



*2016-2017*



# *L.B.J. & C. Head Start Parent Handbook*



AN EQUAL OPPORTUNITY AGENCY

**Funded by the U.S. Department of Health and Human Services, Administration for Children and Families**

L.B.J. & C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps.  
The 504/ADA/Title VI Contact Person: Barbara Pendergrass (931) 528-3361

**Listed below are the policies which will be followed during the 2016-2017 Head Start Program year for children. Please read carefully.**

1. Head Start centers will be operated Full Day-Monday - Friday from August 22, 2016. Children are required to attend five (5) days a week. Head Start's core hours are 8:00 a.m. - 2:00 p.m. Center Staff will work individually with families needing extended hours. Head Start does not have Fall/Spring Break.
2. The child must be delivered to the Head Start staff and signed in upon arrival to the Head Start center. A parent/authorized release person must sign out the child prior to departing. The parent/authorized release person signing the child out becomes responsible for the child at the time the book is signed. An authorized release person is one who the parent or legal guardian has listed on the child's application as "authorized release" persons. **Changes or additions to authorized release persons may only be made in person.** Change may not be made over the phone or through notes.
3. If a child is not picked up by closing time, emergency procedures will be implemented which will include attempts to contact the parent/guardian/caregiver and the emergency contact/release persons at all phone numbers accessible. After all attempts to contact a authorized release person has been unsuccessful the Division Manager will be contacted, along with the local law enforcement and/or Department of Children Service's (DCS).
4. Attendance is very important to the child and to the Head Start Program. The child will be expected to attend every day that the center is open. L.B.J.& C. Head Start provides short-term exclusion of a child that is required by a physician to be absent from Head Start a minimum of five (5) days with a short-term injury or an acute or short-term contagious illness.
5. Head Start Centers will use the following guidelines for inclement weather:
  - a. If the local school is one or two hours late, Head Start will be open on time. Regular meal times will be followed.
  - b. If the local school is closed due to inclement weather, Head Start will be closed.
  - c. If the local public school system closes early due to inclement weather, the Head Start center will close at the same time as the public school system.\* Home Away From Home center will remain open unless extreme conditions occur in which parents will be notified.
6. If a child becomes ill during the day, the parent will be called to pick up the child and to take the child home. A sick child cannot be cared for at the center.
7. Children do NOT have to be potty trained to attend Head Start. Teaching teams will work with the child to achieve this skill and provide commercially made disposable pull-ups or diapers.
8. Please send an extra change of clothes for your child; please write the child's name on the inside. This clothing will be left at the center for emergencies.
9. Children's medication will only be administered while at Head Start as guided by a medical provider. Doctor's orders, parental consent, and possible side effects must be submitted to the Center Supervisor in order to receive approval to administer the medication from the Division Manager. Once staff training is determined and approval has been obtained, medication must be delivered to the center by the parent/guardian/caregiver in the original labeled container.
10. Parents will be promptly notified of the occurrence of communicable disease outbreaks among the children at the Head Start Center.
11. No outside food will be brought into the Head Start Centers. This includes any "treats" for special days. Parents can work with the teaching staff to plan nutrition activities, which will be provided by the Head Start Program. Please do not send money, toys, pillows, blankets, or backpacks to the center with the child.
12. Once a child has been found to be income eligible and is participating in the program, that child remains income eligible for the current year and the following year.
13. Immunizations must be kept up-to-date for the child to remain in the program. Only a child with a documented medical or religious reason will be excused from the required documentation. Immunizations must be documented using the Tennessee Department of Health Immunization Form.
14. Each child must have a health physical within 45 days of entering into the Head Start Program following the EPSD&T standards.  
\*The Health Physical Form is available at each Head Start Center.
15. Allergies and/or Special diets must be documented by an appropriate professional (physician, clergy, etc.).
16. Volunteers who choose to volunteer in the kitchen must obtain a negative TB test before he/she begins. This evaluation may include a chest x-ray and, if necessary, other specific test. Any individual born in a country other than the United States, Canada, Western Europe, Australia, New Zealand, and Japan must have a TB screening prior to on-going contact with children.
17. Corporal punishment (spanking, slapping, pinching, etc.) is not allowed on any child, including your own, while on Head Start premises or at any Head Start function.
18. The Tennessee Department of Human Services requires that anyone knowing or suspecting child neglect and/or abuse must report it to the proper authorities. Please refer to Child Abuse Facts and Laws.
19. Firearms, weapons, drugs, and alcohol are prohibited on the L.B.J.& C. Head Start operational sites. (A child will not be released to any person suspected of being under the influence of drugs or alcohol.)
20. The Head Start has a Tobacco-Free Environment Policy prohibiting tobacco use at all times in all space utilized by the Head Start Program.
21. Outdoor play is an important part of the Head Start Program. Please refer to the Outdoor Play Procedure.
22. All Head Start services are provided at no cost to children/families enrolled in the Head Start program, and volunteering is not a requirement for your child's enrollment.
23. Staff, children, and volunteers must wash their hands upon arrival at center/classroom.

## Confidentiality Policy

All Program files and records (i.e. financial, programmatic, personnel, children/families, and operations) are confidential and the property of L.B.J. & C.

### Children and Family Information

In order to provide individual quality services to families, the staff must gather very personal, sensitive information concerning almost every facet of the family's lifestyle and habits. The information collected includes not only current information, but historical information as well.

L.B.J. & C. staff must maintain the confidentiality of all records and information pertaining to the children and/or family. The program will provide locked file cabinets in each center and classroom for child/family records. Only those staff designated will have access to the keys to the files, and all persons examining the records will sign and date the Review of Confidential Information section of each record. Parents/legal guardians have the right to examine any records concerning their child/family.

Maintaining confidentiality pertains not only to written information but also to verbal disclosure of any information concerning children/families. Shared information among staff regarding children/ families will be disclosed on an as-needed basis only.

All records concerning children/families will be destroyed in accordance with funding source's regulations.

### Staff Information

Confidentiality also includes staff information and staff records. Staff information and records are held confidential as requirements direct.

Staff information is not available as common knowledge and is held confidential, as policies require under the Program Director's authority.

### Outside Requests

All outside requests for files and records will be forwarded immediately to the Program Director. The Program Director will act upon requests for children/family information only after receipt of written parental permission.

To ensure timely disposition of the request, the request should be provided in writing, and include the following information:

- name of the agency and its representative or the individual making the request,
- telephone number of the agency representative or the individual making the request,
- brief detailed description of why the files or records are being requested, and
- dated and signed.

After evaluating the request, appropriate action will be taken. The Program Director or his/her designee is the only staff authorized to release files and records outside the Agency.

Business affairs and the operation of the Agency should not be discussed with anyone outside the organization except when required in the normal course of business. Access to sensitive information and operating procedures will be handled on a need-to-know basis and given as directed by the Program Director, only.

Any employee dealing with confidential Agency information is responsible for its security. The cost of Agency products and services is considered sensitive information and should be handled as confidential information.

**An employee violating this policy will be subject to disciplinary action, including possible termination of employment as outlined in Chapter 12 – Disciplinary Action. Volunteers violating this policy will be dismissed. Consultants and Contractors will be dismissed immediately in the event of violation of this policy.**

## L.B.J. & C. Head Start Supervision of Children Procedure

With the belief that the health and safety of the children is our primary concern, and in compliance with federal, state and local laws including Tennessee Department of Human Services (DHS) Licensing Requirements and National Association for the Education of Young Children (NAEYC) Standards, L.B.J. & C. Head Start is implementing the following procedure to ensure **adequate supervision** of children occurs throughout the day in each Head Start Classroom.

**Adequate supervision** means the observation, oversight, and guidance of the individual child or groups of children by the staff member taking responsibility for the ongoing activity of each child so that the staff member is close enough to intervene, if necessary, to protect the child from harm. Adequate supervision requires the staff member's physical presence, knowledge of the child's program of activities, individual needs, habits, interests and special problems, if any, and the acceptance of accountability for the child's or group of children's care.

- Children's locations will be accounted for at all times utilizing the child sign-in/sign-out books.
- The adult/child ratio must be maintained at all times (requirement will be posted in each classroom).
- Head Start Staff will supervise children by visual sight at all times possible (staff must be able to see each child with a quick glance, and must be able to physically respond immediately).
- In the event that a child is out of sight for a **short interval of time**, (those who can use the toilet independently). Sound may be used as a tool of supervision, as long as staff check frequently on the child who is out of sight.
- However, L.B.J.&C. maintains that sight supervision at all times is the appropriate and acceptable form of supervision of Head Start children.
- Staff must pay extra attention to children in more hazardous/high risk situations such as when children are eating, doing certain cooking activities, playing around water, climbing on high equipment, or using carpentry tools or sharp objects.
- To assure that children are safe during mealtime and snack time, staff is required to sit at the table with children anytime there is food of any kind on the table. If an emergency event occurs, requiring one of the staff to leave the table, the other staff member will immediately stand between the tables and constantly scan all children until the other staff person returns and sets down with his/her children.
- Failure to comply with this procedure will result in disciplinary actions and possible termination of employment.

## L.B.J.& C. Development Corporation Head Start Program

### The Rights of the Volunteer

1. The right of being offered the opportunity to become a volunteer regardless of race, financial status, sex or age.
2. The right to be interviewed and appropriately assigned to a meaningful job.
3. The right to expect training and supervision to enable them to perform the job well.
4. The right to be involved in planning and evaluating the program.
5. The right to receive recognition in a way that is meaningful to them.
6. The right to be regarded as a person, with individuality, uniqueness, and value.

### Volunteer Responsibilities

1. To accept Head Start as an opportunity through which I can improve my life and my child's life.
2. To guide my child with firmness which is both loving and protective.
3. Abide by the Program's Code of Conduct, Confidentiality Policy, and Corporal Punishment Policy.
4. Report Child Abuse and/or Neglect.

### Suggested Ways to Volunteer

1. Volunteer time in the classroom, such as at mealtime; read to the children in my home language; creative arts: make crafts with the children; share a talent, interest or hobby; do a make and take workshop; or donate art supplies.
2. Attend and/or prepare for parent meetings and workshops.
3. Serve on Advisory and/or Functional Committees.
4. Serve as a Self-Assessment Team Member.
5. Assist with recruitment (Distribute flyers and Head Start business cards; hang posters in the community; and/or assist with a "Recruitment Kick-off Event.").
6. Assist with Open House (Set up tables, decorate, post flyers, call members of the community).
7. Get scrapping memory materials donated.
8. Invite someone into the Head Start Center to conduct parent meetings and/or workshops.
9. Donate Dramatic Play items and/or multicultural items.
10. Bring in Show & Tell items to share with the children (ex: multicultural items; transportation-trucks, cars, 4-wheelers, tractors, motorcycles; community helpers).
11. Run errands: to the post office, pick up donated items, etc.
12. Take pictures to be used in the classroom, cubbies, and portfolios.
13. Donate children's necessities to be used while at Head Start (Minimal Supplies PLEASE, such as extra coats, hats, scarves, gloves, toothbrushes, etc.)
14. Donate items for the "Parent Lending Library."
15. Parent and Child Time (PACT).
16. Work with you local Senior Citizen groups: make items such as children's aprons, small blankets, or throws.
17. Volunteer to do yard maintenance, mow and weed eat, mulch, trim bushes and trees, haul trash, plant flowers, sow grass seed, spread hay, donate the seed or hay, decorate for seasons, paint or repair items.
18. Help with playground clean-up days.
19. Kitchen helpers (must have TB test).
20. Assist on field trips.
21. Get field trip items donated for the children or get a reduced rate.
22. Invite community agencies to set up at Open House.
23. Increase youth involvement during Fall and Spring Break.

### Advantages of Being a Volunteer

1. Have an opportunity to increase your job skills.
2. Help Head Start meet the 20% in kind the agency must raise.
3. Have lots of fun as you interact with parents, staff and the children.

### Your Child and Story Telling

Story telling can be fun and worthwhile for both you and your child. In addition to development of creativity, story telling can develop listening skills, encourage language development, teach your child to organize his/her thoughts, and provide positive interaction between you and your child.

Story telling can be based upon real or imagined events which have occurred in your child's experiences in life. Your child will also enjoy hearing you tell stories about your own life as a child. Children enjoy hearing some of the same stories repeatedly, so try to include their favorite stories when you have story telling time.

#### **Parents: Please consider these facts:**

1. A child's brain develops most rapidly from birth to age four.
2. 50% of a child's intelligence is acquired by age four; 80% by age eight.
3. By age five your child's personality, self-concept, emotional development and character will be almost complete.

- Ruth Bowdoin, Webster's International, Inc.



**L.B.J. & C. Head Start Program**  
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All E-mail is first initial, last name @lbjc.org  
(ex. [dpippin@lbjc.org](mailto:dpippin@lbjc.org))

**Dorothy Pippin, Head Start Director.....ext. 221**

**India Dial, ERSEA/Transition Specialist.....ext. 222**  
**Naomi Hogan, Information Technology Specialist.....ext. 223**  
**Barbara Pendergrass, Disability Specialist.....ext. 224**  
**Valerie Benton, Child Nutrition Specialist.....ext. 225**  
**Penny Meadows, Program Manager.....ext. 226**  
**Beth Null, Early Literacy Mentor-Coach.....ext. 227**  
**Gale Stone, Human Resource Manager.....ext. 228**  
**Pamela McPherson, Division Manager.....ext. 229**  
**Debbie Thomas, Early Childhood Education & Professional Development Manager.....ext. 230**  
**Betty Way, Fiscal Manager.....ext. 231**  
**Sharon Ray, Early Literacy Mentor-Coach.....ext. 234**  
**Portia Snow, Early Literacy Mentor-Coach.....ext. 234**  
**Sky Moore, Child Health Specialist.....ext. 235**  
**Patti Hall, Fiscal Assistant.....ext. 236**  
**Shari Holloway, Fiscal Assistant.....ext. 237**  
**Linda Maberry, Fiscal Assistant.....ext. 238**  
**Michelle Castle, Parent/Family Engagement Specialist.....ext. 239**  
**Bruce Phillips, Facilities Manager.....ext. 240**  
**Tim & Donna Brown, IT Department.....931-537-3593**  
**Assessment, Counseling, & Training Services.....931-528-9399**

## **Transition Services**

The main goal of the transition unit is to provide a smooth transition process into, through, and out of the L.B.J. & C. Head Start Program for the child, the parents, and teachers. Transition moving from one environment to another, can be very difficult and stressful for young children and their families. Some of the services offered include:

### **Parent/Child Orientation**

Parents learn about the services offered, their rights and responsibilities; and are welcomed to the Program and encouraged to volunteer in many areas. Children meet the staff and become familiar with the center.

### **Teacher's First Home Visit**

The child's teacher visits the parents and child to further explain the services offered, gather information about the child and family, and offer at-home transition activities for the parent and child to do together to prepare for the Head Start experience.

### **Kindergarten Visits**

The child, parents, and teachers visit the public school the child plans to attend. Kindergarten teachers also visit the Head Start center to meet with parents and explain the kindergarten program and answer questions.

### **Transition Booklet**

Each family whose child will be entering kindergarten receives an informative booklet to assist in preparation for the transition into kindergarten in their county's public school system.

### **Forwarding of Records**

Upon parental consent, children's transition information/records, including health summary reports, educational summary reports, mental health professional individual observation, portfolio, IEPs, and Eligibility Reports, will be forwarded to the Board of Education in the county the child will be attending.

Additional individual transition services are available to both the children and families who exhibit the need or request these services.

## Head Start Policy Council

The Head Start Policy Council is made of parents and representatives of the community. All parents serving must be elected by Head Start parents at their center meeting in September after the center opens.

The functions of the Policy Council is to meet once a month and make decisions affecting the L.B.J. & C. Head Start Program. A few of the responsibilities are:

(1) Hear and resolve complaints about the Head Start Program, (2) Approve or Disapprove the established goals of the program within DHHS guidelines, (3) Establish the criteria for selection of the children within DHHS guidelines, (4) Initiate ideas for program improvements, and (5) Approve hiring and termination of Head Start staff.

There are many additional functions of the Policy Council. All persons elected and approved to serve on the Policy Council will receive a thorough training in the Program Governance and Management Policy Council regulations.

## Tobacco-Free Environment Policy

The Head Start has a Tobacco-Free Environment Policy prohibiting tobacco use at all times in all space utilized by the Head Start Program. Staff, volunteers, service providers, parents, and guests will be advised of the Tobacco-Free Environment Policy. "Tobacco-Free Signs" are posted at all Head Start facilities.

Under no circumstances will tobacco-use occur in the presence of children. If the Head Start facility is shared with other occupants, steps to reduce children's exposure to smoke from other sources in the building will be implemented, for example, by altering traffic patterns, modifying ventilation, and/or establishing a "Tobacco-Free Zone" around the Head Start site.



## Monthly Highlights

### August

*Parents are invited to attend! Contact your local Center Supervisor for more information.*

- § July 25-August 5 – Children's Orientation/Enrollment (scheduled by appointment)
- § August 1-5 - Education Staff Training
- § August 8-12 – Teacher First Home Visits (scheduled by appointment)
- § Week of August 15 – Pre-Service Training
- § August 22 – First day for children

## Lice Policy

L.B.J. & C. staff will conduct early morning observations of all Head Start children during child health checks. As a child enters the Center, they will be observed for physical health and head lice by Head Start staff. If a child is found to have visible live lice during the morning health check, the child will not be allowed to stay in the center. The parent will be informed immediately in a confidential manner of the problem and provided information on effectively treating head lice. Anyone can get head lice. It is not a sign of poor personal hygiene or being dirty. If however, the child only has visible nits, with no live lice during the check the child will be allowed to remain in the center and the parent will be informed immediately of the problem and provided information on effectively treating head lice and nits.

Rev 5/15

## L.B.J. & C. Head Start Attendance Policy

Parents and families are essential partners in promoting good attendance because they, ultimately, have the bottom-line responsibility for making sure their children get to school every day. Just as parents should focus on how their children are performing academically, they have a responsibility to set expectations for good attendance and to monitor their children's absences, so that missed days don't add up to academic trouble. At every level, parent and Head Start staff is a key component of effective, comprehensive approaches to reducing chronic absence.

L.B.J. & C. Head Start promotes tracking chronic absence data for each student beginning at the beginning of the year and partnering with families and community agencies to intervene when poor attendance is a problem for a student.


Early chronic absence can leave children unable to read well by the end of 3rd grade, and it can set a pattern of poor attendance and academic failure for your child.

If your child has to be absent you as the parent are expected to call the Head Start center by 9 a.m., report the cause of absence and let them know when you expect the child to return.

If the length of absence is for an extended period of time, the Short-Term Exclusion Procedure will be reviewed. If the child is not able to return on the expected return date, the parent will be expected to notify the Head Start Center and report the reason for the extended absence and the date the child is expected to return. If necessary, the Short-Term Exclusion will be re-evaluated. L.B.J. & C. staff will call the home and/or emergency contacts if a parent does not call. A three-day absence without any communication will result in the Family Service staff making a home visit.

If a child has excessive or a pattern of unexcused absences, his/her parent/guardian will be notified in writing from the Central Office that he/she has been placed on "Attendance Watch". If a child who has been placed on Attendance Watch continues to have absences that are determined to be unexcused, the child will be placed back on the Center's waiting list and another child will be enrolled into the Center to receive the Program's benefits when3. the center has an active waiting list. The Parent/Family Engagement Specialist, ERSEA/Transition Specialist, or other administrative staff will contact the family to assure the family is receiving reasonable assistance and to determine if they require additional services the program could provide.

# August, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August is National Immunization Awareness Month and Children's Eye Health Safety Month</b>						
	1	2 <b>Policy Council 6:00 p.m.</b>	3	4	5	6
7	8	9 <b>Board Meeting 6:00 p.m.</b>	10	11	12	13
14	15	16	17	18	19	20
21	22 <i>Children's First Day</i>	23	24	25	26	27
28	29	30	31		<b>Welcome to the Head Start Village!</b> <i>... "it takes a village to raise a child..."</i>	



## Monthly Highlights September

*Parents are invited to attend! Contact you local Center Supervisor for more information.*

### Parent Meeting/ Topics September

All About  
Head Start

Head Start  
Performance  
Standards

Importance  
of Dental  
Home/Care

Transporta-  
tion Safety  
Education

Election of  
Officers/  
Policy  
Council  
Members

"Talking  
About  
Touching"  
Curriculum

- § September 2 – Home Away From Home Parent Meeting/Family Meal-(starts at 8:30 a.m. at center)
- § September 6 – Home Away From Home-Pinewood Parent Meeting/Family Meal-(starts at 8:30 a.m. at center)
- § September 7 – Bondecroft Parent Meeting/Family Meal-(starts at 8:30 a.m. at center)
- § September 8 – Sparta Parent Meeting/Family Meal/White County Policy Council Election -(starts at 8:30 a.m. at center)
- § September 9 – Byrdstown Parent Meeting/Pickett County Policy Council Election -(starts at 8:30 a.m. at ctr)
- § September 9 – Livingston Family Meal -(starts at 11:30 a.m. at center)
- § September 9 – Livingston Parent Meeting Meal/Overton County Policy Council Election- (starts at 12:00 p.m. at center)
- § September 12 – Midway Parent Meeting/Family Meal -(starts at 8:30 a.m. at center)
- § September 13 – RBS Parent Meeting/Family Meal - (starts at 8:30 a.m. at center)
- § September 14 – Gainesboro Parent Meeting/Family Meal -(starts at 8:30 a.m. at center)
- § September 15 – Brookside Parent Meeting/Warren County Policy Council Election -(starts at 8:30 a.m. at center)
- § September 16 – Lafayette Parent Meeting/Family Meal/Macon County Policy Council Election-(starts at 8:30 a.m. at ctr)
- § September 19 – Clarkrange Parent Meeting/Family Meal -(starts at 8:30 a.m. at center)
- § September 20 – Shiloh Parent Meeting/Family Meal/Jackson County Policy Council Election - (starts at 8:30 a.m. at ctr)
- § September 21 – Jamestown Parent Meeting/Fentress County Policy Council Election-(starts at 8:30 a.m. at center)
- § September 22 – Crossville Parent Meeting/Family Meal/Cumberland Co. Policy Council Election-(starts at 8:30 am at ctr)
- § September 23 – South Cookeville Parent Meeting/Family Meal -(starts at 8:30 a.m. at center)
- § September 26 – Monterey Parent Meeting/Family Meal -(starts at 8:30 a.m. at center)
- § September 27 – Celina Parent Meeting/Family Meal/Clay County Policy Council Election -(starts at 8:30 a.m. at center)
- § September 28 – Smithville Parent Meeting/Dekalb County Policy Council Election-(starts at 8:30 a.m. at ctr)
- § September 29 – Smith County Parent Meeting/Family Meal/Smith County Policy Council Election -(starts at 8:30 a.m. at center)
- § September 30 – Algood/Cookeville Parent Meeting/Family Meal/Putnam County Policy Council Election - (starts at 8:30 a.m. at ctr)



# September, 2016

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1 Health & Safety Mtg. 10:00 a.m.	2	3
4	5 <i>Labor Day</i> HAFH Closed	6 Policy Council 6:00 p.m.	7	8 T/TA Mtg. 1:00 p.m.	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	<i>September is Head Lice Prevention Month &amp; Cholesterol Awareness Month</i>

## Monthly Highlights October



*Open House is from  
1:00 p.m. – 4:00 p.m.  
Everyone Welcome!!*



- § October 3 – Home Away From Home/HAFH-Pinewood Open House/ACTS
- § October 4 – Bondecroft Open House/ACTS
- § October 5 – Clarkrange Open House/ACTS
- § October 6 – Jamestown Open House/ACTS
- § October 7 – Sparta Open House/ACTS
- § October 10 – RBS Open House/ACTS
- § October 11 – Midway Open House/ACTS
- § October 12 – Celina Open House/ACTS
- § October 13 – Lafayette Open House/ACTS
- § October 14 – Algood/Cookeville Open House/ACTS
- § October 17 – Monterey Open House/ACTS
- § October 18 – South Cookeville Open House/ACTS
- § October 19 – Smith County Open House/ACTS
- § October 20 – Crossville Open House/ACTS
- § October 21 – Shiloh Open House/ACTS
- § October 24 – Gainesboro Open House/ACTS
- § October 25 – Livingston Open House/ACTS
- § October 26 – Brookside Open House/ACTS
- § October 27 – Byrdstown Open House/ACTS
- § October 28 – Smithville Open House/ACTS

## Disabilities Services

In Head Start, all children are special, including those with disabilities. Head Start considers each child a unique person with individual strengths and needs, and provides an individualized program for the child. Regardless of the severity, children with disabilities are welcome in Head Start, including:

- Health Impairment
- Emotional/Behavior Disorders
- Speech/Language Impairments
- Intellectual Disability
- Hearing Impairment, including Deafness
- Orthopedic Impairment
- Visual Impairment, including Blindness
- Learning Disabilities
- Autism
- Traumatic Brain Injury
- Other Impairments





Many children require special services such as speech therapy, physical therapy, special health services, or other related services. These special services are provided to the children with disabilities through collaboration with the Local Education Agencies (LEA) and other agencies.

## Emergency Preparedness Plan and Drills

All Head Start Center Safety Drills will be practiced monthly with two occurring within the first thirty days. The Emergency Preparedness Plan and Evacuation Routes are posted in each classroom, center office, parent corner, and other frequently traveled areas. Individual Evacuation Plans will be implemented for children with disabilities and/or children who require more assistance than other children to evacuate the facility. For additional information on your child's Head Start center shelter site, refer page 26 of this handbook for the emergency evacuation place, contact person, and phone number.



# October, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Head Start does not have Fall Break. This is a great time for older youth to get involved.</i>						
<i>October is Domestic Violence Awareness Month &amp; Breast Cancer Awareness Month</i>						1
2	3 Policy Council Training 11:00 a.m.	4 Policy Council 6:00 p.m.	5 45 Days-All Health Screenings Completed	6 Board Orientation Training 6:00 p.m.	7	8
9	10	11 Annual Board Mtg- 6:00 p.m.	12	13	14	15
16	17	18	19	20 Health Services Advisory Meeting 1:00 p.m.	21	22
23	24	25	26	27	28	29
30	31 <i>Fall Fun Day in All Centers</i>	Community booths will be set up at each Open House.		 <b>Open House</b> <b>1:00 p.m. – 4:00 p.m.</b> <b>Everyone Welcome!!</b> 		



Dear Head Start Parent,

Head Start understands the importance of good nutrition and uses a pro-active approach in its implementation. Early childhood is the best time to instill healthy eating habits and to introduce children to new foods. Our nutrition program promotes lifelong wellbeing by assisting families in establishing good eating habits that meet your child's nutritional needs and nurture healthy development. Head Start meals and snacks are nutrient dense and low in fat, sugar, and salt.

New foods are introduced to your child through lesson plans or classroom activities in order to help children recognize and try various new foods and develop cultural awareness. Opportunities for parents/guardians to be involved in program nutrition activities include providing input for the menus, serving on Advisory committees, participating in parent meetings, and assisting with classroom nutrition activities. Head Start must contract only with food service vendors that are licensed in accordance with State, Tribal and local laws. To ensure the health and safety of each child, no outside food will be brought into the Head Start Center. Parents and teaching staff can plan fun nutrition activities, which will be provided by the Head Start Program. This includes any "treats" for special days. Parents are encouraged to participate in nutrition activities and should give a list of needed ingredients or materials to the teaching staff. They will request the items for any nutritious activity you would like to share with your child's classroom. If your child has special dietary needs, religious food exemptions, or food allergies, please contact your Family Engagement Staff as soon as possible to inquire about the necessary documentation needed.

As parents, please ensure that your child arrives prior to the morning meal, served at 8:00 a.m., to ensure the child is receiving all the services Head Start has to offer. The Department of Human Services, who licenses our Head Start Center's requires a caregiver to sit at the table with the children during high risk activities like eating. If your child arrives after the meal has started, and has not already eaten, we encourage you to stay with your child, if possible, while he/she eats so that the teaching staff can continue with the regular classroom activities. To ensure food safety, alternate menu items may be served if arrival time is later than 8:00 a.m. In the event of inclement weather and school runs late, breakfast will be served at the regular scheduled time, 8:00 a.m., and children who arrive late will be offered breakfast. If inclement weather develops during the day and children are dismissed early, the food service staff will alter the lunch menu accordingly.

I look forward to working with you and your family on your nutritional needs. If you have any questions or concerns, please call me at (931) 528-3361, ext. 225.

Thank you,  
Valerie Benton, Child Nutrition Specialist

### 21st Century Exploring Parenting (Scrapping Memories)

Scrapping Memories is a parent training curriculum where vital parenting skills are discussed, including parenting issues, their experiences, and feelings. Being a parent is the most rewarding job you will ever have.



*Advisory Committees are made of community members, service providers, parents, and staff. The Advisory Committees are Health Services; Parent, Family, and Community Engagement (PFCE); and Early Childhood Education Advisory/School Readiness Leadership Team. The intent of these committees is to advise and offer input into the program. The Advisory Committees also review and revise Annual Unit Plans and offer solutions to any concerns. Please plan to attend these important functions.*

*Parents are invited and encouraged to attend Advisory Committees/Functional Committee Meetings. See Advisory/Functional Committee Meeting Dates throughout the Parent Handbook.*

### Health Services

The Head Start Program provides a comprehensive health service program which includes a broad range of medical, dental, mental health, and nutrition services for the children. The Health Plan provides the child's family with the necessary skill and insight to link the family to an on-going health care system to ensure that the child continues to receive comprehensive health care even after leaving Head Start.

### Why So Many Screenings?

***Because a Child Must Be Healthy, in order to Learn!***

#### Required Head Start Health Screenings:

Physical  
Vision  
Hearing  
Blood Pressure  
Lead  
Hemoglobin/Hematocrit  
Dental Exam  
Cleaning and Fluoride  
Health History  
Speech  
Developmental  
Growth Assessment  
Behavioral Screening



**\*\*\*\*All Identified Health Needs Will Require Follow-Up\*\*\*\***

Head Start will provide assistance to families to obtain follow-up services

# November, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Parent Meeting/Topics</b> Safe Food Handling and Storage Parent's Choice Workshop 21st Century Exploring Parenting (Scrapping Memories) Our Family Story Stress Management				<i>L.B.J. &amp; C. Head Start recognizes the importance of Fathers being involved in children's lives. Father activities are planned to encourage Fathers to visit the center and be a part of their child's education.</i>		
		<b>1</b> Health & Safety Mtg. 10:00 a.m.  <b>Policy Council</b> 6:00 p.m.	<b>2</b>	<b>3</b> Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00 p.m.	<b>4</b>	<b>5</b>
<b>6</b> <i>Daylight Savings Time</i>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>  T/TA Mtg. 1:00 p.m.	<b>11</b> <i>Veteran's Day</i> Centers Closed HAFH Open	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> Early Childhood Education Advisory/ School Readiness Leadership Team Meeting 1:00 p.m.	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> <i>90 Days-All 90-Day Health Screenings Completed</i>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Family Meal at all centers – (starts at 11:30 a.m. at center)	<b>24</b> <i>Thanksgiving Day</i> Centers Closed HAFH Closed	<b>25</b>  Centers Closed HAFH Closed	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

### **Head Start Code of Conduct Policy**

It is the policy of the L.B.J. & C. Development Corporation that a Code of Conduct is in effect. All employees, paid substitutes, parents, volunteers, non-paid substitutes, Policy Council members, NSSC Advisory Council members, Board members, consultants and contracted services are required to abide by the program's standards of conduct and follow this style of conduct:

1. We strive to create and maintain safe and healthy settings that foster children's social, emotional, intellectual, and physical development and that respect their dignity and their contributions.
2. We support the right of children with special needs to participate, consistent with their ability, in regular early childhood programs.
3. Above all, we shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, psychologically damaging, or physically harmful to children.
4. We will respect and promote the unique identity of each child and family and refrain from stereotyping and participating in practices that discriminate against children by denying benefits, giving special advantages, or excluding them from programs or activities on the basis of their race, color, religion, sex, national origin, or the status, behavior, or beliefs of their parents.
5. We are an Equal Opportunity Agency. We do not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps.
6. We involve all of those with relevant knowledge (including staff and parents) in decisions concerning a child.
7. We are familiar with the symptoms of child abuse and neglect and know and follow community procedures and state laws that protect children against abuse and neglect.
8. We will use positive methods of child guidance and will not engage in corporal punishment of any kind: emotional or physical abuse; humiliation, or isolation. We will not use food as punishment or reward, and NO child will be denied basic needs.
9. When we become aware of a practice or situation that endangers the health or safety of children, but has not been previously known to do so, we inform those who can remedy the situation to keep other children from being similarly endangered.
10. We attempt to develop relationships of mutual trust with the families we serve.
11. We respect the dignity of each family and its culture, customs, and beliefs by providing professional development opportunities that ensure staff communicates with families in a considerate and respectful manner. Respectful and considerate are defined as thoughtful of the rights and feelings of others and marked by or showing respect or deference.
12. We will inform families of our program's philosophy, policies, and personnel qualifications and explain and involve them in our curriculum.
13. We inform the family of accidents involving their child or risk such as exposures to contagious disease that may result in infection and of events that might result in psychological damage.
14. We will initiate appropriate actions against responsible persons who take, threaten to take, or fail to take a personnel action with respect to any employee or applicant because of any protected disclosure of information, as required by the Whistleblower Protection Act.
15. We do not permit or participate in research that could in any way hinder the education or development of the children in our program. Families are fully informed of any proposed research projects involving their children and shall have the opportunity to give or withhold consent.
16. We develop and implement written policies for the protection of confidentiality and the disclosure of the children's and the family's records. The policy documents are made available to all program personnel and families. Disclosure of children's and family's records beyond family members, program personnel, and consultants having an obligation of confidentiality require family consent (except in cases of abuse or neglect).
17. We maintain confidentiality, and respect each family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies and individuals that may be able to act in the child's best interest.
18. When family members are in conflict, we work openly, sharing our observations of the child to help all parties involved make informed decisions. We refrain from becoming an advocate for one part.
19. When we have a concern about the professional behavior of a co-worker, we first let that person know of our concern and attempt to resolve the matter collegially. If this fails we will then follow our program's Chain of Command.
20. We assist the program in providing the highest quality of service and maintain loyalty to our program and uphold its reputation.
21. When we do not agree with program policies, we attempt to effect change through constructive action within the organization.
22. We speak or act on behalf of an organization only when authorized. We are careful to know when we are speaking for the organization and when we are expressing a personal judgment.
23. We provide staff members with work conditions that permit them to carry out their responsibilities. We also provide staff members with timely and non-threatening evaluation procedures, written grievance procedures, constructive feedback, and opportunities for continuing professional development advancement.
24. Firearms, weapons, drugs, and alcohol are prohibited on the L.B.J. & C. operational sites.
25. No employee is authorized to remove any property belonging to the L.B.J. & C. Development Corporation without obtaining prior approval from the Program Director.
26. Staff coverage and supervision in classrooms, on play-grounds, etc., includes provisions that two support staff are always jointly in charge of groups of children and that other adults are available for supervision and monitoring by following the Child Safety Policy. No Child will be left alone or unsupervised while under staff's care.

**An employee violating this policy will be subject to disciplinary action, including possible termination of employment as outlined in: Chapter 12 - Disciplinary Action and Chapter 15: Child Safety: Corporal Punishment.**

**Volunteers violating this policy will be dismissed. Consultants and Contractors will be dismissed immediately in the event of violation of this policy.**

# December, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Parent Meeting/Topics</b> Childhood Obesity-Healthy Snack Choices for Children Parent's Choice Workshop 21st Century Exploring Parenting (Scrapping Memories) (continued) Getting Involved In Your Child's World Communicating With Your Child				1	2	3 <i>December is National Handwashing Awareness Month</i>
4	5	6 Policy Council 6:00 p.m.	7	8	9	10
11	12	13 Board Meeting 6:00 p.m.	14	15	16 Family Meal at all centers – (starts at 11:30 a.m. at center)	17
18	19	20	21	22	23	24
All Centers, except HAFH & Pinewood Closed – December 19, 2016 – January 2, 2017						
25	26	27	28	29	30	31
HAFH & Pinewood Closed – December 22, 2016 – January 2, 2017						

## **L.B.J.& C. Head Start Family Style Meal Service**

Family Style Meal Service will be used for breakfast, lunch and snack. Family Style Meal Service involves several steps, which all Head Start staff, volunteers and Foster Grandparents will comply with. To grow up healthy and strong and to ensure school readiness, children need to eat a balanced diet. L.B.J.& C. Head Start ensures that this nutritional Program contributes to the development and socialization of all enrolled preschool children by providing Family Style Meal Service for all children and staff, including volunteers and Foster Grandparents.

### **Family Style Meal Service Steps:**

1. Staff will clean and disinfect tables then choose helpers to assist with setting the tables. Other Staff will provide transition activities and discuss health and safety issues for mealtime.
2. Helpers, volunteers and staff will then wash hands.
3. Children set the table - plates, bowls, napkins, forks/spoons.
4. Staff will wear food service gloves and place all food in smaller bowls to be placed on the tables. All other foods will be placed on the tables by the helpers. Helpers should place the milk on the tables. All food will be placed on the tables to ensure staff does not have to leave the table during mealtime. An adult will stay seated with children, even if it is just one child, until he/she has finished eating. No child will be left unattended during mealtime. To assure that children are safe during mealtime and snack time, staff is required to sit at the table with children anytime there is food of any kind on the table. If an emergency event occurs requiring one staff member to leave the table, the other staff member will immediately stand between the tables and constantly scan all children until the other staff person returns and sits down with his/her children.
5. Other Staff will finish with transition activities. Children will be called by groups to wash hands and go to the tables. The first table to clean up will have staff assist the children in cleaning up, go over to the sink with them, let them wash their hands, and go to centers where he/she will supervise them. This process will continue until all children have left the tables.
6. Staff will serve themselves and then pass the food to the child. Children will be encouraged to fill their own plates, pass bowls and pour juice with staff supervision allowing that each child's developmental readiness may vary.
7. When the meal is finished, and all children at the table are finished eating, they will be directed to clear the table. Tubs should be set at a level the children can reach where they can rake the scraps into a tub. All children should assist in the cleaning up process.

Mealtime is an integral part of the child's experience in the Head Start Program. It is an excellent learning and socialization time, which include interesting and pleasant table conversation centered on the children's interests, desires, and experiences. This is a good time to discuss nutrition and healthy eating habits. Instruction and examples of table manners and correct ways to serve and receive food will be directed to the children in a positive manner.

# January, 2017

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>Parent Meeting/Topics</b> Being Money Smart 21st Century Exploring Parenting (Scrapping Memories) continued Dealing With Feelings What is Development?						
1 <i>New Year's Day</i>	2 Centers closed in lieu of New Year's Day	3 <i>Children Return</i>	4	5	6	7
8	9	10	11	12 Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00 p.m.	13 Father/Male Role Breakfast at all centers – (starts at 8 a.m. at center)	14
15	16 <i>Martin Luther King Holiday</i> Centers Closed HAFH Open	17	18	19 Health Services Advisory Meeting 1:00 p.m.	20	21
22	23	24	25	26	27	28
29	30	31				

**L. B. J. & C. Head Start  
Centers and Center Supervisors**

**Algood/Cookeville Head Start Center**  
180 West Church Street Algood, TN 38506  
931-537-9057/**Bridget Murphy**

**Bondcroft Head Start Center**  
9020 Crossville Hwy Sparta, TN 38583  
931-935-8420/**Lisa Hernandez**

**Brookside Head Start Center**  
87 John Locke Road McMinnville, TN 37110  
931-668-7043/**Lisa Maloy**

**Byrdstown Head Start Center**  
1012 Beason Road Byrdstown, TN 38549  
931-864-3575/**Beth Stone**

**Celina Head Start Center**  
306 Williamson Street Celina, TN 38551  
931-243-2266/**Maggie Allen**

**Clarkrange Head Start Center**  
1399 Franklin Loop Clarkrange, TN 38553  
931-863-3255/**Linda Fowler**

**Crossville Head Start Center**  
1831 East First Street Crossville, TN 38555  
931-484-4114/**Charlotte Potts**

**Jamestown Head Start Center**  
629-A North Main Street Jamestown, TN 38556  
931-879-7973/**Patricia Buck**

**Home Away From Home Head Start**  
P.O. Box 425 Crossville, TN 38557  
931-484-3238/**Christy Dolinich**

**Red Boiling Springs Head Start Center**  
521 Lafayette Road RBS, TN 37150  
615-699-2225/**Lavonda Hix**

**Home Away From Home-Pinewood Head Start**  
P.O. Box 425 Crossville, TN 38557  
931-787-1012/**Christy Dolinich**

**Lafayette Head Start Center**  
2703 Hwy. 52E Lafayette, TN 37083  
615-666-4392/**Kimberly Cox**

**Livingston Head Start Center**  
480 Cross Avenue Livingston, TN 38570  
931-823-1757/**Marietta Handy**

**Midway Head Start Center**  
4764 Hennessee Bridge Road Rock Island, TN 38581  
931-686-2098/**Hillari Hale**

**Monterey Head Start Center**  
705 East Commercial Avenue Monterey, TN 38574  
931-839-3323/**Leslie Hill**

**Gainesboro Head Start Center**  
745 S. Grundy Quarles Hwy. Gainesboro, TN 38562  
931-268-3312/**Linda Cothorn**

**Shiloh Head Start Center**  
824 P. Brewington Rd. Cookeville, TN 38501  
931-268-2759/**Rhonda Hardy**

**Smith County Head Start Center**  
201 Joy Alford Way Carthage, TN 37030  
615-735-1868/**Angela West**

**Smithville Head Start Center**  
118 Kimberly Lane Smithville, TN 37166  
615-597-5168/**Cathy Shehane**

**Sparta Head Start Center**  
430 North Spring Street Sparta, TN 38583  
931-836-2615/**Melony Pryor**

**South Cookeville Head Start**  
571 South Willow Ave. Cookeville, TN 38501  
931-372-8021/**Amanda Ellis**

**Education Services**

All children need individualized, developmentally appropriate stimulation at every stage of growth if they are to have a chance of achieving their full educational potential. Children who fall significantly behind in language, and cognitive ability in early childhood are likely to remain behind for the rest of their lives.

The main goal of the education unit of the L.B.J. & C. Head Start Program is to provide a child development program that will help children gain the social competence, developmental skills, and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life. In order to accomplish this goal, our objectives are:

1. To provide children with a learning environment and the varied experiences, which will help them, develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development towards the overall goal of social competence.
2. To provide a program of on-going assessment that will collect data, track the children's progress and accomplishments and assist in planning and implementing activities to meet their individual needs in the following areas: language development, literacy, mathematics, science, creative arts, social and emotional development, approaches toward learning and physical health and development.
3. To involve parents in the educational activities of the program to enhance their role as the principle influence on the child's education and development.
4. To assist parents to increase their knowledge, understanding, skills, and experience in child growth and development.
5. To partner with parents, assisting them in identifying and reinforcing experiences that occur in the home that can be utilized as educational activities and increase the child's skills in language development, literacy, mathematics, science, creative arts, social and emotional development, approaches toward learning and physical health and development.
6. To assist each child in improving his/her literacy, numeracy, language, cognitive, gross and fine motor skills, social behavior, emotional well being and positive attitudes towards learning.

**Easy Strawberry Lemon Parfait**

2 cups fresh or frozen strawberries  
2 (6 to 8 ounces each) cartons fat-free lemon yogurt  
10 gingersnaps

1. Crumble gingersnaps.
2. Wash and slice strawberries if using fresh.
3. In each of four tall glasses, put 1/2 cup strawberries, followed by 1/2 cup yogurt and then crumbled gingersnaps.
4. \*Vanilla wafers could be substituted for the gingersnaps.





# February, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February is Heart Disease Awareness Month and Dental Awareness Month			1	2 Groundhog Day	3	4
5	6	7 Policy Council 6:00 p.m.	8	9	10	11
12	13	14 Board Meeting 6:00 p.m.	15	16 Early Childhood Education Advisory/ School Readiness Leadership Team Meeting 1:00 p.m.	17 Grandparent's Breakfast at all centers – (starts at 8 a.m. at center)	18
19	20 Presidents' Day Centers Closed HAFH Open	21	22	23	24	25
26	27	28		<b>Parent Meeting/Topics</b> National Dental Health Month Healthy Marriages 21st Century Exploring Parenting (Scrapping Memories) continued Nurturing Development Through Play Valuing Discipline		

**L.B.J. & C. Head Start  
Outdoor Play Procedure  
(Licensure Requirements for Child Care Centers)**

An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; provided, however, for agencies where outdoor play is prohibitive or dangerous, as determined in the discretion of the Department of Human Services, unoccupied indoor space providing fifty (50) square feet per child is acceptable.

Children shall be allowed to experience a variety of weather conditions:

1. Children shall be provided an opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining;
2. Children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the children.
3. Children are not allowed to play on the playground while outside maintenance, such as lawn mowing or weed maintenance, is taking place.

The same adult:child ratio is applicable for the playground as in the Head Start classrooms. The adult:child ratio must be met at all times while the children are experiencing playtime on the playground.

Each classroom will have a Center and a Classroom Schedule posted in plain view showing times for arrival and departure times from the playground. Head counts of all children will be done prior to leaving the classroom, as they enter and exit the playground, and as they enter the classroom. The head counts must be matched to the daily child sign-in/sign-out logs.

Two-way radios will be used in centers that do not have playgrounds adjacent to the building in the event of an emergency, such as: Emergency Situation, Child Injury, Weather Evacuation, toileting or personal care needs of children or staff exist. Head Start Center support staff will immediately step in to meet the adult:child ratio guidelines. There will never be only one staff member outside with the children at any given time.

The traveling first aid kit will be accessible for each classroom of children as they go out onto the playground. The teaching staff will review the playground rules each day with the children before entering the playground.

The Head Start staff will:

1. One staff member (teacher) will constantly be moving around in an unpredictable pattern and continuously scan the entire playground.
2. The other staff member(s) (teacher assistant and support staff) will be moving around and engaging only in brief discussions with the children or other adults using brief eye contact.
3. Head Start Staff will regularly turn their body from side to side to ensure a full 360-degree range of vision.
4. Staff members will focus on playground rules, redirect play behavior, and note location of play on the playground.
5. Staff members will remain in the same interaction no longer than 10-15 seconds and move to a new location for continued surveillance.
6. Staff members will anticipate problems and hazards; continually scan equipment for hazards, scan the playground for trash and/or animal droppings and scan the wood/rubber mulch for kicked out areas of surfacing that does not allow for adequate surfacing depths.
7. Staff members will continually monitor the children's behavior and limit number of children on each piece of equipment.
8. Staff members will not engage in conversation with other staff members, parents or visitor while monitoring playground activities.
9. If a situation arises that warrants either staff member from their specific duties listed above, support staff members will be brought out to cover their duties until they can resume with their responsibilities.

**L.B.J. & C. Head Start Corporal Punishment Policy**

**Corporal punishment**

L.B.J. & C. staff are advised, trained and reminded on the use of corporal punishment, or isolation is prohibited in all Head Start facilities by staff, paid substitutes, volunteers/non-paid substitutes, or visitors.


Corporal Punishment is defined as the use of physical force as a disciplinary measure. This includes, but is not limited to spanking, slapping, pulling of hair, isolation, etc. Isolation refers to separating the child from normal association with classroom activities as a punishment measure. Isolation includes, but is not restricted to, confining the child in a small area, retaining the child in the classroom when other children go to play, or restricting the child from lunch with his/her classmates.

The Agency operates a Zero Tolerance of employee's inappropriate behavior toward the children we serve. Upon receipt of a report that an employee failed to follow the Supervision of Children procedure, used corporal punishment or a staff member has used isolation with a child, or inappropriate behavior on the part of the staff or if there are allegations or charges of inappropriate behavior by staff:

1. The Program Director will immediately place the employee on Administrative Leave with pay; until such time as an investigation suggests other action is appropriate or required.
2. The Program Director or designated staff member will, contact the Department of Children Services, State of Tennessee Head Start Collaboration Office and the Region IV Head Start Office.
3. The Program Director and the immediate supervisor will conduct an investigation including interviews, review of documentation, and other necessary action. This investigation will include notification to the employee of the suspicion and/or allegation with opportunity for explanation by the employee of circumstances and other appropriate information.
4. The suspension with pay will be converted to termination, if warranted due to official guilty charges, conviction, or incontrovertible evidence of misbehavior and/or violation of program policies established for the protection, safety, and welfare of children.

Should the Policy Council/NSSC Advisory Council not concur with the Program Director's recommendation, minutes of the proceedings shall be forwarded to the Regional Office for instruction and/or guidance.

# March, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Parent Meeting/Topics</b> Transition to Kindergarten (Guest Speaker from Public School System) Good Low-fat Nutrition for the Whole Family on a Budget 21st Century Exploring Parenting Scrapping Memories continued Keeping Our Families Safe Our Stories Continue				<b>March is National Nutrition Month</b>	
<i>Head Start does not have Spring Break. This is a great time for older youth to get involved.</i>			1 <b>Health &amp; Safety Mtg.</b> 10:00 a.m.	2	3	4
5	6	7 <b>Policy Council</b> 6:00 p.m.	8	9 <b>Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00 p.m.</b>	10	11
12 <i>Daylight Savings Time</i>	13	14	15	16 <b>T/TA Mtg. 1:00 p.m.</b>	17 Father/Male Role Breakfast at all centers – (starts at 8 a.m. at center)	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



**Attention Head Start Parents!**  
*Let Head Start Lead You to Success. . .*  
 Ask about:  
**GED Classes**  
**(Test Fee Refund)**  
**Tennessee Technology Classes**  
**College Courses**



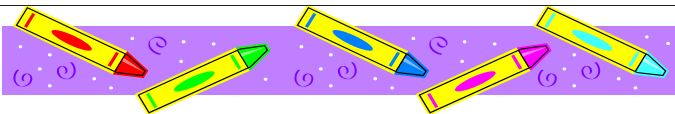
**Contact Your Local**  
**Head Start Family Engagement Assistant**

### Children's Leftover Medication

Children's medication must be picked up on the last day of school. Staff will make attempts to remind the parents prior to the last day that the medication must be picked up. In the event the medication is left at the Head Start, staff will attempt to contact the parent and their emergency contact persons they have listed. If the medication is NOT picked up prior to the Head Start center closing for the summer, it will be stored at the L.B.J.& C. Central Office, 1150 Chocolate Drive, Cookeville, Tennessee for one month. After that month, the medication will be discarded. Contact Pam McPherson, Division Manager, for more information or to pick up medication at 931-528-3361, ext. 229.



*Parents and Volunteers are always needed ....  
 in the kitchen, in the classroom...in **ALL** Areas  
 in L.B.J.& C. Head Start!*



### L.B.J.& C. Head Start Child Abuse Facts and Laws

#### Child Abuse and Neglect Definition

Child abuse and neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional or sexual.

**Physical Abuse** is defined as non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

**Physical Neglect** is defined as the failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, life endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

**Sexual Abuse** includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

**Emotional Abuse** includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker.

Child abuse can happen anywhere; in poor, middle-class or well-to-do homes, in rural or urban areas.

#### **Reporting Laws**

According to Tennessee law, all persons (including doctors, mental health professionals, child care providers, dentists, family members and friends) must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law. If you believe a child has been abused or neglected, call:


- Your local Children's Services office
- Your local Juvenile Court
- Local Sheriff's office or Police Department

Tennessee has 24-hour availability for reporting child abuse or neglect. The appropriate form will be filed at the Central Office when child abuse or neglect is reported.

#### **Violations - Penalties**

- a) Any person required to report known or suspected child abuse who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor.
- b) Any person who knowingly and willfully makes public or discloses any confidential information contained in the abuse registry or in the records of any child abuse case, is guilty of a misdemeanor.

# April, 2017

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>Parent Meeting/Topics</b> Child Abuse Awareness and Prevention Volunteer Recognition Recruitment Family Picnic (Date to be determined)				<i>April is Child Abuse Prevention Awareness Month</i>		1
2	3	4 <b>Policy Council</b> 6:00 p.m.	5	6	7	8
9	10	11 <b>Board Meeting</b> 6:00 p.m.	12	13	14 <i>Good Friday</i> Centers Closed HAFH Closed	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Why Head Start Home Visits and Parent Conferences?

In addition to the two required home visits, teaching staff in all Head Start Centers conduct at least two required staff-parent conferences a year and more if needed to increase the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program.

Home visits and parent conferences allow the teaching staff and parents to better understand the child's unique strengths and needs and provide an opportunity for parents and staff to discuss childcare and early education issues.

**Home visits and parent conferences are scheduled by the teaching staff with the consent of the parent at a time that is convenient to both. They are vital to the success of the child's development.**



### Home Visits and Parent Conferences

- Give parents an opportunity to become involved in the development of the program's curriculum and approach to child development and education by assisting staff in writing individual child plans for their child, setting goals, and planning activities for home and the classroom to meet identified needs.
- Give parents opportunities to increase their child observation skills and share their knowledge of the child's strengths and needs through various assessments completed by staff and parents/guardians/caregivers.
- Help to ensure a smooth transition from home to a more structured environment for the child, as well as the whole family.
- Give the child and parents an opportunity to become familiar with the teaching staff that they will be in the classroom with prior to the child attending the program.
- Give the child an opportunity to observe the interactions between parents and teaching staff and to build on this visual and verbal display of trust for each other.

**Your child's teacher and teacher assistant will be contacting you soon to set up a convenient time and location for your visit. Thank you so much for your cooperation and time.**

## YOUR CHILD'S SAFETY IS #1 WITH US.

### Transfer of Children Policy

This procedure will be followed in transferring children between parents and classroom staff on dropping children off in the mornings and picking children up in the afternoons are:

1. The parent will deliver the child to the Head Start staff upon arrival in the morning.
2. The parent will sign the child in on the sign-in book provided by Head Start and denote their name and the time.
3. The parent will come to the classroom in the afternoon when picking-up their child.
4. The parent will sign the child out on the book that the child was signed-in on upon arrival in the morning denoting their name and the time.
5. The person signing the child out becomes responsible for the child at the time the book is signed.

**This procedure is for your benefit as well as the children's.**

*In order to help ensure the safety of the children, please inform staff in person **IMMEDIATELY** of any changes in phone numbers, authorized release persons, address, work location, phone numbers, etc.*

### YOUR RIGHTS UNDER SECTION 504 AND THE AMERICANS WITH DISABILITIES ACT

The Office for Civil Rights (OCR) within the U.S. Department of Health and Human Services (DHHS) is responsible for enforcing the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA) of 1990, involving health care and human service providers and institutions.

#### What is Prohibited Under Section 504 and the ADA?

Both Section 504 and the ADA prohibit covered entities from discriminating against persons with disabilities in the provision of benefits or services or the conduct of programs or activities on the basis of their disability. Section 504 applies to programs or activities that receive Federal financial assistance. Title II of the ADA covers all of the services, programs, and activities conducted by public entities (state and local governments, departments, agencies, etc.), including licensing.

#### Who is Protected Under Section 504 and the ADA?

Section 504 and the ADA protect **qualified individuals with disabilities**. An **individual with a disability** is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. **Major life activities** means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Under Section 504 and the ADA, a person is a **qualified individual with a disability** if he or she meets the essential requirements for receipt of services or benefits, or participation in the programs or activities of a covered entity. The question of whether a particular condition is a disability within the meaning of Section 504 and the ADA is determined on a case-by-case basis.

# May, 2017

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1	2 <b>Policy Council 6:00 p.m.</b>	3	4 <b>Early Childhood Education Advisory/ School Readiness Leadership Team Meeting 1:00 p.m.</b>	5 <i>Cinco de Mayo</i>	6
7	8	9	10	11	12	13
14	15	16	17	18 <b>Health Services Advisory Meeting 1:00 p.m.</b>	19	20
21	22	23	24	25	26	27
28	29 <i>Memorial Day</i> HAFH Closed	30	31			<i>May is Asthma &amp; Allergy Awareness Month and Mental Health Month</i>



**L.B.J.& C. Head Start Center**  
**Emergency Evacuation Place, Contact Person, and Phone Number**

Center Name	Evacuation Place	Contact Person	Contact Phone Number
<b>Bondcroft</b>	Derrossett Church of Christ	Margaret Parks	<b>931-935-2662</b>
<b>Byrdstown</b>	Dr. Larry Mason's Office	Dr. Larry Mason	<b>931-864-3187</b>
<b>Algood/Cookeville</b>	Algood/Cookeville Community Center	Brenda Dishman	<b>931-537-3447</b>
	L.B.J.& C. Central Office	Dorothy Pippin	<b>931-528-3361</b>
<b>Crossville</b>	Crossville 1st Freewill Baptist	Mike McCoy	<b>931-484-9580</b> <b>931-261-5684</b>
<b>Clarkrange</b>	South Fentress Community Park	Junior England	<b>931-863-3339</b>
<b>Jamestown</b>	York Institute	Phillip B. Brannon	<b>931-879-8101</b>
<b>Livingston</b>	Livingston City Police Department	Rocky Dial	<b>931-823-6496</b>
<b>Monterey</b>	Monterey Library	Doylene Farley	<b>931-839-2103</b>
<b>Sparta</b>	NHC Home Health Care	Henrietta Goodwin	<b>931-836-2713</b>
<b>Brookside</b>	Bonner Church of Christ	Tim Long	<b>931-668-4527</b>
<b>Midway</b>	Mike/Cindy Cooper's Home	Mike/Cindy Cooper	<b>931-686-2178</b>
<b>Smithville</b>	Webb House	Lora Webb	<b>615-597-8888</b>
<b>Home Away From Home</b>	Kelly Tire Store	Randy/Tammy Pugh	<b>931-484-9390</b>
	HAFH-Pinewood Head Start	Christy Dolinich	<b>931-787-1012</b>
<b>Celina</b>	Clay Board of Education Central Office	Beth Multon	<b>931-243-3141</b>
<b>Gainesboro</b>	USDA Jackson/Clay County Farm Service	Lisa King	<b>931-268-0201</b>
<b>Shiloh</b>	Shiloh Church of Christ	Matt Hargis	<b>931-239-1361</b>
<b>Smith County</b>	Smith County Wellness Center	Kristen Oldham	<b>615-735-2735</b>
<b>Lafayette</b>	Macon County Junior High School	Tracy Strong	<b>615-666-7545</b>
<b>Red Boiling Springs</b>	Anderson Funeral Home	Leeann or Wayne Anderson	<b>615-699-2191</b>
<b>HAFH-Pinewood</b>	Home Away From Home Head Start	Christy Dolinich	<b>931-484-3238</b>
	Cumberland Housing Apt # 88	Tiffany Davis	<b>931-200-9814</b>
<b>South Cookeville</b>	NHC Home Care	Donna York	<b>931-528-2722</b>

7/14

**L.B.J.& C. Head Start**  
**Short-term Exclusion and Admittance Procedure**

L.B.J.& C. Head Start provides for the short-term exclusion of a child that is required by a physician to be absent from Head Start a minimum of five days with a short-term injury or an acute or short-term contagious illness.

The Family Engagement staff will assist the family to obtain medical documentation that is needed and accommodate the family through the short-term exclusion by remaining in close contact with the family to offer assistance and/or provide needed referrals to assure the child receives needed medical care and/or medication.

The time of exclusion shall only be for a short-term period when keeping the child in care would pose a significant risk to the health or safety of the child or anyone in contact with the child. A child maybe readmitted to the program as the child's physician advises. Any child remaining on short-term exclusion over 30 days will be evaluated to ensure that the child will be able to return and benefit from the services of the program.

The Program will not deny Program admission to any child, or exclude any enrolled child from participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child. Reasonable attempts will be made to eliminate or reduce the risk to an acceptable level through reasonable modifications in the Program's policies, practices, or procedures or by providing appropriate auxiliary aids that would enable the child to participate without fundamentally altering the nature of the Program.

L.B.J.& C. Head Start staff, during Orientation/Enrollment and throughout the Program year will encourage the parents to keep them informed of any health or safety needs of the child that the Program may need to address. Information will be shared, as necessary, with appropriate staff regarding accommodations needed to assure the child receives the best care. In all cases, the Program's confidentiality policy will be followed.

*Refer to the FS34 Short-term Exclusion Tracking Form in the Operational Forms Manual.*

# When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, tetanus, pertussis (whooping cough)	Hib <i>Haemophilus influenzae</i> type b	IPV Polio	PCV13 Pneumococcal conjugate	RV Rotavirus	MMR Measles, mumps, rubella	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillomavirus	Men- ACWY	MenB	Influenza Flu
											Meningococcal		
Birth	✓ (before hospi- tal discharge)												
2 months	✓	✓	✓	✓	✓	✓							
4 months	✓ <sup>1</sup>	✓	✓	✓	✓	✓							
6 months	✓ (6–18 mos)	✓	✓ <sup>1</sup>	✓ (6–18 mos)	✓	✓ <sup>1</sup>							✓  (One dose each fall or winter to all people ages 6 mos and older. Some children younger than age 9 years need 2 doses; ask your child's healthcare provider if your child needs more than 1 dose.)
12 months		✓ <sup>2</sup> (15–18 mos)	✓		✓		✓	✓	✓✓ (2 doses given 6 mos apart at age 12–23 mos)				
15 months													
18 months													
19–23 months													
4–6 years		✓		✓			✓	✓					
7–10 years													
11–12 years		✓ (Tdap)								✓✓✓	✓		
13–15 years													
16–18 years											✓	✓✓✓ <sup>1</sup>	

## FOOTNOTES

- 1 Your child may not need this dose depending on the type of vaccine that your healthcare provider uses.
- 2 This dose of DTaP may be given as early as age 12 months if it has been 6 months since the previous dose.

## VACCINE INFORMATION STATEMENT

### Influenza (Flu) Vaccine (Inactivated or Recombinant): What you need to know

Many Vaccine Information Statements are available in Spanish and other languages. See [www.mmmunize.org/vis](http://www.mmmunize.org/vis)  
Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.mmmunize.org/vis](http://www.mmmunize.org/vis)

#### 1 Why get vaccinated?

Influenza ("flu") is a contagious disease that spreads around the United States every year, usually between October and May.

Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.

Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include:

- fever/chills
- sore throat
- muscle aches
- fatigue
- cough
- headache
- runny or stuffy nose

Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse.

Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk.

Each year thousands of people in the United States die from flu, and many more are hospitalized.

Flu vaccine can:

- keep you from getting flu,
- make flu less severe if you do get it, and
- keep you from spreading flu to your family and other people.

#### 2 Inactivated and recombinant flu vaccines

A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season.

Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

There is no live flu virus in flu shots. They cannot cause the flu.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Flu vaccine cannot prevent:

- flu that is caused by a virus not covered by the vaccine, or
- illnesses that look like flu but are not.

It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.

#### 3 Some people should not get this vaccine

Tell the person who is giving you the vaccine:

- If you have any severe, life-threatening allergies. If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine contain a small amount of egg protein.

- If you ever had Guillain-Barré Syndrome (also called GBS).

Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.

- If you are not feeling well.

It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.

#### 4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get a flu shot do not have any problems with it.

Minor problems following a flu shot include:

- soreness, redness, or swelling where the shot was given
- hoarseness
- sore, red or itchy eyes
- cough
- fever
- aches
- headache
- itching
- fatigue

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

More serious problems following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barré Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.
- Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure.

Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: [www.cdc.gov/vaccinesafety/](http://www.cdc.gov/vaccinesafety/)

#### 5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

VAERS does not give medical advice.

#### 6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation). There is a time limit to file a claim for compensation.

#### 7 How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/flu](http://www.cdc.gov/flu)

Vaccine Information Statement  
Inactivated Influenza Vaccine

08/07/2015

42 U.S.C. § 300aa-26

Office Use Only



## Your Child and Her/His Home Learning Environment

Research findings consistently reveal that the earliest years (pre-school years) of a person's life are the most significant. These are the years that are spent in the home. These formative years, therefore, are so important that you as a parent should be intensively sensitive to your role in the home learning environment. You were, are, and will be the most important persons in the formation of your child's life. Make the most of it. Provide a home environment that will make your child be the best he/she can.

### Parent Involvement/Volunteer

Parents, Guardians, and Caregivers are needed in all areas of the Head Start Program. Participation in the program is voluntary and not a condition of a child's enrollment.

Custodial parents are asked to provide information concerning the non-custodial parent. Non-custodial parents are notified and invited to participate in their child's Head Start experiences.

Parents are encouraged to serve as officers of the Parent Center Committee, to serve as a Policy Council Representative or Alternate, and to share in the decision-making process about the nature and operation of the program. Parents/Guardians are invited to attend meetings and trainings. Suggestions are always welcome for consideration concerning the program. Parents are encouraged to observe in the classroom, volunteer in any area of the program operation, and apply for employment with Head Start when jobs become available.

Parents, Guardians, and Caregivers should help develop activities for the children's locally-designed curriculum and work as partners with the staff in the development and education of their child.

Every third person in the classroom should be a volunteer, so remember, L.B.J. & C. Head Start needs your assistance every day. Parents are welcome to visit the center anytime. Parents should visit the classroom of their choice and participate to the degree as desired. Parents should attend meetings and vote on decisions that are being made, and parents should attend parent workshops and learn more about current topics. L.B.J. & C. Head Start is committed to the development of compassionate partnerships in the parent and staff relationship, while providing the children with optimum growth and development.

L.B.J. & C. Head Start Program has a Fatherhood Initiative. Research has shown the importance of fathers/male role models in children's lives. For these reasons, extra efforts will be made to involve the father/male role model. There will be father/male role model meals, and we will ask father/male role models to read and play with the children at the center. We will also have family meals where the entire family is invited. We want you to know everyday is Parent's Day at Head Start. Please feel free to come and eat or spend the day.

### Training and Development Services

The goal of this Unit is to develop, improve, and maintain the quality of professional and paraprofessional staff performance at all levels and within all Units of L.B.J. & C. Head Start program. Head Start encourages and supports the staff and families we serve in utilizing the career development opportunities within our program.

Services include:

1. Implementing a Training & Technical Assistance (T&TA) Committee with a representative at each center to assist staff and Head Start family members;
2. Refunding the GED test fee, if the test is taken while the child is enrolled. A copy of the score sheet and payment receipt must be submitted;
3. Assisting Head Start family members to further their education and job skills by providing information on local Colleges, Universities, and Technology Centers and by assisting them with filling out Financial Aid requests.
4. Working with local Adult Basic Education Offices to provide Adult Basic Education (ABE), General Educational Development (GED) Testing, English as a Second Language (ESL) classes; and
5. Providing training and workshops for parents and staff.

Hello:

A few years ago my children attended a local Head Start center. I was a young, working mother who had dropped out of school in the 9<sup>th</sup> grade. I worked a job making minimum wage and could not even afford to buy groceries. The Family Engagement Worker at the Head Start Center asked me about developing a Family Partnership Agreement and setting some family goals. I thought she was nuts! The only goal I had was making it through one day at a time. She kept asking me if I had any family goals, and she pointed out that I hadn't graduated high school. She wondered if I would be interested in getting my GED. I said yes, mostly to get her to leave me alone. She did not leave me alone. She encouraged and assisted me in the steps (I had no idea how to begin getting a GED). A few months later, I received my GED. This changed not only my life, but also my entire families' lives were changed. I got a better job (I started working for Head Start), and I started taking a few college classes. I now have three college degrees, and I have a job that I love. It all started with a Family Partnership Agreement.

Within the next few weeks, the Family Engagement Staff at your Child's Head Start Center will be arranging to conduct a Home Visit with your family. The purpose of this Home Visit is to provide your family an opportunity to develop a Family Partnership Agreement. This process includes the responsibilities of families and staff, timetables, and strategies for achieving those goals. The process often includes the following types of interactions:

- Helping families identify and reach their goals; identify and use their strengths and resources; and advocate for their children.
- Offering opportunities for family members to enhance their skills or build new ones;
- Providing access to community resources, and emergency or crisis assistance when needed; and
- Supporting any pre-existing family plans. (Such as Foster Care Placement Contracts or Families First)

The Family Engagement Staff in your Center will be glad to work with you on this process. **Family Partnership agreements can be a good start for great things!**

Sincerely,



Debbie Thomas, Early Childhood Education and Professional Development Manager

## Learning Opportunities For Head Start Families

### Literacy Programs available for Families:

**Father/Role Model Reading** – In this program, a book and homework folder are sent home with the child on a weekly basis. Fathers or Male Role Models in the child's life are encouraged to read a book to the child and draw a picture together about the story or to make up one together. The picture is then shown to the group to help promote literacy in the classroom as well as bolster the child's self-esteem and pride in his/her role model.

**PACT-Parent and Child Time** – In this program, the parent and child participate in a child-initiated activity in the classroom. The child selects the activity, and the parent participates in the activity with the child.

**Family Reads** – In this program, any family member may come to the center and read stories in their home language to the children in a group or one-on-one. This activity can be recorded on the lesson plan.

**Traveling Book Bag** – This program provides an opportunity for the parent and child to bond at home utilizing a book bag that is sent home with the child. A book and associated activity are sent home with children on a monthly basis to give parents an opportunity to spend quality one-on-one time with their child, along with promoting family literacy.

### Parent's Choice Workshops:

Areas of interest expressed by parents are ranked according to highest choice and resources are recruited to provide the necessary skills needed to present workshops. These workshops are scheduled in a timely manner to meet parents' needs.

### Head Start Volunteer Opportunities:

Parents, family members, friends, and the community at large can benefit from the many volunteer opportunities available in the Head Start Program. The hours of service and type of service is recorded and kept on file. In the event that a person needs work experience references, we have their volunteer record to validate those experiences. Over half of our present staff have been Head Start parents and served as volunteers prior to their employment.

### Adult Basic Education/GED:

Classes are available in each county. Look for the T&TA Board in your center for contact information.

### Tennessee Technology Centers (formerly Vocational School):

Information on classes in Vocational Schools will be provided by the Training and Technical Committee member in each Head Start Center.

### College Classes:

Family members of enrolled Head Start children wishing to attend college will be supported by the Training and Technical Assistance Program. Contact the T&TA committee member at your local Head Start center for assistance in filing for financial aid or for any other information needed.



### The Story of Dolly's Imagination Library and how you can enroll your child



In 1996, Dolly Parton launched an exciting new effort to benefit the children of her home county in east Tennessee. Dolly wanted to foster a love of reading among her county's preschool children and their families. She wanted children to be excited about books and to feel the magic that books can create. Moreover, she could insure that every child would have books, regardless of their family's income.

So she decided to mail a brand new, age-appropriate book each month to every child under 5 in Sevier County. With the arrival of every child's first book, the classic *The Little Engine That Could*<sup>TM</sup>, every child could now experience the joy of finding their very own book in their mailbox. These moments continue each month until the child turns 5—and in their very last month in the program they receive *"Look Out Kindergarten, Here I Come."*

To find out more about the program and enroll your child, log onto [www.dollysimaginationlibrary.com/firsttime.php](http://www.dollysimaginationlibrary.com/firsttime.php) You can also contact your local library or Head Start Family Engagement staff.





## Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

### Introduction of the HIPAA Privacy Rule

The *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Privacy Rule standards address the use and disclosure of individuals’ health information—called “protected health information” by organizations subject to the Privacy Rule — called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.

A major goal of the Privacy Rule is to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Given that the health care marketplace is diverse, the Rule is designed to be flexible and comprehensive to cover the variety of uses and disclosures that need to be addressed.

This is an introduction of the Privacy Rule and not a complete or comprehensive guide to compliance. Entities regulated by the Rule are obligated to comply with all of its applicable requirements and should not rely on this introduction as a source of legal information or advice. To view the entire Rule, and for other additional helpful information about how it applies, see the OCR website: <http://www.hhs.gov/ocr/hipaa> In the event of a conflict between this introduction and the Rule, the Rule governs.

What does the HIPAA Privacy Rule do?

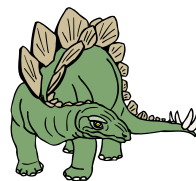
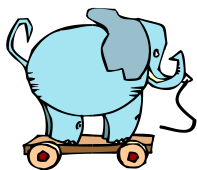
Most health plans and health care providers that are covered by the Rule had to comply with the requirements by April 14, 2003.

The HIPAA Privacy Rule for the first time creates national standards to protect individuals’ medical records and other personal health information.

- It gives patients more control over their health information.
- It sets boundaries on the use and release of health records.
- It establishes appropriate safeguards that health care providers and others must achieve to protect the privacy of health information.
- It holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients’ privacy rights.
- And it strikes a balance when public responsibility supports disclosure of some forms of data – for example, to protect public health.

For patients – it means being able to make informed choices when seeking care and reimbursement for care based on how personal health information may be used.

- It enables patients to find out how their information may be used, and about certain disclosures of their information that have been made.
- It generally limits release of information to the minimum reasonably needed for the purpose of the disclosure.
- It generally gives patients the right to examine and obtain a copy of their own health records and request corrections.
- It empowers individuals to control certain uses and disclosures of their health information.



## L.B.J.& C. Head Start Family Emergency Preparedness Disaster Plan

**Disasters can happen anytime and anywhere. When disaster strikes you may not have much time to respond.**

### Would your family be prepared if Disaster happened?

After a disaster, local officials and relief workers will be on the scene, but they cannot reach everyone immediately. You could get help in hours or it may take days. Would your family be prepared to cope with a emergency until help arrived?

Your family will cope best by preparing for disaster before it strikes. One way to prepare is by assembling a Disaster Supply Kit. Once disaster hits, you won't have time to shop or search for supplies. But if you have gathered supplies in advance, your family can endure an evacuation or home confinement.

### To prepare your kit:

- Gather the supplies that are listed. You may need them if your family is confined at home.
- Place the supplies you'd most likely need for an evacuation in an easy to carry container. These supplies are listed with an asterisk (\*).

A tornado, flood, earthquake, or any other disaster could cut off basic services – gas, water, electricity and telephones – for days.



A Winter Storm could confine your family at home or in your car.



A highway spill of Hazardous material could mean instant evacuation.



### Supplies:

The basic items you should stock in your home: water, food, first aid supplies, clothing and bedding, portable radio, batteries, plastic bags, plastic cups, tissue paper and/or paper towels, tools, emergency supplies, and any special items that may be needed. Keep the items you would most likely need in a evacuation in a easy to carry container. Possible containers include:



A large covered trash container;



backpack;



Or a suitcase or duffel bag.

### Water

Store water in plastic containers such as: juice bottles, soft drink bottles or clean milk jugs. Avoid using cartons that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least 2 quarts of water a day. Hot environments or intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)\*
- Keep at least a three-day supply of water for each person in your household,

### Food

Store at least a three day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food pack a can of sterno. Select foods that are compact and light weight.\* Include a selection of the following foods in your Disaster Supplies Kit:

- Ready to eat canned meats, fruits and vegetables
- Canned juices, milk, or soda
- Soup (if powdered store extra water)
- Staples—sugar, salt, and pepper
- High Energy foods—peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons on a special diet
- Comfort/Stress foods— cookies, hard candy, sweetened cereal, lollipops, instant coffee, tea bags

### First Aid Kit

Assemble a first aid kit for the home and one for each car. A first aid kit\* should include:

- Sterile adhesive bandages in assorted sizes.
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moisten towelettes
- Instant cold pack





## First Aid Kit-continued

- Antiseptic
- Thermometer
- Tongue blade
- Assorted sizes of safety pins
- Cleansing agent/soap
- Non-porous gloves
- Sunscreen, Hand Sanitizing gel, etc.



## Non-Prescription Drugs

- Aspirin or non-aspirin pain relievers
- Anti-diarrhea medication
- Antacids (for upset stomach)
- Syrup of Ipecac (to use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (to use to induce vomiting if advised by the Poison Control Center)

## Suggestions and Reminders

- Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.
- Keep items in a air tight plastic bag.
- Change your stored water supply every six months to ensure that it stays fresh.
- Rotate your stored food every six months
- Re-think your kit and your family needs annually. Replace batteries, update clothing, medication, etc.
- Ask your physician or pharmacist about storing prescription medications.
- Include a copy of your address/phone book sealed in plastic bag.

## Clothing

- Sturdy shoes or work boots\*
- Hats and gloves
- Rain gear\*
- Thermal underwear
- Blankets or sleeping bags\*

## Special Items

Remember family members with special needs such as infants, elderly or disabled persons.

## For Baby:

- Formula
- Diapers
- Bottles
- Powdered Milk
- Medications

## For Adults

- Medication
- Denture needs
- Contact lens and Supplies
- Extra eye glasses
- Any needed medical supplies
- Entertainment-games, books, etc.

*To get started...*

## Contact your local Emergency Management or Civil Defense office and contact your local American Red Cross chapter.

- Find out what disasters are most likely to happen in your community.
- Ask how you would be warned.
- Find out how to prepare for each disaster.
- Ask you're your Family Service Worker to assist your family in reaching your goal in preparing a disaster plan.

## Meet with your family and your local Head Start Committee.

- Discuss the types of disasters that could occur.
- Explain how to prepare and to respond.
- Discuss what to do and where to go if you are ask to evacuate.
- Practice what you have planned.

## Plan how your family will stay in contact if separated by a disaster.

- Pick two meeting places:
  - 1) A location a safe distance from your home in case of a fire.
  - 2) Choose a out of state friend or family member as a "check-in contact" for everyone to call.

## Meet with the Parent Committee at your local Head Start Center.

- Plan how the community could work together after a disaster.
- Know your neighbors or friends skills (medical, technical, etc.)
- Consider how you could help someone who might have special needs, such as disabled persons or elderly.
- Speak with the staff at your local Head Start and know where the children will be taken in case a disaster occurs during the day while your child is at the Head Start Center.

## Complete these steps.

- Post emergency telephone numbers by each telephone in the house.
- Show responsible family members how and when to shut off water, gas, and electricity at the main switches.
- Install smoke detectors on each level of your home, especially near bedrooms; test monthly and change your batteries twice a year.
- Contact your local fire departments to find out about home fire hazards.
- Learn First Aid and CPR. Contact your local American Red Cross or join in on a First Aid/CPR training at your local Head Start Center.



## Remember to practice and Maintain your plan.

Your local Head Start is a community wide program which will assist you and your family to prepare a disaster plan. The Federal Emergency Management Agency's Community and Family Preparedness Program and the American Red Cross Disaster Education Program are nationwide efforts to help people prepare for disaster. Contact the Family Service worker at your local Head Start center for resources in your area or contact your local or State Office of Emergency Management.

## TENNESSEE DEPARTMENT OF HUMAN SERVICES

### SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE CENTERS

This summary is a guide for parents of children in child care centers. It outlines some of the requirements child care providers must meet in order to be licensed. The Department of Human Services is legally responsible for licensing child care centers with 13 or more children. **The purpose of licensing is to protect your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your provider to see the complete set of center rules or you can access the rules through the Department's website at: <http://state.tn.us/humanserv>

#### Ownership, Organization, and Administration

- Every child care center shall have an on-site director.
- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children under six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and child care policies & practices prior to enrolling the child.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential (s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children.
- Children shall be signed in and out of the center by the parent or other person specifically authorized by the parent or the appropriate staff person.
- Children's Records
  - Written consent for emergency medical care.
  - Written plan stating to whom the child shall be released.
  - Written transportation agreement between parent and the center regarding daily transportation.
  - Daily attendance that includes time in and time out for each child.
  - Prior written permission of parent for each off-site activity.
  - The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Incidents, accidents and injuries shall be reported to the parent as soon as possible, but no later than the child's release to the parent or authorized representative.
- Incidents, accidents and injuries to children shall be documented immediately and must include: date & time of occurrence, description of circumstances, and actions taken by agency.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.

- During hours of operation the current license and agency report card shall be posted near the main entrance in a conspicuous location.
- **Supervision**
  - All areas of the building and grounds shall be visually inspected for children prior to closing the agency for the day.
  - Children six (6) weeks through nine (9) years of age:
    - Adult must be able to hear the child at all times, be able to see the child with a quick glance, and be able to physically respond immediately.
    - Exception: during mealtime an adult must be in the direct sight and sound of children ages six (6) weeks through five (5) years of age, not in kindergarten, while the child is eating.
  - Children ten (10) years of age and older:
    - Adult must know the whereabouts and activities of the children at all times.
    - Each child shall be greeted and received by a specific caregiver who will have ultimate responsibility for their supervision and care.
    - When children leave a caregiver's assigned area and go to another, the center shall implement a system to track the whereabouts of each child and recognize the transfer of responsibility from one caregiver to another.
  - When children ages ten (10) and above are grouped with children under ten (10) the minimum supervision requirements for children six (6) weeks through nine (9) years shall apply.
  - When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
  - When more than twelve (12) children in first grade and above are present, a separate group, space and program shall be provided for them.
  - Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
  - Infants shall not be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
  - Children shall be kept with the same group throughout the day and shall not be moved, shuffled, or promoted to a new group until required based upon the developmental needs of the child, however
    - Groups, excluding infants & toddlers may be combined for short periods for special activities of no more than thirty (30) minutes per day
    - Groups, excluding infants & toddlers may be combined for up to one (1) hour at the beginning & end of the day as outlined in the A:C ratios:

Ratio Chart - First/Last Hour of Each Day Only

Group Size	10	15	20
2.5 - 12 Years	1:10		
3 - 12 Years		1:15	
4 - 12 Years			1:20

- A:C ratios must be maintained while children are indoors and on the playground.
- A:C ratios and group sizes may exceed the required limit by up to ten percent (10%) no more than three (3) days per week, provided however:
  - Infant & toddler groups may never exceed the required ratios & group sizes.
  - The licensed capacity of the classroom may not be exceeded.
- Adult:Child ratio and grouping chart:

Age of children at beginning of school year	Minimum Adult:Child Ratio	Maximum Group Size
Infants (6wks. - 15 mos.)	1:4	8
Infants/Toddlers (6wks. - 30 mos.)	1:5	10
Toddlers (12 mos. - 30 mos.)	1:6	12
2 years (24-35 mos.)	1:7	14
2-4 years	1:8	16
2 1/2-3 yrs. (30-47 mos.)	1:9	18
2 1/2-5 yrs.	1:11	20
2 1/2-12 yrs.	1:10	10
3 years	1:9	18
4 years	1:13	20
3-5 yrs.	1:13	22
4-5 yrs.	1:16	24
5 years	1:16	20
5-12 yrs.	1:20	No Max
School-Age (K & above)	1:20	No Max

- Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).
- Supervision During Off-Site Activities
  - A:C ratios for preschool children doubled during off-site activities.
  - A:C ratios for school-age children during off-site activities must equal the number of trained caregivers required in the classroom plus additional adults:

Number of Children	Trained Caregivers	Additional Adults	Total Adults Required
1-20	1	1	2
21-30	2	1	3
31-40	2	2	4
41-50	3	2	5

- A minimum of two (2) adults is required for any off-site activity.
- **Supervision During Swimming:**

Age Group	Ratio
Infants (6wks - 12 mos.)	1:1
Toddlers/Twos (13 - 35 mos.)	1:2
Three Year Olds	1:4
Four Year Olds	1:6
Five Year Olds	1:8
School-age & Above	1:10

- Group swimming is not prohibited but it is also not recommended due to the high risk.
- Sudden Infant Death Syndrome Precautions:
  - Infants positioned on backs when placed in crib for sleeping.
  - Soft bedding is prohibited for infants to avoid risk of smothering.
  - Infants touched by caregiver every fifteen (15) minutes in order to check for breathing and body temperature.

#### Staff

- At least one adult available on the premises at all times during child care hours must be able to read & write English.
- Caregivers must be at least 18 years of age.
- Staff under 18 years must be supervised by an adult while in the presence of children.
- Each group of children must have at least one caregiver present who has a high school diploma or equivalent.
- Substitutes providing services for 36 or more hours in a calendar year must have a physical and a criminal background check.
- Volunteers can not be used to meet the adult:child ratios unless they meet the qualifications for substitutes.
- Criminal background checks are required for employees who have contact with children.

#### Equipment for Children

- Individual lockers or cubbies, separate hooks and shelves or other containers, placed at children's reaching level, shall be provided for each child's belongings.
- In infant/toddler rooms, equipment and space shall be provided for climbing, crawling, and pulling without the restraint of playpens or cribs.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least three (3) choices during play time.
- Climbers, swings and other heavy equipment must be anchored even if they are designed to be portable.
- Resilient surfacing is required in fall zones around playground equipment.
- A quiet rest area and cots or mats shall be available for all children who want to rest but no child shall be forced to nap.
- For health & safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his own bedding.

#### Program

- Each caregiver shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record-keeping for the child, communication, general interaction with and routine care of the child.
- Children shall not be left in restraining devices such as swings, car seats, or high chairs (in excess of thirty (30) minutes). Stimulation shall be provided to children in those settings.
- Programs, movies, computer games, and music with violent or adult content (including "soap operas") shall not be permitted in children's presence.
- If television, video tapes/DVDs, video/computer games, and/or movies are used, they shall be limited to two (2) hours per day, or the length of a movie if more than two (2) hours in the case of school-agers.
- Other activity choices shall be available to children during television/movie viewing or computer use.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive.

- Children shall be provided an opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play caregivers shall be alert for signs of dehydration, heat stroke, frostbite, etc., dependent upon the season.
- Spanking or any other type of corporal punishment is prohibited.
- Discipline that is potentially shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- Discipline shall not be related to food, rest, or toileting.
- Staff shall plan ahead for developmentally appropriate activities; written lesson plans shall be provided for children of each age group.
- For ages three (3) through school-age, the curriculum shall include instruction in personal safety as needed but at least once a year.
- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.

#### **Health & Safety**

- Children shall be checked upon arrival and observed for signs of communicable disease during the day.
- Symptomatic children shall be removed from the group until parents are contacted and health issues are resolved.
- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.
- All home/work contact numbers for parents shall be readily available to all staff.
- Impetigo and diagnosed strep shall be treated appropriately for 24 hours prior to readmission to the center.
- Children diagnosed with scabies or lice shall have proof of treatment and be free of nits prior to readmission.
- Serious injuries or signs of serious illness shall be reported to the parent immediately to arrange for emergency treatment.
- Accidents, injuries, and every sign of illness shall be reported, or a reasonable attempt made to report, to the parent as soon as possible, but no later than the child's release to the parent or authorized representative.
- All medications, prescribed and non-prescribed, shall be received from the parent by a designated staff person or management level staff person.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children.
- Unused medication shall be returned to the parent.
- Smoking is not permitted in the presence of children.
- The use of alcoholic beverages is not permitted in child care centers during the hours of operation of the center.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child.
- Staff's personal belongings (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.

- For the protection of children and adults, the Centers for Disease Control guidelines for handwashing and diapering procedures shall be followed.
- If older children are enrolled who lack independent toileting abilities, rules regarding diapering of preschool children shall apply; they shall be changed in a location designated for that purpose and which provides privacy from other children and adults.
- In order to avoid the spread of airborne diseases children shall be positioned on mats in a face to feet alternating pattern during naptime.
- All staff, substitute staff, volunteers are required to immediately report any reasonable suspicion of child abuse or neglect.

#### **Food**

- If any agency provides meals, the agency shall provide developmentally appropriate meals, snacks, and drinks for each child that are of sufficient proportions and nutritional value to meet each child's health needs.
- A meal shall be offered to children who arrive before 7:00 a.m. and have not had breakfast at home.
- All special needs diets shall be prepared as prescribed by a physician or by the written instructions of the parent.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Caregivers and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and adults shall sit with them.
- Frozen breast milk shall be dated when expressed.
- All formulas remaining in bottles after feeding shall be discarded.
- Microwave ovens, bottle warming devices, and crock pots, including cords, shall not be accessible to preschool children.
- School-age children shall use microwaves only under direct supervision.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Children shall never be left without adult supervision while eating.
- Home canned food and raw milk are prohibited.

#### **Physical Facilities**

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working, land-line telephone shall be present in the agency.
- If used, answering machines/voice mail shall be monitored at thirty (30) minute intervals except when staff and children are off premises.
- Parents informed that answering machines/voice mail are used.
- A minimum of thirty (30) square feet of usable indoor play space must be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- Window blind cords and electrical cords on equipment shall be inaccessible to children.

- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.

#### **Transportation**

- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- If a monitor was on the vehicle they shall walk through the vehicle as well.
- A designated agency person who did not ride on the vehicle shall also conduct a walk through of the vehicle.
- Drivers must obtain certification from Department of Safety.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors have certification in CPR and First Aid.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Effective January 1, 2007 all child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- Child passenger restraints must be used in accordance with state law.
- Signage that includes the agency name and phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.
- Children shall not spend more than forty-five (45) minutes traveling one way to or from the agency's facility or to and from school (this provision does not apply to field trips).

#### **Care of Children with Special Needs**

- When children with disabilities are enrolled, all reasonable and appropriate efforts shall be made to provide each child an equal opportunity to participate in the same program activities as their peers.
- The agency shall have written individualized emergency plans for each disabled child who requires more assistance in emergencies.

#### **Sick Child Care**

- This type of care includes the supervision, protection, and meeting the basic needs of children who have short term illness, symptoms of illness, or who have a medical or technological dependency that requires continuous nursing intervention.
- Agencies that provide sick child care either as an exclusive service or as a component of an existing child care service must

comply with additional rules specific to this type of care.

**You can access the Department's website at:**

**<http://state.tn.us/humanserv>**

**A wealth of child care information can be found on the Department's website.**

**You can:**

- **Learn more about the rules**
- **Learn more about the types of regulated care**
- **Locate a child care provider**
- **Learn more about the Report Card and Star Quality Program**
- **Locate the local child care licensing office**
- **Review the current personal safety curriculum**
- **View recent correspondence to providers**
- **Read about new initiatives**
- **Locate the nearest child care certificate office**
- **Find info on choosing child care**
- **Locate a resource and referral center**

**And much more!**

#### **Child Care Center Rules**

**The full set of the official child care center rules can be found on the Secretary of State's Web Site:**

**<http://state.tn.us/sos/rules/1240/1240-04/1240-04.htm>**

#### **Report Card & Star Quality Program**

**<http://tnstarquality.org>**

#### **Child Care Resource & Referral Centers**

**Currently, there are eleven CCR&R centers located throughout the state. The centers help parents find the type of care that is best for their child or children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services web page.**

#### **Child Care Resource & Referral & Complaint Hotline**

**NASHVILLE AREA: 615-313-4820  
LONG DISTANCE: 1-800-462-8261**

**If you have a concern about an existing child care agency or wish to report an illegal operation you can call the Department's complaint hotline.**

**Department of Children's Services  
Report Child Abuse or Neglect Hotline  
1-877-237-0004**

# How IDEA Protects You and Your Child

## At a Glance:

- **The Individuals with Disabilities Education Act (IDEA) is a federal law that requires schools to serve the educational needs of eligible students with disabilities.**
- **Schools must evaluate students suspected of having disabilities, including learning disabilities.**
- **Not every child with learning and attention issues qualifies for special education services under IDEA.**

If you think your child needs special education services, you have to follow a legal process to make it happen. This process can be confusing. It can involve several laws. The Individuals with Disabilities Education Act (IDEA) is the most important one to understand.

As the nation's special education law, IDEA provides rights and protections to children with disabilities and to their parents. Learning your rights under IDEA can make it easier for your child to get the help he needs (and is legally entitled to) at school.

## The Purpose of IDEA

IDEA has been amended several times since Congress first passed it in 1975. (At that time it was called the Education for All Handicapped Children Act.) The essential purpose of IDEA hasn't changed, though. Its primary goals are:

- **To protect the rights of children with disabilities.** IDEA ensures students with disabilities have access to a free and appropriate public education (FAPE), just like all other children. Schools are required to provide special education in the least restrictive environment. That means schools must teach students with disabilities in general education classroom whenever possible.
- **To give parents a voice in their child's education.** Under IDEA, you have a say in the educational decisions the school makes about your child. At every point of the process, the law gives you specific rights and protections. These are called procedural safeguards.

IDEA covers kids from infancy through high school graduation or age 21 (whichever comes first).

## Services Under IDEA: Who's Eligible

Not every child with learning and attention issues is eligible for special education services under IDEA. First, a child must be found to have one of the 13 kinds of disabilities that IDEA covers.

## The First Step to Access Services Under IDEA: An Evaluation

The school should conduct a thorough evaluation if it suspects a child has a disability. The evaluation not only determines if a student has a disability. It also sheds light on what services and support that student might need. Find out how the evaluation process works.

## The Next Step: Getting an IEP

If an evaluation shows that a student is eligible for special education, parents work with a school team to develop an Individualized Education Program (IEP). An IEP is a legal document that spells out a child's educational goals, disabilities and the services and support that the school will provide.

## The Role of Parents

You're your child most important advocate. IDEA gives you an equal say in decisions about your child's education. A number of procedural safeguards protect your rights.

Try not to get discouraged if the process seems complex. Little by little, you can learn more about your child's rights. Consider talking to other parents in our community. Their experience can help guide you. You can also talk to one of our experts live.

## Key Takeaways

- *If your child qualifies for special education services, you'll work with a school team to develop an Individualized Education Program (IEP).*
- *An IEP is like a formal contract that outlines how the school will support your child.*
- *The law gives you an equal say in decisions about your child's education.*

Source: [www.understood.org](http://www.understood.org)

## **YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

**U.S. DEPARTMENT OF JUSTICE  
CIVIL RIGHTS DIVISION  
P.O. BOX 66560  
WASHINGTON, D.C. 20035-6560**

“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination.” (President John F. Kennedy, in his message calling for the enactment of Title VI, 1963).

### **What is Title VI?**

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

### **What discrimination is prohibited by Title VI?**

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, wither directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

### **How can I file a discrimination complaint?**

Each Federal agency that provides Federal financial assistance is responsible for investigating complaints of discrimination on the basis of race, color, or national origin in the use of its funds. If you believe that you or others protected by Title VI have been discriminated against, you may file a complaint with the Federal agency that provides funds for the program where you generally within 180 days of the date of the alleged discrimination. It should describe:

- Your name, address, and telephone number. Your complain must be signed. If you are filing on behalf of another person, include your name, address, telephone number, and your relation to that person (e.g., friend, attorney, parent, etc.)
- The name and address of the agency, institution, or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals whom you allege discriminated against you, if you know them.
- The names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.

### **What will the Federal agency do with my complaint?**

Once a complaint is filed, it will be reviewed by the agency to determine whether it has jurisdiction to investigate the issues you have raised. Each agency’s procedures are different, but an agency generally will investigate your allegations and attempt to resolve violations it has found. If negotiations to correct a violation are unsuccessful, enforcement proceedings may be instituted.

### **What is the Department of Justice’s role?**

The Department of Justice, under Executive Order 12250, coordinates the enforcement of Title VI and related statutes by all agencies that administer federally assisted programs. If you cannot determine what federal agency may have Title VI jurisdiction, or if you do not know where to send your complaint, you may send it to the Department of Justice. As the government-wide Title VI “clearinghouse”, the Department of Justice will refer your complaint to the appropriate agency. The address is:

**Coordination and Review Section  
Civil Rights Division  
U.S. Department of Justice  
P.O. Box 66560  
Washington, D.C. 20035-6560  
(202) 307-2222 (voice) (202) 307-2678 (TDD)**

### **What if the recipient retaliates against me for asserting my rights or filing a complaint?**

You should be aware that a recipient is prohibited from retaliating against you or any person because he or she opposed an unlawful policy or practice, or made charges, testifies, or participated in any complaint action under Title VI. If you believe that you have been retaliated against, you should immediately contact the Federal agency with authority to investigate your complaint.

## WIC

### What is WIC?

Congress funded the Special Supplemental Food Program for Women, Infants, and Children (WIC) in 1974 to help low-income pregnant and breastfeeding women, infants and children have the nutritious food they need for a good start toward a lifetime of health. WIC has become one of the most successful and cost-effective federally funded programs directed toward improving the health of its participants.

### What does WIC provide?

The WIC program provides milk, cheese, eggs, juice, peanut butter, iron-fortified cereals, and infant formula to participants. Each WIC participant also receives nutrition education and counseling to learn how to use the food as part of a good daily diet and to improve their long-term health.

With national funding of \$4 billion, WIC serves 7 million participants nationwide through 85 state agencies. In Tennessee, the WIC program serves 150,000 people through a \$84 million grant administered by the Department of Health. An additional \$30 million comes from an infant formula rebate contract with Ross Products Division.

### Who is eligible?

Pregnant, postpartum and breastfeeding women, infants, and children up to five years of age who meet income guidelines and have documented medical or nutritional needs are eligible. Individuals who receive food stamps, AFDC, or who are on TennCare at no cost are income eligible for WIC. Many individuals not receiving benefits from these programs may also qualify. The potentially eligible Tennessee population is approximately 200,000 people.

### How does WIC make a difference in people's lives?

- Helps provide early entry into the health care system
- Supplies basic nourishing foods
- Educates how to choose healthy diets
- Gives breastfeeding mothers help and support
- Is associated with healthy newborn babies
- Links with other help in the community
- Encourages childhood immunizations
- Serves homeless participants with special food packages

### How can I get additional information about WIC?

Call your local health department or 1-800-DIAL-WIC (342-5942). Applicants are given an appointment to come in for a health screening, or to bring current medical referral information from a local physician, outpatient clinic, or hospital.

## *Building for the Future*

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

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

CACFP homes and centers follow meal requirements established by USDA.

### Meals

Breakfast	Lunch or Supper	Snacks (Two of the four groups)
<ul style="list-style-type: none"><li>• Milk</li><li>• Fruit or Vegetable</li><li>• Grains or Bread</li></ul>	<ul style="list-style-type: none"><li>• Milk</li><li>• Meat or meat alternate</li><li>• Two different servings of Fruits or Vegetables</li><li>• Grains or Bread</li></ul>	<ul style="list-style-type: none"><li>• Milk</li><li>• Meat or meat alternate</li><li>• Fruit or Vegetable</li><li>• Grains or Bread</li></ul>

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

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

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

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

**CONTACT INFORMATION:** If you have questions about CACFP, please contact on of the following:

Sponsoring organization/Center  
Title VI coordinator:

State Agency:  
Child and Adult Care Services  
TN Department of Human Services  
400 Deaderick Street  
Nashville, TN 37243-1403  
615-313-4749

**USDA** is an equal opportunity provider and employer

Rev 7-31-13

**TENNESSEE DEPARTMENT OF HUMAN SERVICES (TDHS)  
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) AND SUMMER FOOD SERVICE PROGRAM  
(SFSP) CIVIL RIGHTS GRIEVANCE PROCEDURES**

In accordance with U.S. Department of Agriculture, Food and Nutrition Service Instruction 113.4, the Tennessee Department of Human Services provides a grievance procedure in the event a person believes he/she or their children have been discriminated against and/or denied benefits on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (in the Child and Adult Care Food Program or Summer Food Service Program). ***Not all prohibited basis will apply to all programs and/or employment activities.***

**General Instructions**

All complaints, written or verbal, alleging discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (in the Child and Adult Care Food Program or Summer Food Service Program) shall be processed within ninety (90) days of receipt in the manner prescribed in this document.

**Procedure for Filing Complaints of Discrimination:**

**1. Right to File a Complaint:**

Any person alleging discrimination based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department has a right to file a complaint within 180 days of the alleged discriminatory action. Under special circumstances this time limit may be extended.

**2. Acceptable:**

All complaints, written or verbal, shall be accepted by the Tennessee Department of Human Services and forwarded to the U.S. Department of Agriculture. It is necessary that the information be sufficient to determine the identity of the CACFP or SFSP facility or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

**3. Verbal Complaints:**

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall document in writing the elements of the complaint for the complainant. Every effort shall be made to have the complainant provide the following information:

- a. Name, address, telephone number or other means of contacting the complainant;
- b. The specific location and name of the facility administering the Child and Adult Care Food Program or Summer Food Service Program;
- c. The nature of the incident(s) or action(s) that led the complainant to believe discrimination was a factor;
- d. The basis on which the complainant feels discrimination exists (i.e., basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department);
- e. The names, titles and addresses of the persons who may have knowledge of the discriminatory incident(s) or action(s); and
- f. The date(s) during the alleged discriminatory incident(s) or action(s) occurred, or if continuing, the duration of such discriminatory incident(s) or action(s).

For complaint other than discrimination complaints, please contact the director of the local facility operating the CACFP or SFSP, or submit the complaint in writing or by telephone to the following address and telephone number

**Tennessee Department of Human Services  
Child and Adult Care Services  
400 Deaderick Street  
Nashville, TN 37243-1403  
Telephone: (615) 313-4749**

**TENNESSEE DEPARTMENT OF HUMAN SERVICES (TDHS)  
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) AND  
SUMMER FOOD SERVICE PROGRAM (SFSP)  
CIVIL RIGHTS GRIEVANCE REPORT FORM**

This form may be used to report alleged discrimination in the Child and Adult Care Food Program or Summer Food Service Program based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. ***Not all prohibited basis will apply to all programs and/or employment activities.*** If you believe that you or your children have been discriminated against and/or denied benefits on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department in the Child and Adult Care Food Program or Summer Food Services Program, please complete this form and deliver or mail it to one or both of the following addresses:

**U.S. Department of Agriculture  
Director of Office of Adjudication  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
Telephone: (866) 632-9992 (Voice)\***

\*(Individuals who are hearing impaired or have speech disabilities my contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

**Tennessee Department of Human Services  
Child and Adult Care Services  
400 Deaderick Street  
Nashville, TN 37243-1403  
Telephone: (615) 313-4749**

Please provide the following information so you may be contacted concerning your complaint:

Name \_\_\_\_\_ Date of Complaint: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Identify the Name of the CACFP or SFSP Facility, Date(s) of Incident(s) or Action(s), and Names(s) of Facility Personnel Involved with the Incident(s) or Action(s):

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Describe the Incident(s) or Action(s) which You Believe Were Discriminatory Against You or Your Children:

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## L.B.J. & C. Head Start Facts

- ☺ L.B.J. & C. is named for the original four county seats Livingston, Byrdstown, Jamestown, and Cookeville.
- ☺ L.B.J. & C. Head Start has been in existence since 1965. It began as a summer program. In 1966, the program changed to full day - full year.
- ☺ L.B.J. & C. Head Start has 1,307 slots to serve 3- and 4-year-old children.
- ☺ Head Start provides the following services: Nutrition, Health Screenings, Vision, Dental, Child Development, School Readiness, Mental Health, Parent Involvement, Volunteer, Social Services, Transition, Disabilities, and Training and Development.
- ☺ LBJ & C. serves the following twelve (12) middle Tennessee counties: Cumberland, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Warren, and White.
- ☺ The United States Department of Health and Human Services-Administration for Children and Families, Office of Head Start is our source of funding with 20% matching share coming from the local community through volunteer hours of service and/or materials used in the program.
- ☺ There are 218 staff positions at the present time.
- ☺ The Board of Directors have 12 members. The Policy Council have 16 voting members and 1 non-voting Board Representative with at least 51% of the membership made up of parents of currently enrolled Head Start children.

### Motto

*... "it takes a village to raise a child..."*

### L.B.J. & C. Head Start Mission Statement

*L.B.J. & C. Head Start's mission is to partner with the family and community to help children and families prepare for school.*

*L.B.J. & C. Head Start serves the following twelve counties in Middle Tennessee:*

