibilities are to:

- 1) Make needed revisions to current Health Policies;
- 2) Encourage input from the health, dental, nutrition, and mental health representatives who serve on the committee;
- 3) Bring any suggestions back from the committee to share with staff and parents.

## **CHILDREN'S SELF-REGULATION**

Young children's social-emotional development involves learning how to understand their own and others' feelings, regulate and express their emotions appropriately, build relationship with others, and behave pro-socially in groups. These skills predict successful kindergarten transitions, early school success and future accomplishments in the workplace. Teachers guide the development of social-emotional competence by using these strategies:

- Provide play materials that support and challenge children's abilities.
- Promote problem solving and appropriate risk taking
- Provide appropriate responsibilities and meaningful jobs in the classroom.
- Encourage children to see tasks through to completion. Offer support as needed.
- Help children express their feelings and resolve conflicts in constructive ways. Help children detect and interpret cues about how other people feel.
- Support children who need assistance in finding play partners. Teach them positive strategies for entering and participating in group activities.
- Support children as they interact with one another.
- Offer opportunities for children to work together and to learn social skills.
- Use positive strategies to guide children's behavior and help them learn how to cooperate with others.
- Teach turn taking and sharing, and model cooperation.

### **General classroom guidelines:**

1. Children are not forced to apologize.
2. Natural consequences are best.
3. Be open and generous with affection and quiet and fair with discipline.
4. Food is not to be withheld as a punishment or given as a reward.
5. Forgive and forget. Each child deserves a clean slate each day.
6. Model appropriate behavior. Allow children to respect you by showing respect for others, and for the children in your care.

## **ATTENDANCE POLICIES**

- **Children must arrive no later than 8:30am for Miss Liz's class and the Child Care, and 10:00am for Miss Cassi's class.**  
Continuous tardies could result in a student study team/parent conference to help improve your child's tardiness. Daily attendance is expected, unless your child is ill. An attendance level of at least 85% is required.
- Breakfast is served from 8:30am- 9:00am for Miss Li'z Class and Child Care; Breakfast is served from 9:30am- 10:00am for Miss Cassi's Class.
- Lunch is served at 11:30am-12:00pm for Miss Li'z Class and Child Care; Lunch is served from 12:30pm-1:00pm Miss Cassi's Class.
- **Parents are responsible for informing Redding Rancheria Head Start & Child Care of any changes in address, phone, work, or emergency telephone numbers, etc.**
- **Please call the school if your child is absent for any reason.**  
Federal Head Start regulations require prompt follow-up of absences. See Attendance/Absence/Bus Use/Tardiness Policies for more information.

## **OPEN DOOR POLICY**

Our classrooms are equipped with one way mirrors if you wish to observe without your child's knowledge.

## **PARENT AND VOLUNTEER/BACKGROUND CHECKS**

All parents are expected to participate in their child's education. We encourage every parent to participate virtually, plus participate in our Parent Connection committee meetings. You will be contacted to determine which committee you are interested in, as well as to schedule your classroom time. All volunteers must pass a background check and TB screening prior to volunteering. It is the policy that every effort will be made to identify those who could be deemed unsafe to be around children. Therefore, the following shall occur at the earliest convenience:

By signing the Head Start and Child Care Application, parents are certifying that they will not knowingly bring any person onto the Head Start Grounds when they know or have reason to suspect is a convicted sexual offender, is under investigation for committing a crime against a child

- (a) is on the sexual offender registry of any state, territory or country. Parents indicate their understanding that violating these terms may subject their child to being ineligible to participate in Redding Rancheria Head Start or Child Care.
- (b) Parents who intend to volunteer are requested to provide a statement regarding any criminal history, including, but not limited to: Crimes of violence, sexual assault, molestation, exploitation, contact with or prostitution, crimes against persons, offenses committed against children, child abuse or child neglect, any other pertinent information.
- (c) Parents are notified via the Enrollment Application and the Parent Handbook, **that their name, as well as all persons listed as pick up persons, will be checked against the California Megan's Law website**, a statewide list of known child perpetrators.
- (d) Any convictions of a crime other than a minor traffic violation requires an exemption from the Redding Rancheria Human Resources Department. This includes misdemeanors, felonies and convictions that occurred a long time ago. However, individuals convicted of serious crimes such as robbery, sexual battery, child abuse, elder or dependent adult abuse, rape, arson or kidnapping are not eligible for an exemption.
- (e) When an individual with such convictions has been cleared, he/she may volunteer and be in attendance in the Head Start/ Child Care facility. The clearance will remain active as long as the individual is associated with the program. If an individual leaves the program, he/she must be re-screened.

### **PARENT AND VOLUNTEER CODE OF CONDUCT**

To ensure a safe school location, parents are asked to sign an acknowledgment of our Parent/Volunteer Code of Conduct. This form is included in the enrollment packet and is required for all families.

### **MULTI-CULTURAL EXPERIENCE**

Our culture surrounds us each day, and our program makes an effort to expose the children to as many different cultures from

### **COURT ORDERS**

In situations involving child custody disputes or restraining orders, a copy of the court order must be in the child's file on school premises. We will make every effort to comply with and enforce the court order. Please note, we cannot prohibit contact with either parent without current court orders.

### **HEALTH, MEDICATION, EXCLUSION & ACCIDENT POLICIES**

It is our intention to prevent the spread of infections and illness to other children. If the staff becomes aware of a condition which may be contagious or unhealthy to any of the other participants, it will be brought to the parent's attention and the **child must be taken home and remain home until symptom free for at least 24 hours**. Children cannot attend school if they are ill.

### **MEDICAL/ACCIDENT EMERGENCY PROCEDURES**

- Minor Injuries (small cuts, bruises, etc.):
  - a. Staff will render the necessary first aid and notify parents when they pick up the child from care.
  - b. If the staff member is in doubt of the seriousness of the injury, the parents will be notified for further instructions.
- Serious Injuries:
  - a. One staff member will call for an ambulance and then make contact with parents or other authorized persons.
  - b. A second staff member will render first aid until the ambulance arrives, and will accompany the child to the emergency room.
- You will be notified in writing of any injury through an accident report; you will be notified immediately of any head injury.

### **FOOD ALLERGIES**

Alert us immediately if your child has any food allergies. The Health and Disabilities Coordinator will contact you for further documentation and menu options. A doctor's note is required.



## **FIRE/EARTHQUAKE DRILLS; SHELTER IN PLACE DRILLS EMERGENCY EVACUATIONS**

Fire drills and bus evacuations are held once a month; earthquake drills and shelter in place drills are held quarterly. In the event of an evacuation, the initial evacuation site will be the Redding Rancheria Community Center, located just east of our facility. Parents will be notified to pick up their children as soon as possible, or to meet the bus at a specified time. In the event that the initial evacuation area is unsafe, the children will be evacuated via bus, van or car to the Hilton Garden Inn, 5050 Bechelli Lane, near the intersection of Bonnyview and I-5. The children and staff will remain at the Hilton Garden Inn until parents arrive or until it is safe to return to school.

## **FIELD TRIPS/SPECIAL EVENTS**

A consent form was signed during enrollment for your child to participate in the various field trips throughout the year. Specific notices will be sent out in advance, informing you of location, date and time of each planned trip. Head Start parents are required to participate. Child Care parents are encouraged to participate. Child Care parents may be required to attend to provide direct supervision for their child. Please identify another adult who would enjoy the field trip if you are unable to attend. Siblings are allowed to participate in field trips and special events, parent may be asked to cover any additional costs.

## **LOST AND FOUND**

Please check the "Lost and Found" box and remember to label all clothing. The unclaimed items are periodically donated.

## **TOBACCO-FREE SCHOOL/WORK PLACE**

The Redding Rancheria Head Start and Child Care is a tobacco free school and work place.

## **CHILD ABUSE**

All staff members are mandated child abuse reporters. If staff suspects a child being abused in any way (physically, sexually, emotionally/mental & neglect) we are required by state law to file a report with Children & Family Services. We are available to listen and support families with resources in time of need.

around the world as possible. Parents are encouraged to share any special traditions (especially Native American traditions) from their child's family background. Guest speakers, elders, Native American stories, language and drumming are also part of our ongoing curriculum.

## **CURRICULUM**

We currently use the Preschool Creative Curriculum, Teaching Strategies GOLD, First Step, Second Step Violence Prevention Curriculum, I am Moving, I am Learning and the Nee-Kon-Nah Native American Curriculum. All curriculum resources utilized support individual child School Readiness Goals

## **HEAD START TEACHING STRATEGIES GOLD**

Teachers use this web based planning tool to enter classroom observations, assess children's development, individualize activities and submit weekly lesson plans. Parents have the capability to log on to this system to view teacher comments. Please ask your child's teacher for log- in information.

## **INCLUSION POLICY**

The program does not discriminate solely on the basis of a disability. We ensure that support services are available to assist the development of each child's potential and support full inclusion. 10% of our Head Start enrollment is reserved for special needs children. With parental permission, a multi-disciplinary team will observe, evaluate, and diagnose, and make further referrals if needed. See our Health and Disabilities Coordinator for more information.

## **CONFIDENTIALITY POLICY**

The program complies with HIPAA regulations. We will ensure that our program staff will have the necessary safeguards in place to protect the confidentiality of the child's files. We will not seek of

## MEDICINE POLICY

- A Request for Medication form must be filled out by a **licensed physician and signed by the parent**.
- Medication can only be administered with specific written instructions from the physician containing the following information: Date, name of child, name of medicine, amount to be given, time of day to be given and how often, and number of days to be given.
- The container must be from the pharmacy and the information should correspond with doctors' orders.
- Medications must be hand delivered to program staff; do not send any medicines in your child's back pack or on the bus. Medications are stored under lock in the Head Start Health Coordinator's office.
- To confirm your child received their medication while in Head Start or Child Care, you may consult the medication log, inside the medicine cabinet.

## MASKING SYMPTOMS

When children are sick, do not medicate and send them to school; this only masks the symptoms, prolongs the illness, and puts others at risk. Make sure your child is fully recovered before returning to school.

## CONTROL OF DISEASES

### Children may be readmitted after:

- 24 hours symptom free from **fever, vomiting, or diarrhea**
- Medical diagnosis to rule out bacterial infection, or
- 24 hours on an antibiotic treatment
- **Tuberculosis**; re-admission when approved by a qualified health care provider.
- **Impetigo**, re-admission 24 hours after treatment has been initiated.
- **Strep throat** or other streptococcal infection, re-admission 24 hours after initial antibiotic treatment and cessation of fever.
- **Chicken pox**, until 6 days after onset of rash or until all sores have dried and crusted, or with permission by their health care provider.
- **Pertussis (Whooping Cough)**, re-admission after five days of appropriate antibiotic treatment.
- **Mumps**, re-admission 9 days after onset of parotid gland swelling.

- **Hepatitis- A virus**, re-admission one week after onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and staff.
- **Measles**, re-admission six days after onset of rash.
- **Rubella**, re-admission six days after onset of rash.
- **Shingles** (herpes zoster), exclusion until the sores have crusted over, or health care provider has cleared them for return.
- Children with open **oozing sores**, which cannot be covered, will not be allowed to be at the center until sores have crusted over.
- **Lice, scabies or other infestations**, re-admission 24 hours after treatment has been initiated and the child is found to be lice free, with nits more than 2 mm from the scalp.

## BIRTHDAY CELEBRATIONS / HOMEMADE FOODS

Due to health and sanitation requirements, homemade foods and store bought items are not allowed. Please speak with your child's teacher about Birthday Celebrations!

## TOILETING

Potty training is strongly encouraged prior to enrollment. A conference will be arranged to discuss overall readiness for school and other options. For occasional bathroom accidents, staff members will assist children in cleanup. Their soiled clothes will be double bagged and sent home. Parents need to return a complete change of clothing the following day. To maintain safety for children we have an open door bathroom policy; this is done by allowing children of the same gender to use the bathroom facility simultaneously. Adults have separate facilities. Children are required to properly wash their hands using soap and water after bathroom use.

## HOME VISITS

"Home Visits" can be done at your home, the center, outside, virtually or any other meeting place. They are held at least twice a year with your child's teacher and give parents and teaching staff an opportunity to discuss your child's progress, accomplishments and educational plan. The Family Intake Coordinator is available for Home Visits to follow up on any area of concern or offer assistance. If you wish to meet with a staff member at any time, please make an appointment.