



BUTLER COUNTY  
**Children's Center**



**2018 – 2019**  
**Family Guide to**  
**Home-Based Head Start**



The Mission of Butler County Children's Center, Inc. is to provide a variety of children's programs and quality services to meet the comprehensive needs of families.

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# HEAD START CENTERS

## Administration Office

139 Rieger Road  
Butler, PA 16001

Toll Free 1-866-348-6674

[www.bcccinc.org](http://www.bcccinc.org)

724-287-2761

Fax: 724-287-4205

## **Bon Aire Head Start**

131 Homewood Drive  
Butler, PA 16001  
724-283-3053  
Fax: 724-283-0882

## **Emily Brittain Head Start/**

## **Emily Brittain Elementary School**

338 North Washington Street  
Butler, PA 16001  
724-214-4207

## **Bruin Head Start/Bruin Elementary School**

139 School Street  
Bruin, PA 16022  
724-753-2998  
Fax: 724-753-2990

## **Mt. Chestnut Administrative Office/Head Start/ Home-Based/Early Head Start**

139 Rieger Road  
Butler, PA 16001  
724-287-2761 or 1-866-348-6674

## **Chicora Head Start/Mater Dolorosa Church**

409 North Main Street  
Chicora, PA 16001  
724-607-1706

## **Rowan Head Start/Rowan Elementary School**

8051 Rowan Road  
Cranberry Township, PA 16066  
724-776-2422

## **Dassa Head Start/Dassa Elementary School**

391 Hooker Road  
West Sunbury, PA 16061  
724-637-2200

## **South Butler Head Start/**

## **South Butler County Primary School**

328 Knock Road  
Saxonburg, PA 16056  
724-352-1700 ext. 1102

## **West End Head Start**

805 W. New Castle Street  
Butler, PA 16001  
724-287-2017 Fax: 724-287-2102

## SUPPORT STAFF NAMES AND PHONE NUMBERS

Laurette Myers	Program Director	724-287-7694 Ext. 322
Kathy Frederick	Program Director	724-287-2761 ext. 134
Beth Glew	Health/Nutrition/Disabilities Director	724-287-2761 Ext. 133
Emily Snow	Family Engagement/ERSEA Director	724-287-2761 Ext. 142
Kimmy Hillebrand	Early Childhood Coach/Program Manager/Quality Improvement Director	724-287-2761 Ext. 116
Karen McAndrews	ERSEA Coordinator	724-287-2761 Ext. 121
Toni Wilson	Program Manager	724-287-7694 Ext. 328
Timothy Sisinni	Program Manager	724-287-2761 Ext. 145

The Butler County Children’s Center, Inc., a private non-profit United Way Agency and academic school, has been providing a variety of children’s programs since 1973. The Center is governed by a voluntary Board of Directors composed of community members, and the Head Start and Early Head Start programs are also governed by a Policy Council. The Center provides child care and is the grantee agency for the Head Start and Early Head Start programs, the Pre-K Counts program, and the Child Care Information Services Agency in Butler County and Child and Adult Food Program.

**Need help? Call 211 for Community Services**



# **WELCOME TO HOME-BASED HEAD START! GET INVOLVED! FOR YOUR CHILD! FOR YOUR FAMILY!**

You are your child's first and most important teacher!

There are many ways for you to share your child's Home-Based Head Start and Early Head Start experience:

**Communicating:** Communication is important! Teachers and Family Service Workers will share information with you at home visits, conferences, newsletters, phone calls or by sending notes home. Please call them throughout the year to update changes in address, reasons for absences, and to share information about your child and family.

**Volunteering:** We need you to help children with coats and shoes, to help at mealtimes, to read to the children, to share a special skill or to share a cultural experience. You enrich the children's classroom experience!

**Learning at home:** You are your child first and best teacher! Your child's teacher will give you ideas on the monthly IN HOME IN KIND Calendar and during Parent Teacher Conferences. All you have to do is take time. We will offer lots of ideas!

**Decision making:** Parents are elected to serve on our Policy Council to share decisions on how the money is spent, who is hired to work in the program, and what the goals are for the program. You are important members!

**Becoming a member:** We need parents to be members of our Health Advisory Committee and School Readiness Committee. Your input is valuable during meetings.

**Involving more men with Head Start:** Fathers can bring strengths to their families and children and we encourage and support the many roles that men can play in the lives of their children and other children, too!

**Collaborating with the Community:** "It takes a village to raise a child." Join us as we get out in the community to let others know more about our program – about Early Childhood and what all families need to be successful. Together we will find places to make our voices known.

**Becoming an employee of Butler County Children's Center, Inc.:** Parents are given preference for employment when they meet the qualifications. Experience as a volunteer may be helpful to qualify for employment. A parent could become a paid babysitter during Head Start meetings and trainings, Classroom Substitute, a Classroom Assistant or an Assistant Teacher. Ask your Family Service Worker for more information.

**The greatest predictor of student achievement is family involvement.  
You know your family best. Partner with us to do the best!**

# HOME BASED HEAD START HOME VISITS

Whether you are new Head Start or are the parent of several children who have been in a program for years, *you are your child's first teacher.*

## **Your Home as a Learning Center**

Your child learns about himself- or herself, other people, and the surrounding world every day. For your child, everyday moments—getting dressed, preparing a meal, setting the table, taking a walk, taking a bath, reading a book—are learning moments. They are filled with interesting things to see, touch, smell, hear, taste, explore, and do.

Your home is filled with interesting things to see and do for your infant, toddler, or preschooler. Things that are fun and can help them learn are right there in your own kitchen, living room, closet, and even the garage.

## **Weekly Home Visits**

To further support you as your child's first teacher, the Home Based Head Start home-based program consists of weekly home visits with your Parent Educator. By observing and interacting with your child, you and your Parent Educator visitor will work together to establish goals based on the child's development. These home visits provide opportunities for you to strengthen your relationship with your child and help them develop and enhance skills they already have. The Parent Educator will also work with you to establish family goals, provide community resource referrals as needed and will share information about program activities and training opportunities that are available.

Home visits are scheduled for an hour and a half at the parent's home. As the parent, you are encouraged to help plan the home visits and will participate in the planned activities with your child/children.

## **Home Visiting Schedule**

When you enroll in the Home Based Program, you and the Parent Educator work together to set a visit day and time for weekly visits. Establishing a set visit schedule benefits parents, children and home visiting staff.

- Families will be expected to participate in visits on this day/time weekly and notify the Parent Educator as soon as possible if they are unable to participate in a visit (appointment, travel, illness, etc.)
- If a family is unable to attend their scheduled visit on their regular day and time the home visitor will attempt to schedule a "make-up" visit that same week.
- If the Parent Educator is unable to attend the scheduled visit, he/she will notify you in advance
- Home visits are scheduled to last an hour and a half.
- There are to be **32 home visits per school-year**

If you or your child is unable to participate in a home visit:

- ✓ Call your child's home visitor at 724-287-2761 or 1-866-348-6674
- ✓ Tell them why you or your child will be unable to participate
- ✓ Ask about scheduling a make-up visit later in the week

**Attendance becomes a concern when.....**

- There are frequently canceled home visits
- There is a pattern of missed visits
- Family continually does not cancel in advance for visits, they will not be able to attend.

After the second consecutive cancellation or parent absence the Parent Educator will contact you to discuss the missed visits.

If the Parent Educator cannot reach you by phone, the Parent Educator will send a letter requesting you to contact the PE.

If after five working days there is no response by the family, the Parent Educator will send a second letter informing the family that if they do not respond within five working days the Home Based Head Start services will be stopped.

If there is still no response by the family, a final termination of service letter will be issued ending services after five working days. This is the last resort as the Parent Educator wants to continue your enrollment in the Home Based Head Start Program.

# YOU ARE INVITED TO HOME-BASED CENTER DAY!

Home-Based **Center Days** are offered to families twice a month at the Mt. Chestnut location. We hope you will be able to attend! ***You may be wondering....***

## ***When do Center Days occur?***

Usually, two times a month at our **Mt. Chestnut Site, 139 Rieger Road, Butler, PA**. The time is 10:30 a.m. - 1:15 p.m. Take a look at the Calendar and discuss with your Parent Educator dates that we will be getting together.

## ***What will we do at Center Day?***

Parents/guardians will arrive with their child and go play in a Head Start classroom. Blocks, puzzles, dress up clothes, table toys, and art activities are there for playing and learning. Story time will occur and music and movement too. Lunch is provided.

## ***Will my Parent Educator be there?***

Yes! She will be there to greet you and your child. She will plan the activities for the day.

## ***How will we get there?***

We encourage you to drive as well as car pool with others and we will reimburse you for the expense of driving. However, if that is not possible, we do provide transportation. Please talk with your Parent Educator if you and your child need transportation and she/he will arrange for you to be picked up. All bus policies and safety procedures must be followed.

## ***What if I need babysitting for my children who are not in Home Based Head Start?***

We can provide babysitting for your children who are not in Home-Based. Make certain you call 724-287-2761 by noon the Tuesday before Center Day is to occur to sign up your child who needs babysitting. They will be in room with staff members where there are toys for them to use. They too will have a meal.

### ***What should we wear?***

Dress your child in something that is comfortable and that you don't mind getting a bit messy. We will be busy and sometimes involved in art activities that can involve paint or glue. You should also wear clothes that are comfortable and appropriate for a school setting.

### ***What should I bring?***

Not much! Although, extra clothes for your child would probably be a good idea. Cell phones are OK, but please have them off when Center Day is in session. We will have food and beverages for all, so do not bring any food or drinks. This request is also due to allergies that some children and adults share. If you would like, we will be glad to take pictures of you and your child with our camera, so we ask you to leave your camera at home.

### **What happens if the weather is bad?**

When Butler Area School District cancels class there will be no Center Day. When Butler Area School District delays school, Center Day will be held using normal hours. There will be no transportation available.

We want you and your child to participate in Center Days activities,  
have fun, and learn while feeling healthy.

Sometimes children do not feel well or have signs of contagious disease.  
If this occurs please stay at home and plan on attending the next Center Day.

Please be sure to ask your Parent Educator about anything you are unsure about.

**We are looking forward to seeing you at Home Based Center Days!**

# HOME-BASED HEAD START PRESCHOOL CURRICULUM

The chosen and approved curriculum of the preschool Home-Based curriculum is called Parents as Teachers. This nationally known curriculum promotes the following concepts:

- ✓ children are born learners
- ✓ children learn most from people they love: their parents
- ✓ parents are the experts on their own child
- ✓ all parents deserve support in their parenting role
- ✓ diversity and cultural difference are valued
- ✓ all families have strengths
- ✓ all parents want to be good parents



**Parents as Teachers**

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## Program Goals:

1. Increase parent knowledge of early childhood development and improve parenting practices
2. Promote a strong parent- child relationship
3. Provide early detection of developmental delays and health issues
4. Develop a true partnership between parents and school
5. Increase children's school readiness and school success

**Parents as Teachers has four basic components of the program. These are:**

1. Personal home visits
2. Group Socializations, which we call Center Days
3. Developmental Screenings
4. Resource Networking. Certified Parent Educators who have been trained in child development will help you understand what to expect in your child's development. You will have input as to what you want your child to be learning. At Center Days parents and children have an opportunity to share their experiences in a preschool classroom setting, gain new insights, and have fun together. Developmental screenings help to detect and prevent difficulties later in school. Resources are available for families seeking aid through community services.

## **SCREENING AND ON-GOING ASSESSMENT**

Head Start Performance Standards require that all children participate in developmental, behavioral, hearing and vision screening activities within 45 days of entry into the Home Based Head Start Program. Parent permission and parent input are two of the most important pieces of the screening process. The results of all screenings are shared with you. When screening results indicate a need for further evaluation, your Parent Educator will provide you with information and assistance to arrange for a more in depth evaluation.

Ongoing child assessment is also an important piece of each child's educational program. Together you and the Parent Educator observe your child as he/she plays, moves, and learns. The Parent Educator documents the skills and behaviors of the children to determine each child's strengths and areas of need. The Parent Educator uses this information, along with your input, to plan an individualized program for each child. Together, you and your Parent Educator will identify activities and materials that can be used at home and during Center Day to support and promote your child's progress towards agreed upon goals.

## **BEHAVIORAL HEALTH SERVICES**

Head Start embraces a vision of mental wellness for children and families.

A child's social and emotional development is fostered through nurturing and responsive relationships with caring adults. It is through relationships that young children develop social emotional wellness, which includes the ability to form satisfying relationships with others, play, communicate, learn, face challenges, and experience and regulate their emotions. In addition, nurturing relationships are crucial for the development of trust, empathy, compassion and generosity.

Your child's Parent Educator will help you monitor your child's social-emotional behaviors by using the Ages & Stages Questionnaires.

The Head Start Program has a Behavioral Health Consultant that is available to meet with families when screening results indicate a need for additional support or when a family has specific concerns about their child's behavior and development of social and emotional skills.

## **DISABILITIES SERVICES**

Children with disabilities or special health care needs, are welcomed into all Head Start Programs. Accommodations can be made to ensure that each child has the opportunity to fully participate in socialization experiences.

Together, staff and parents use the Ages and Stages Questionnaires (ASQ-3) to determine each child's current developmental levels in gross and fine motor, speech and language, cognition, and social skills. When screening results identify evidence of developmental concerns, or when children enter Head Start with identified disabilities, our program works closely with parents and the Midwestern Intermediate Unit IV Early Intervention Program to ensure that children are evaluated and/or receive all necessary services.

At all times, the staff and parents work together to provide learning experiences that will meet the individual needs of your child. Please feel free to talk to your Parent Educator or contact the Special Services Coordinator about any concerns you may have with your child's development.

## **TRANSITIONS**

Children leaving Home Based and entering a Head Start classroom will be given the opportunity to visit a classroom while they are still in Home Based so they may see firsthand what a classroom looks like, as well as what children do while in a classroom. Home Based children participate in classroom activities and interact with the children in the classroom during the visit. Parents/Guardians and the Parent Educator will attend this visit to ease the transition.

### **KINDERGARTEN TRANSITION**

Kindergarten readiness is the primary goal of the Head Start Program. When a child is of kindergarten age, Head Start will provide parents with registration dates and times from the various school districts, along with other necessary information a parent will need when enrolling their child for school.

Additional information and materials will be sent home to you regarding your child's transition to kindergarten. Information sessions will also be provided for parents to address any questions and discuss ways you can advocate for their child upon entering the school system.

With parental consent, children's Head Start educational records will be forwarded to the school district of residence in an effort to help schools plan for future programming.



## HEALTH IN HEAD START

**It is important that children are healthy as possible so they can learn and grow and enjoy these important first years. We will work with you to make sure your child:**

- Has health care coverage
- Is up-to-date in immunizations and we have a copy of the shot record
- Has a complete physical exam every 12 months
- Has a dental exam every year
- Is screened for vision, hearing and growth
- Is treated for any problems discovered in exams and screening

Head Start staff are in partnership with you in helping to have a healthy child, ready to learn and grow!

We can assist you in making appointments and finding transportation to the Doctor and Dentist appointments.

Call your Family Service Worker for more information!

### CHILDREN WITH SPECIAL HEALTH CARE NEEDS

If your child has special health care needs, such as allergies, asthma, medication, etc. we require a written health care plan developed by a medical professional prior to starting the program. We will maintain the plan in the classroom and on the bus. If there is a food allergy, we will need your doctor to verify and provide recommended substitutions in writing.

## GUIDELINES FOR SICK CHILDREN

**If your child becomes ill with the symptoms listed below while at Head Start, we will notify you to pick up your child.** This is to ensure the child's comfort and to prevent spread of infection. You may need to call your pediatrician for advice and care.

1. Fever: Children older than 24 months with an auxiliary temperature of 102 degrees or more will be excluded if the child cannot participate in daily activities or the child is exhibiting other signs of illness listed below.
2. Unusual lethargy, tiredness, irritability, persistent crying and or difficulty breathing.
3. Diarrhea: defined as an increased number of stools compared with the child's normal pattern with increased stool water that is **not contained** by the diaper or toilet use.
4. Vomiting: If more than twice and other signs of illness are present.
5. Undefinable rash

### Communicable Conditions

Sometimes children acquire a condition that is communicable/contagious. Please let us know if your child would become ill or have any of the conditions listed below. **For the good health of all children and staff members, children must be kept out of Head Start when diagnosed with a communicable disease for the indicated period of time:**

	When The Child Can Return
Chicken Pox	When all blisters have scabbed (usually 6 – 10 days)
Diphtheria	48 hours from the time the child is taking antibiotics, or until there are two negative culture tests.
Fifth Disease	No exclusions unless the child is unable to participate in daily activities.
Flu	Must be fever free without the use of fever reducing medications.
Giardiasis	Once diarrhea has stopped
Haemophilus Influenza Type B (HIB)	Child must have written clearance from a health professional or local health department.

Hand, Foot, and Mouth	When child is able to contain drool, and all draining sores are covered.
Hepatitis A	One week after onset of illness and after immune globulin has been given to all contacts. Documentation of immune globulin must be given to the staff.
Infectious Diarrhea	Until negative stool sample is obtained
Impetigo	24 hours after doctor prescribed treatment has begun and all sores are scabbed over without drainage
Lice	<p>The following procedures must be followed:</p> <ol style="list-style-type: none"> <li>(1) Use prescription lice shampoo and be prepared to report the product used to staff.</li> <li>(2) After shampooing, all nits must be removed from hair. All other household members must be checked and treated as well.</li> <li>(3) All combs and brushes need to be washed and soaked in hot water (at least 130 degrees Fahrenheit) for at least 10 minutes.</li> <li>(4) All other washable clothing, linen, pillows, etc. need to be washed in hot water and then put in hot dryer for 20 minutes.</li> <li>(5) Place all non-washable items in a tightly sealed bag for 14 days.</li> <li>(6) Vacuum all carpeting and furniture. There is also a spray that can be purchased at the drug store for furniture and carpeting.</li> </ol> <p><b>To re-enter into the classroom</b>, the child must be free of live lice and the parent or guardian must bring the child to the classroom to be checked by a staff person. The parent must also complete the <b><u>Treatment Verification Form- Appendix HS-GG</u></b>. If the parent is a Head Start parent and they do not have transportation, we may send a staff person to the home to check the child.</p>
Measles	4 days after the rash began
Meningitis	Must have written clearance from a health professional
Mononucleosis	Child will need a doctor's written permission to be re-admitted
MRSA	Child must have a doctor's written clearance to return and sores must not have drainage or pus. Sores must be covered.

Mumps	9 days after the onset of swelling
Pertussis (Whooping Cough)	5 days from the time the child begins taking antibiotics
Pink Eye (acute bacterial contagious conjunctivitis)	24 hours after doctor prescribed treatment is begun
Pinworms	24 hours after doctor prescribed treatment has begun
Ringworm	24 hours after beginning medication
Respiratory Streptococcal Infections	(Scarlet Fever, Bronchitis, Strep Throat, etc.) After 24 hours of antibiotic treatment
Roseola	No treatment necessary – child may return after rash is gone.
Rotavirus	When all signs of illness are gone
Rubella	6 days from the time the rash begins
Salmonella	Must have written clearance from a health care professional

The following illnesses/conditions require a written clearance from a health professional in order for your child to be re-admitted to the Head Start Classroom:

HIB – Hemophilus Influenza Type B

Mononucleosis

Scabies

Meningitis

MRSA – methicillin Resistant Staphaurieus

Salmonella

Pertussis

We want to help and support all families when illness might occur so that children can soon return to Head Start classroom. If a child does have a communicable disease or condition, staff will inform parents of this situation. Confidentially will be kept; names of children or families will not be used.

**Our goal is healthy children! Thank you for your cooperation!**

# HEALTH IN HEAD START

## Reporting Child Injury

An *Injury Report Form* will be completed for:

- An incident that results in an injury or a visible mark on a child (bites, cuts, bruises, swelling, etc.).
- A medical emergency due to a child's ongoing health condition (asthma attack, convulsions, seizure, etc.).
- Any incident that involves the child's head even if there are no visible marks or signs of a concussion. The parent will be contacted as soon as possible after the incident.

## Emergency Health Procedures

If your child has a health emergency while at Head Start:

- 911 will be called for emergency transport. If necessary, an employee will accompany the child to the hospital.
- We will call you and inform you of the situation
- If we are unable to contact you, we will call people you listed on the Emergency Contact form.

## FAMILY SERVICES IN HOME-BASED HEAD START

Our program offers you a sense of belonging, support services, and a chance to be involved in activities to help your whole family.

- **HOME VISITS** are the basis of our partnerships with parents/guardians. During the weekly home visit, your Parent Educator will talk with you about things that are important to you and your family. All families are encouraged to set goals that will promote your family's growth.
- **You can continue to LEARN about what is important to you- Your Parent Educator has information available for you on many subjects** including parenting, grandparenting, job training, wellness, family literacy, budgeting and leadership. You can also take part in classes on these subjects. These classes are offered for free and babysitting and a snack are provided. We work with parents/guardians interested in obtaining a high school General Equivalency Diploma (GED) and can provide information about other adult education opportunities.
- **COMMUNITY Resources** are available to you. Staff members will work in partnership with you to help refer you to health, social service, or employment specialists in the community and will continue to work with you to make sure you have accessed the services you need.
- **You can give IDEAS and be a voice in the program** by attending Policy Council, Parent Committee Meetings, the Health Advisory Committee, the School Readiness Committee and the Family Involvement Together Time (FITT) Committee which plans activities for families and for male involvement.

# VOLUNTEERING IN HEAD START

**There are 3 ways you can provide In-Kind hours to the Head Start program**

## 1. Attend Parent Meetings and Policy Council Meetings

Policy Council is held monthly. It is an opportunity to give input to budgets, hiring of employee, Program Plans and report on your local Parent Meetings and Family Events. Babysitting and snack are provided

The Parent Meetings' are held 3 times a year with the Family Events.

## 2. Volunteer in the Classroom

Parents are always welcome in the classroom. Come as a volunteer, share your talents, and learn more about working with preschoolers. The children enjoy it and, with extra help, teachers can plan activities they wouldn't be able to otherwise. There may be a need for volunteers to have clearances. Staff will help you obtain them.

**In Kind** is a term you will hear often in Head Start and Early Head Start. Because our program is funded by a grant awarded by the Federal Government, we are required to provide 25% local matching funds. The time that you volunteer in the program will be converted into a dollar amount so that our program meets its in-kind amount.



**Did you know...  
last year our  
program  
provided over  
\$1,000,000 in  
in-kind dollars  
thanks to the  
volunteer hours  
parents gave to  
the program!  
Thank you!**

## 3. At Home Activities

At home activities are fun ways for you and your child to spend time together and to learn!

Your child's teacher will be providing you with **monthly calendar of learning activities**. These ideas coordinate with what is going on in the classroom and with The Creative Curriculum that we use. During home visits and parent/ teacher conferences we also receive ideas from you as to what you want your child to learn.

Some possible at home activities could be:

- Counting the number of circles in your home.
- Reading together.
- Making a creation with shapes (circle, squares and triangles).
- Gather a collection of leaves. Look for similarities and differences.

Parents can earn up to 50 hours of in-kind a month for the program.

Please be sure to indicate your hours and sign the "At Home Activities Form" so that we can count your time as in-kind. **THANK YOU!**

## **IMPORTANT PROGRAM POLICES AND PROCEDURES FOR THE SAFETY AND WELL-BEING OF CHILDREN AND FAMILIES**

It is the primary responsibility of the staff of Butler County Children's Center, Inc. to insure the safety of the children in care. In addition to safety procedures, polices regarding the well-being of your family are also in place. Please review these policies and procedures.

**Confidentiality** is an important part of our program. Staff will not share any information about you or your child with anyone outside the program without your written consent. This also means that we request that parents/guardians cannot share anything discussed within our program, and information about other children and families with anyone outside the program. These principles help to create an atmosphere of safety, trust and openness.

**Photographs:** Your child's teacher will be providing you with photos from time to time. You are welcome to take photos of your own child at family events. We kindly ask that if other children are nearby, that you inform the parents that you will be taking a photo. That way, the parent can decide to have their child be in the photo or not.

- Privacy is important and we do ask that you use your best judgment if placing your photos on the internet.
- Staff of Butler County Children's Center, Inc. will get written permission to post photos on social media and our website.
- Please do not place any photos of non-family children or staff members on the internet.

**Protecting Children** is important to us. At Head Start, we strongly believe that children should grow up in a community where adults care about them and keep them safe. According to Pennsylvania State law, all Head Start, and Early Head Start staff have a legal responsibility to report suspected child abuse and neglect.

Raising children can be both fun and frustrating at times. If you find that you may need some parenting help, consider calling your Family Service Worker or Parent Educator. These agencies, can offer ideas, too:

- Children and Youth Agency: 724-284-5156 – Provides assistance to children and families in an abusive situation
- VOICe: 724-283-8700 – Provides domestic violence assistance
- Center for Community Resources: 724-431-0095 or 1-800-292-3866 – Provides mental health services in the community

**Need HELP? Call 211**

## **Drug, Alcohol, Tobacco and Weapons Policy**

All tobacco, vaping products, drugs and alcohol are not permitted at any of the Head Start locations, in or near agency vehicles or at any Head Start function. Weapons, firearms and ammunition are prohibited at all Head Start buildings and functions.

## **Policy For Releasing Children To Adults Of Diminished Capacity**

If an employee determines that the adult responsible for picking up a child from the Butler County Children's Center, Inc. Head Start/Early Head Start Program is showing behavior which indicates diminished capacity, (i.e. slurred speech, unsteady walk, confused thinking, impaired reflexes, erratic behavior, altered moods, or drowsiness) the staff member will contact another authorized adult on the release list. The impaired adult should be calmly encouraged to wait for the alternate release person and not drive.

If problems arise, the teaching staff may contact the office staff for support or request police assistance through 911. Under no circumstances will the staff endanger the other children in care.

## **Cell Phones**

When volunteering in the classroom, there is a time and location for taking a "break". This is when you can use a cell phone. Cell phones are not allowed to be used in the classroom.

## **Discipline Policy**

In Head Start there are established procedures for disciplining children. Parents are required to follow these procedures while volunteering. Children are **never** to be hit, yelled at, or shamed. When conflicts arise with a parent's own child, the staff may help the parent to handle the problem. When parents see a behavior in their own children that concerns them, they can discuss the matter with the Teacher or Family Service Worker in a conference (please, not in front of the child). Butler County Children's Center, Inc. does not permit staff or volunteers to punish, humiliate or intimidate children.

# PROBLEM RESOLUTION PROCEDURE

**The Purpose of this Procedure:** Sometimes parents have a concern or problem and this process will help make sure parents can be heard and concerns be resolved.

## 1. EDUCATIONAL PROGRAM CONCERNS

- a) If parents have a concern or question about a classroom activity or the education program, they are encouraged to speak directly to the Classroom Teacher.
- b) If the parent feels that the problem has not been solved, or if a parent is unable to discuss the problem with the teacher, he/she should contact the Program Manager. Program Manager's phone numbers can be obtained by calling the Administration Office at 724-287-2761.
- c) If the problem cannot be solved at this level within a one (1) week period, he/she should contact the Program Director.
- d) If the problem has not been resolved at this point, a written statement should be given to the Problem Resolution Committee. Please address to: Problem Resolution Committee, Butler County Children's Center, Inc., 139 Rieger Road, Butler, PA 16001.

## 2. NON-EDUCATIONAL PROGRAM CONCERNS

- a) The parent should first discuss the matter with the Family Service Worker. The parent and Family Service Worker should try to solve the problem.
- b) If the parent feels that the problem has not been solved, he/she may present the problem to the Program Manager.
- c) If the problem cannot be solved at this level within a one (1) week period, it should be presented to the Family Engagement Director.
- d) If the problem has not been resolved at this point, a written statement should be given to the Problem Resolution Committee, addressed to Problem Resolution Committee, Butler County Children's Center, Inc., 139 Rieger Road, Butler, PA 16001.

**If a parent feels that he/she cannot discuss the matter with certain individuals, because of their personal involvement, he/she may go directly to the person on the next higher step in the Resolution Procedure.**

**The Problem Resolution Committee will investigate the issues and attempt to resolve the problem. If specific action seems necessary, the Problem Resolution Committee will make recommendations to Policy Council.**

## NON-DISCRIMINATION POLICY

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Butler County Children's Center, Inc.  
139 Rieger Road  
Butler, PA 16001

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17110

PA Human Relations Commission  
Pittsburgh Regional Office  
301 Fifth Avenue  
Suite 390, Piatt Place  
Pittsburgh, PA 15222

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Western Regional Office  
301 Fifth Avenue  
Suite 410, Piatt Place  
Pittsburgh, PA 15222-1210

U.S. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

"All meals served to children under the Child Care Food Program are served at no separate charge regardless of race, color, sex, age, disability, or national origin. There is no discrimination in admissions policy, meal service, or the use of facilities."

**Complaint Procedures:** "Any complaints of discrimination should be submitted in writing within 180 days of the incident to the USDA Director, Office of Civil Rights, Washington, D.C. 20250."

# HEAD START PROGRAMS

## Center Based Head Start

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Ages: 3 – 5 Years

Locations: Butler, Bon Aire, Mt. Chestnut, Dassa McKinney, Bruin, South Butler, Chicora, Rowan Elementary, and Emily Brittain Elementary

Hours: 4 days per week, 5 hours per day, September through May

Program: Curriculum addresses educational, physical, social and emotional development

Special Features: Prepares children for Kindergarten, transportation and parent activities

## Head Start Child Care

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Ages: 3 – 6 Years

Locations: Bon Aire

Hours: 6:30 a.m. – 5:30 p.m.

Program: Blended full day Head Start and Child Care

Special Features: Low fees



## Home Based Head Start

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Ages: 3 – 5 Years

Location: In Your Home

Program: Children and families receive 1 ½ hour weekly home visits. Parents and a Parent Educator work together to meet the child's educational, physical, social and emotional needs

Special Features: Twice a month family gatherings will occur at Mt. Chestnut.

## Early Head Start

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Ages: 0 – 36 Months

Locations: In Your Home

Program: Children and families receive 1 ½ hour weekly home visits. Parents and a Parent Educator work together to meet the child's educational, physical, social and emotional needs.

Special Features: Twice a month family gatherings will occur at various locations.

Must meet income guidelines or receive TANF, SSI, be a foster child, or be homeless to qualify for all Head Start and Early Head Start programs.

## HEAD START DELAY AND CANCELLATION POLICY

Butler County Children’s Center Head Start follows the snow and inclement weather closing schedule of the school district in which the center is located. For Home Based and Early Head Start center days and playgroups they follow Butler Area School District delays and cancellations.

### POLICY FOR **CENTER BASED HEAD START** WHEN SCHOOL IS DELAYED OR CANCELLED

1. When the school district the site is in cancels class, Head Start will be cancelled.
2. When the school district the site is in delays, Head Start sites will be delayed as listed below

Head Start Site	School District	Delay	Start Time
Bruin	Karns City	2 hour delay	11:30 a.m.
Chicora	Karns City	2 hour delay	11:30 a.m.
Mt. Chestnut	Butler	2 hour delay	11:30 a.m.
West End	Butler	2 hour delay	11:30 a.m.
Emily Brittain	Butler	2 hour delay	11:30 a.m.
Bon Aire	Butler	2 hour delay	11:30 a.m.
Dassa	Moniteau	2 hour delay	11:30 a.m.
Rowan	Seneca Valley	2 hour delay	11:30 a.m.
South Butler	South Butler	2 hour delay	11:30 a.m.

### POLICY FOR **HOME BASE CENTER DAYS** WHEN SCHOOL IS DELAYED OR CANCELLED

1. When Butler Area School District cancels class there will be **no Center Day** held.
2. When Butler Area School District delays school the Home-Based Center Day will be held using normal hours of 10:15 a.m. to 1:30 p.m. There will be no transportation available. Parents may arrive late if they need to put a child on an elementary school bus.

### POLICY FOR **EARLY HEAD START PLAY GROUP** WHEN SCHOOL IS DELAYED OR CANCELLED

1. When Butler Area School District cancels class there will be no playgroup held.
2. When Butler Area School District dismisses school early there will be no evening play group.
3. When Butler Area School District delays school there will be no morning playgroup; however, there will be evening playgroup.

All families that opt in to text message/email communication will be notified by text and email when their site will be delayed or cancelled. Please make sure to notify your Family Service Worker, Teacher, or Parent Educator any time your phone number or email has changed.



**BUTLER COUNTY CHILDREN'S CENTER, INC.**

**HOME-BASED HEAD START AGREEMENT**

Dear Parents,

Welcome to the Butler County Children's Center Home Base Head Start program. Head Start believes that you are the first and best teacher for your child. It is our goal to help you and your child get the best possible start in life. Please read the following guidelines for both the Home Visitor and the Parents. By signing and dating this letter you are showing your agreement to the following:

**As a Parent I will:**

1. Be an active participant and help plan each home visit.
2. Be available and on time when the Home Visitor is scheduled.
3. Provide a quiet place to visit. Turn off television, and limit phone calls and cell phone use while with your home visitor.
4. Partner with Parent Educator to assure all well-child checks are up to date.
5. Participate in parent meetings, workshops, socialization days, and other activities whenever possible.
6. Follow up on weekly activities designed to encourage my child's development.
7. Provide my own transportation when possible.
8. Notify the Home Visitor when I am unable to make a visit and reschedule to another date.
9. Be open and receptive to intervention that will benefit my child and myself.
10. Not smoke during the Home Visit.

**As a Home Visitor I will:**

1. Visit your home regularly, once per week for a minimum of 90 minutes. Both the Home Visitor and the Parent will agree on the date and time of the visit.
2. Help you to learn more about child development and parenting.
3. Provide recreational events and socialization for you and your child (at least 16 sessions per year, or on average 2 per month).
4. Bring resources and information to you and your child.
5. Help you set and meet goals for you and your family.
6. Help you work with other community agencies to create healthy environments for you and your family.
7. Coordinate transportation to workshops, parent meetings, and socialization when needed.

8. Notify you when I am unable to make a visit due to illness, vacation, training, or emergency.
9. Schedule a make up visit for any visit cancelled.

I understand as a Home Base Head Start participant, I may also be visited by program staff, other home visitors, and/or supervisors for the purpose of the program evaluation and/or staff observations. Yes No

My child's name and/or photograph may be released to or used in newspapers, displays, bulletin boards, or other types of educational publications. Yes No

I will allow video taping in the classroom or home for program use. Yes No

I understand that thirty-two visits are expected per year and our special time together each week is \_\_\_\_\_.

I acknowledge the above guidelines and agree to follow them.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_