

BCMw Community Services, Inc.  
Head Start  
Parent Handbook



2018-2019

***INFORMATION:***

My Child's Head Start Center: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Ext # \_\_\_\_\_

My Child's Teacher: \_\_\_\_\_

My Child's Bus Driver: \_\_\_\_\_

My Family Service Worker/Family Specialist: \_\_\_\_\_

**EMERGENCY NUMBERS**

My Child's Doctor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

My Child's Dentist: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Local Police #: \_\_\_\_\_

Fire Department #: \_\_\_\_\_

Poison Control Center #: \_\_\_\_\_

**\*\*\*\*\*Please call the Center when your child will be absent. Consistent attendance is very important for your child's learning and skill building. \*\*\*\*\***

## Table of Contents

<b>Welcome to BCMW Head Start</b>			
Information	2	<b>Special Education/Social-Emotional Development</b>	
Welcome Letter	4	Special Needs/Disabilities Service	26
Just Playing	5	Mental Health	26
Our Vision	6	Child Behavior Policy	27
Our Mission	6	Safe Hold	27
Our Core Values	6		
Administrative Staff	7	<b>Health &amp; Nutrition Services and School Readiness</b>	
Office Information	8	Health & Enrollment Requirements	28
Teachers	9	Accidents/Injuries/Emergencies	28
Site Supervisors	10	Illness/Exclusion	29
Home Base Staff	10	When to Keep Your Child Home	29
Interpreter	10	Conditions Requiring Classroom Exclusion	29
School Closings	11	Head Lice & Nit Policy	30
One Call Now	11	Medication	30
		Dental Health	30
		Immunizations	30
<b>Program Requirements and Information</b>		Nutrition	31
Head Start Performance Standards	12	Meal Time Guidelines	31
Special Accommodations	12	Child and Adult Care Food Program	31
Smoke Free Environment	12	Outside Food Policy	31-32
Attendance Policy	13	ALL KIDS Insurance	32
Late Arrival/pickup of children	14		
Confidentiality Policy	15	<b>Family and Community Partnership</b>	
Video Surveillance Cameras	16	Family Service Team	33
No Weapons	16	Family Partnership/Goal Setting	33
Hours of Operation	17	Adult Education	34
Child Abuse and Neglect Policy	18	Illinois Child Support Enforcement	34
Child Sex Offender Guidelines	18	Custody Issues	34
Parent's Complaint/Concern Procedure	19	Rights and Responsibilities of Parents	35
Community Complaint/Concern Procedure	19	Parent Engagement	36
		Ways You Can Volunteer	36
<b>Center Base Information</b>		Positive Male Involvement	36-37
Center Base Option	20	Parent/Guardian Meetings & Group Sessions	37
		Parent Trainings	38
<b>Home Base Information</b>		Policy Council	39
Home Base Option	20	Be a Healthy Volunteer	39
Parent/Guardian/Home Visitor Agreement	21	Siblings in the Classroom	39
<b>Child Development and School Readiness</b>		<b>Non-Federal Share</b>	40
Positive Discipline & Guidance Policy	22		
Education	23	<b>Transportation</b>	41
Giving Your Child "Voice"	23	Bus Rules Agreement	42
Early Literacy Learning Power	23	Field Trips	42
Transition – A Continuous Journey	24		
School Readiness Goals	24	<b>In Conclusion</b>	43
Parent Involvement Graph	25		
Screening Your Child	25		





**BCMWS COMMUNITY SERVICES  
PROJECT HEAD START**

**SERVING BOND, CLINTON, MARION, WASHINGTON, & FRANKLIN COUNTIES  
909 EAST REXFORD P.O. BOX 729  
CENTRALIA, ILLINOIS 62801**

PHONE (618) 532-4890  
FAX (618) 532-1573  
WWW.BCMWS.ORG

Chairman  
Roger W. Meyer

Head Start Director  
Maria Koehler

Executive Director  
Sue Castleman

Dear Parent/Guardian,

Welcome to BCMW Community Services Head Start Program! We are so excited to begin this journey with you and your child! We realize you have several choices for the provider of your child's early educational experiences and are privileged you have chosen our program.

Head Start's philosophy is that school readiness and learning are deeply impacted by the involvement of the child's family. Therefore, when your child joins our program, you do too! Our Family Service Workers will work closely with your family to see that you are in the best position to help your child achieve his/her full potential.

Head Start recognizes that you are the primary educator of your child; therefore, we encourage you to become a part of our program. From volunteering in your child's classroom to becoming a member of our Policy Council, the opportunities for involvement are endless.

The Parent Handbook outlines the principles and guidelines for our program. The Handbook is an excellent resource for you as you enter our program. I encourage you to read the Handbook and then keep it handy for referring to throughout your time in our program.

Should you have any questions that are unable to be answered by classroom staff, feel free to call our main office any time. The Administrative Assistant may be reached at (618) 532-4890 ext. 129. She will direct your call to the person most equipped to help you.

We look forward to spending the next few months getting to know you and your child. We hope you will find all the support you need to make your child's early school years the best they can be!

Sincerely,

Maria Koehler  
Head Start Director  
BCMWS Community Services, Inc.

## *Just Playing*

When I'm building in the block room,  
Please don't say I'm 'Just Playing'.  
For, you see, I'm learning as I play;  
About balance and shapes.  
Who knows, I may be an  
Architect someday.

When I'm getting all dressed up,  
Setting the table, caring for the babies,  
Don't get the idea I'm 'Just Playing'.  
For, you see, I'm learning as I play;  
I may be a mother or a father someday.

When you see me up to my elbows in paint,  
Or standing at an easel,  
Or molding and shaping clay,  
Please don't let me hear you say,  
'He is Just Playing'.  
For, you see, I'm learning as I play.  
I'm expressing myself and being creative.  
I may be an artist or an inventor someday.

When you see me sitting in a chair  
'Reading' to an imaginary audience,  
Please don't laugh and think  
I'm 'Just Playing'.  
For, you see, I'm learning as I play.  
I may be a teacher someday.

When you see me combing  
The bushes for bugs,  
Or packing my pockets with  
Choice things I find,  
Don't pass it off as 'Just Play'.  
For, you see, I'm learning as I play.  
I may be a scientist someday.

When you see me engrossed in a puzzle  
Or some 'plaything' at my school,  
Please don't feel the time  
Is wasted in 'Play'.  
For, you see, I'm learning as I play.  
I'm learning to solve problems  
And concentrate.  
I may be in business someday.

When you see me cooking or tasting foods,  
Please don't think that because  
I enjoy it; it is 'Just Play'.  
I'm learning to follow directions  
and see differences.  
I may be a cook someday.

When you see me learning to skip, hop, run,  
And move my body,  
Please don't say I'm, 'Just Playing'.  
For, you see, I'm learning as I play.  
I'm learning how my body works.  
I may be a doctor, nurse or athlete someday.

When you ask me what I've  
done at school today,  
And I say, 'Just Played'.  
Please don't misunderstand me.  
For, you see, I'm learning as I play.  
I'm learning to enjoy and  
be successful in my work.  
I'm preparing for tomorrow.  
**Today, I am a child and my work is play.**

By Anita Wadley  
Gateways to Learning  
Edmond, Oklahoma

## ***Our Vision***

We empower the whole heart, the whole child, the whole family to reach their full potential.

## ***Our Mission***

Our mission is to engage and prepare children and families for success in school and throughout life by providing opportunities, experiences, resources and advocacy.

## ***Our Core Values***

Respect  
Quality  
Integrity  
Dedication  
Diversity

**WE SHAPE THE FUTURE!**



## *Head Start Administrative Staff*

<b>Name – Title</b>	<b>Phone Number – Extension</b>	<b>Email Address</b>
Maria Koehler – Head Start Director	532-4890 ext. 123	maria@bcmwheadstart.net
Deborah Johnson – Administrative Assistant	532-4890 ext. 129	deborah@bcmwheadstart.net
April Higgins – Quality Compliance Mgr.	532-4890 ext. 137	april@bcmwheadstart.net
<b>Education</b>		
Tammy Barbre–Manager	532-4890 ext. 139	tammy@bcmwheadstart.net
Jena Snyder –Assistant	532-4890 ext. 131	jena@bcmwheadstart.net
Deb Nettles – Site Supervisor	532-4890 ext. 126	debn@bcmwheadstart.net
Jennifer Gossett – Site Supervisor	889-2869	jennifer@bcmwheadstart.net
Karen McQuade – Education Clerk	532-4890 ext. 124	karen@bcmwheadstart.net
Position open currently of publication	532-4890 ext. 121	
<b>Health &amp; Nutrition Services</b>		
Position open at time of publication	532-4890 ext. 138	
Wanda Ward – Assistant	532-4890 ext. 148	wanda@bcmwheadstart.net
Chelsea Schleuter – Clerk	532-4890 ext. 135	chelsea@bcmwheadstart.net
<b>Special Education/Social–Emotional Development</b>		
Kayla Cripps– Manager	532-4890 ext. 142	kaylac@bcmwheadstart.net
Sarah Trusty – Assistant	532-4890 ext. 147	sarah@bcmwheadstart.net
<b>Information Technology</b>		
Vickie Ferguson – Coordinator	532-4890 ext. 116	vickie@bcmwheadstart.net
Debbie Whitler – Assistant	532-4890 ext. 145	deb@bcmwheadstart.net
<b>Child Care/Facilities</b>		
Angie Stevenson – Manager	532-4890 ext. 144	angie@bcmwheadstart.net
<b>Family/Community Engagement</b>		
Erica Downen- Manager	532-4890 ext. 141	erica@bcmwheadstart.net
Tina Ford – Clerk	532-4890 ext. 151	tina@bcmwheadstart.net
Rowena Patrick – Family Specialist	532-4890 ext. 134	row@bcmwheadstart.net
Maria Payne – Family Service Worker	532-4890 ext. 140	mariap@bcmwheadstart.net
Steffanie Weis	532-4890 ext. 154	
Nancy Gossett – Family Specialist	932-6655	nancyg@bcmwheadstart.net
Nancy Lambert – Family Specialist	435-6555	nancyl@bcmwheadstart.net
<b>Transportation</b>		
Matthew Bainbridge – Manager	532-4890 ext. 146 or 205	matt@bcmwheadstart.net
Paula Gebke – Clerk	532-4890 ext. 128	paula@bcmwheadstart.net

## ***Contact Information***

### **General Program Information:**

Email address:  
bcmwhs@bcmwheadstart.net  
Web site: bcmwhs.org  
Facebook: bcmwheadstart

### **Centralia Office Information:**

909 East Rexford, P.O. Box 729  
Centralia, IL 62801  
Telephone Number: 532-4890  
Fax Numbers:  
Main Office 532-1573  
Health Office 533-5095  
Transportation Office 532-9167

### **Central City Office Information:**

, Family Services Worker  
115 W. Hardin  
Central City, IL 62801  
Telephone Number: 545-0180  
Fax Number: 545-0181  
Email: @bcmwheadstart.net

### **Franklin County Offices Information:**

Nancy Gossett, Family Specialist  
104 North Short  
West Frankfort, IL 62898  
Telephone: 932-6655  
Fax Number: 937-4825  
Email: nancyg@bcmwheadstart.net

Nancy Lambert, Family Specialist  
510 Joplin Street  
Benton, IL 62812  
Telephone: 435-6555  
Fax Number: 439-0213  
Email: nancyl@bcmwheadstart.net





### *Head Start Teachers and Center Information*

<b>County</b>	<b>Teacher</b>	<b>Class Name</b>	<b>Address</b>	<b>Telephone</b>
<b>Clinton</b>	Kendra Ferhmann kendra@bcmwheadstart.net	Breese AM & PM	25 North Main Breese, IL. 62230	526-2419
<b>Marion</b>	Sarah Chaplin sarah@bcmwheadstart.net	CCA AM & PM	909 East Rexford P.O. Box 729 Centralia, IL. 62801	532-4890 Ext. 157
	Vonna Cluck vonna@bcmwheadstart.net	CCB AM & PM	Same as above	Ext. 158
	Larice Stalls larice@bcmwheadstart.net	CCE Single Session	Same as above	Ext. 155
	Bethany Phillips bethany@bcmwheadstart.net	CCF Single Session	Same as above	Ext. 156
	Donna Sullens donnas@bcmwheadstart.net	Central City 1	101 W. Hardin Central City IL 62801	545-0180
	Stacey Johnson stacey@bcmwheadstart.net	Central City 2	115 W. Hardin Central City IL 62801	545-0182
	Angela Waggoner angela@bcmwheadstart.net	Salem AM/PM	Salem Business Center #30 State Rt. 37 So. Salem, IL. 62881	548-1020
<b>Franklin</b>	Sandy Gant sandyg@bcmwheadstart.net	Benton 1 AM/PM	510 Joplin Street Benton, IL. 62812	439-0609
	Christina Sigler christina@bcmwheadstart.net	Benton SS	Same as above	438-6550
	Adrienne Stanford andrienne@bcmwheadstart.net	Christopher AM/PM	4877 State Hwy. 148 Mulkeytown, IL 62865	596-2121
	Lainie Rich lainie@bcmwheadstart.net	W Frankfort 1 Single Session	104 North Short W Frankfort, IL. 62896	937-2433
	Marcheta Taylor marcheta@bcmwheadstart.net	W Frankfort 2 Single Session	Same As above	937-2375

### *Site Supervisors*

<b>Site</b>	<b>Supervisor - Email</b>	<b>Office Address</b>	<b>Telephone</b>
CCA, CCB, CCE, CCF, CC1, CC2, Breese	Deb Nettles debn@bcmwheadstart.net	909 East Rexford P.O. Box 729 Centralia, IL 62801	618-532-4890 X 126
Salem, West Frankfort, Christopher, Benton,	Jennifer Gossett jennifer@bcmwheadstart.net	104 North Short West Frankfort, IL 62896	618-937-6655

### *Home Base Staff and Office Information*

<b>County</b>	<b>Home Visitor Name - Email</b>	<b>Office Address</b>	<b>Telephone Number</b>
<b>Bond</b>	Amy Robinson amy@bcmwheadstart.net	915D So. Third Greenville, IL 62246	322-7113 - Cell
<b>Clinton</b>	Shannon Kreke shannon@bcmwheadstart.net	625 N 2 <sup>nd</sup> Street Breese, IL 62230	267-8188 - Cell
<b>Clinton/ Marion/ Washington</b>	Position open currently @bcmwheadstart.net	909 East Rexford P.O. Box 729 Centralia, IL. 62801	
<b>Marion</b>	Debbie Clark debbiec@bcmwheadstart.net	909 East Rexford P.O. Box 729 Centralia, IL. 62801	532-4890 Ext: 122

### *Interpreter*

<b>County</b>	<b>Name</b>	<b>Office Address</b>	<b>Telephone Number</b>
<b>All</b>	Position open Currently @bcmwheadstart.net	625 N 2 <sup>nd</sup> Street Breese, IL 62230	618-606-7307

## *School Closings*

Head Start closings are announced on local radio/television stations. Listen to the radio for these announcements.

### **Radio/television stations and their numbers are:**

Centralia	WRXX	95.3 FM
Centralia	WILY	1210 AM
Salem	WJBD	100.1 FM
Salem	WJBD	1350 AM
Clinton County	WCXO	96.7 FM
Greenville	WGEL	101.7 FM
Franklin County	WSIL TV	Channel 3
Franklin County	WDDD	107.3 FM
Franklin County	WCIL	101.5 FM



## *One Call Now*

In addition to radio and social media announcements, BCMW Head Start uses the One Call Now system for routine and emergency notifications. Some messages you may hear include:

- School closings
- Early dismissals
- Transportation information
- Upcoming events
- Meeting reminders

For this service to continue to work efficiently, it will be extremely important for you to provide us any changes to your phone numbers throughout your child's enrollment in the program.

## ***Program Requirements and Information***

### **Head Start Performance Standards**

The BCMW Head Start Program is regulated by federal performance standards passed by the Congress of the United States. The program must comply with these Standards and is periodically reviewed by a Federal Team to ensure that the Standards are being followed.

In addition to the federal performance standards, BCMW Head Start centers are licensed and monitored by the Illinois Department of Children and Family Services and must meet State Regulations.

The Head Start Performance Standards and DCFS Regulations cover every aspect of the Head Start program from facilities and staff qualifications, to the classrooms and what happens there. These rules are to ensure that each child and their family receive the very best in all the various Head Start services in a safe, respectful and secure environment.

When your family moves or family information changes, it is very important that you inform your child's teacher or home visitor. The following information is very vital:

- Address
- Telephone Numbers – Please make sure telephone numbers provided for emergency contacts are in service.
- Emergency Telephone Numbers
- Marriage
- Family Status
- Increase of Family Members
- Transportation Information

### **Special Accommodations**

If children or families have a primary language other than English, every effort will be made to hire an interpreter to assist them in their Head Start journey.

Anyone needing special accommodations while attending a Head Start function should contact the Head Start Office. If possible, this should be done at least a week in advance. Head Start will attempt to make the appropriate accommodation request.



### **Smoke free environment in Head Start**

Program Instruction ACF-PI-HS-95-04, effective May 1995, requires Head Start programs to create a smoke free environment for children and adults, and to eliminate exposure of children, staff and other adults to smoke. *Smoking is not allowed in any space used by Head Start.* This includes classrooms, kitchens, bathrooms, parent and staff meeting rooms, buses or vehicles and outdoor play areas.

Parents and staff are role models for the children and must NOT smoke in front of them. Therefore, smoking is not allowed in front of the children during field trips, Home Base Socialization days, walks or any other outdoor or indoor group activity.

In addition, please consider the health of your child and others involved during home visits. Please try to refrain from smoking at this time. *Staff is not allowed to smoke in your home.*



## Attendance Policy

### Centers:

It is important to this program and to your child that he/she is in the center everyday learning with friends. Regular attendance promotes your child's school-readiness and encourages a positive attitude toward school.



Please remember:

- **If your child is absent for any reason, you must call the center daily.** The telephone numbers for the centers and office are in the front of this handbook. **If you do not call**, a staff member will call you to follow up with your family. You will also be contacted if your child is absent on a regular basis, such as every Monday, or if your child is frequently absent. Family service workers will provide support services as necessary to assist your child's return to school.
- If you can't get to a telephone, let the bus monitor know when they stop at your home that your child will not be attending. Try to give the bus monitor or center an idea of how many days your child will not be in school. If possible, please give the bus monitor a note as to the reason for the absence and approximate day of your child's return to Head Start.
- You are required to sign your child in and out when you bring him/her into the center.
- Attendance is taken daily.
- If your family plans to be out of town for any length of time, please call the center before you leave. If you are called out of town on an emergency, please call the center as soon as you can.

If your child does not attend Head Start for three (3) days in a row and you have NOT notified the center for the reason of absence, the teacher and/or Family Services Worker will make a home visit or call. If you can't be reached, a letter will be mailed to you. You must contact the office by the date specified in the letter. If you fail to respond to the letter, your child will be dropped from the program. Upon your request, your child can be placed on our waiting list to come back into the program when an opening becomes available.

If attendance is not regular or if contact cannot be made with you follow up will take place, along with an attendance improvement plan for getting your child to school. Your child may be placed back on the waiting list if the improvement plan is not followed.

Please remember to keep all contact information (names and phone numbers) up to date with your child's teacher.

Children who are frequently absent will be closely monitored. If the absenteeism continues, a meeting may be held to determine if your child will remain enrolled in the program. Federal regulations require Head Start to maintain an 85% daily average attendance.

While it is important to the program to maintain regular attendance, the value of regular attendance is equally important to your child. Your child deserves the best; regular attendance gives him/her the best possibility for a head start.

## **LATE ARRIVAL/PICK-UP OF CHILDREN**

### **LATE ARRIVAL**

Families arriving more than 15 minutes after the start of class time are considered late. If you do not know what time class time starts being sure to ask the staff for this information. **It is essential for children to arrive to school on time.**

If you are late dropping off your child three (3) or more times in a two (2) week period, the following measures will be taken.

- Parent will be contacted by the Family Service Worker to discuss ways to correct the situation.
- If the problem continues, the Parent will be asked to meet with the Child Care Manager to determine if the child will remain in the program.

### **LATE PICK-UP**

When children are not picked up from Head Start on time, both the children and the Head Start staff are adversely affected. Being left at school after class ends can be a frightening experience for a child. Staff who must stay with the children may then be unable to meet their own family responsibilities. **It essential that all children be picked up on time.**

The following measures will be taken when a child is not picked up on time:

1. The first and second time a child is picked up at school more than five (5) minutes after dismissal time, a Late Notice will be issued, with a copy signed by parent and the Teacher.
2. The third time the child is picked up late, Late Notice will be issued with a copy to the FSW. The Parent will be required to meet with the Family Service Worker to review our policy on late pick up.
3. If the pattern persists the Parent will attend a case management meeting with the Family Service Worker and the Child Care Manager and face the possibility of termination of Head Start services for noncompliance with center hours of service.
4. Whenever a child is left at school after the end of class, the following steps will be taken after five minutes:
  - Attempt to contact the parents by phone.
  - Attempt to reach emergency contacts.
  - In the event a child is not picked up by 1 hour after the end of the day, all attempts of contact have been made to reach the parent/guardian or other emergency information contacts then an "Emergency Situation" status will be determined, and Director or Education Manager will take steps to ensure the safety of the child. These steps may include contact with Child Protective Services and/or the local police. The incident will be documented, and the Child Care Facility Manager and Family Service worker will meet with the parent/guardian.

Staff will remain with the child until the authorities have arrived. If the parent/guardian arrives after the authorities have been contacted, the parent and staff must remain on-site, so the situation can be resolved.

## **Home Base:**

It is very important that regular home visits be made for your family to receive the full benefits and services that Head Start provides. If for any reason, you must cancel a visit, it is very important that you contact your Home Visitor or the Education Manager Tammy Barbre. If you do not have access to a telephone, please let the person you have put down for a message number know of the reason for the missed visit, so we may contact them or preferably, have them contact us. It is also very important that you understand Home Visitors are required to make up missed visits so please be prepared to work with them on scheduling these as soon as possible. According to the Head Start Performance standards, Families are to receive a minimum of 32 home visits in a school year. Our home visitors strive for this by working together it can be achieved.

If two (2) consecutive visits are missed without contact, a letter will be mailed to you requesting you to contact your Family Service Worker by a designated date. If we do not hear from you, your child will be dropped from our program. If you would like to return to the program, your child will be placed on our waiting list upon your request.

## **Confidentiality Policy**

Families have the right to protection of personal information about them in relationship with BCMW Head Start during and following the process of Head Start services. BCMW Head Start will protect and respect the confidential nature of children and families.

The information contained in child and family files will be confidential and will not be circulated outside of BCMW Head Start without written consent from the parent/guardian, except in extreme emergencies or when there is evidence of child abuse and/or neglect. Parent/Guardian will have access to their child's records at any time. All confidential records will be kept in locked file cabinets and in the Head Start PROMIS data base program. Those having access to family records will be the following:

- Child's teaching team and/or Home Visitor
- BCMW Head Start Administrative Staff
- BCMW Head Start Central Office Staff
- BCMW Executive Director
- Federal Review Team (for documentation purposes only)
- Illinois Department of Children and Family Services representatives
- Consultants hired by the BCMW Head Start Director
- Auditing Firm

Files for children with documented disabilities will be kept in a locked file cabinet in the Special Education/Social-Emotional Development Manger's office. A printout of the IEP information from the database is kept in the child's central file. The original IEP is moved to the central file when the child is no longer in the program.

Parents/Guardians will have the right to read, copy, review and request any revisions of the information in their child's file. Parents/Guardians should make an appointment before coming to the office, if possible.

Family records will be maintained for seven (7) years after the child leaves the BCMW Head Start program. After that period, records will be destroyed.

BCMW Head Start follows the HIPAA Guidelines for protecting everyone's privacy.

## Video Surveillance Cameras

Video cameras are installed in every classroom for your child's safety, as well as the staff and parents. We take pride in striving to provide the safest preschool environment for your children. Head Start has posted video surveillance signs in the classrooms to inform the public of the video cameras. Extreme care is enforced in safeguarding the surveillance media against unauthorized use.



## No weapons of any kind are permitted on BCMW Property.

BCMW Head Start recognizes the importance of preserving a safe environment for students, employees, volunteers, and parents. In order to maintain the safety of the Head Start setting, BCMW will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on program property.

Program property is defined as: Property utilized, supervised, rented, leased, or controlled by BCMW Head Start including, but not limited to: playgrounds, parking lots, school buses, and any property on which Head Start activity takes place.

Children's property may be inspected at any time when at Head Start. This includes, but not limited to, backpacks, coats, and the child him/herself.

A weapon is defined as:

- A gun of any kind whether it is real, play, loaded, or unloaded
- All knives of any kind whether sharp, dull, with or without blades, large or small
- Any other weapon but not limited to: brass knuckles, nun-chucks, explosive weapons, and/or any instrument used or designed to be used to threaten or assault.

If a weapon is found in a child's possession, whether real or play, the weapon will be taken immediately by the adult, and given to the Director. The Director will notify the Special Education/Social-Emotional Manager after weapon is safeguarded. The Director or designated manager will notify the parent/guardian for a conference immediately. The Director and appropriate staff will conference with the parent/guardian. Proper authorities will be notified at the time a real weapon is confiscated.

The child and his/her parent will be referred for individual assessment and parenting classes as needed. Parents are the most important educator of their children.





## *Hours of Operation*

### **Double Session Centers (3 ½ hour sessions)**

8:00 a.m. until 11:30 p.m. and 11:30 p.m. until 3:00 p.m. - Centralia Centers A, B, Christopher, Breese, Benton 1, and Salem

### **Single Session Center (7 hour sessions)**

9:00 a.m. until 4:00 p.m. – Benton, Centralia Center E, F, Central City 1, West Frankfort SS2

8:00 a.m. until 3:00 p.m. – Central City 2 and West Frankfort SS1

It is important to your child that you arrive to pick him/her up before closing. If you know you will be unable to pick up your child by closing time, you should make arrangements in advance. If you are late in picking up your child more than three times, the Child Care/Facilities Manager and the teacher will sit down with you to work out a solution to the problem. Parents/guardians will contribute to the smooth running of the Center if they are punctual in delivering and picking up their children.



## ***Child Abuse and Neglect Policy***

The **Domestic Violence Hotline** number is.....1-800-799-SAFE (7233)

The **Child Abuse Hotline** number is.....1-800-252-2873

It is mandated by the State of Illinois and United States Department of Health and Human Services that Head Start staff report all suspected cases of child abuse and neglect. Nothing relieves any staff from this responsibility of reporting, as required by law. Head Start staff receives yearly training on child abuse and neglect issues.

Children will have accidents of falling, cutting themselves, burns, scratches, etc. We ask you, the parent/guardian to please let your child's Teacher or Home Visitor know of such situations. You may call the center or send a note with your child.

## ***Child Sex Offender Guidelines***

As parents, you have entrusted your child to the BCMW Head Start staff to keep them safe from harm, physically and emotionally. We take your trust very seriously and do all we can to keep children safe. To ensure the safety and well-being of the children and families enrolled in the BCMW Head Start program, we have implemented the following policy:

Registered sex offenders are not allowed on any property owned or leased by BCMW Community Services, Inc. Head Start Program where children are present unless they are the parent or guardian of a child enrolled in Head Start and are present for one of the following:

- To attend conference at the school with school personnel to discuss the progress of his or her child academically or socially;
- To participate in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services; or
- To attend conferences to discuss other student issues concerning his or her child such as retention and promotion.

The above meetings will be held in the administrative offices. If a meeting is unable to be scheduled in the administrative offices, they may be held in a classroom when children are not present as a last resort.

For Head Start events held at public venues, Head Start cannot prohibit anyone from attending; however, state and local laws will be followed.

In Illinois, law requires that child sex offenders and child sexual predators register with their local law enforcement agencies to report where they live and work. At BCMW Head Start, former or registered child sex offenders will be expected to follow the mandates of the law. If you have a registered sex offender on the DCFS form 593 or the BCMW Head Start Transportation form, they will be allowed to put the child on and take the child off the Head Start bus but will not be allowed to pick the child up or bring them to the Head Start Center.

If you have any questions regarding this policy or need to talk, please feel free to contact your child's Teacher or Home Visitor. You may also call your Family Service worker for your area.

## ***Complaint/Concern Procedures***

### **Parent Complaint/Concern Procedure**

The formal complaint form is on the Information Board in your child's classroom. You may request a copy from your Teacher/Home Visitor or your Family Specialist/Family Service Worker at any time.

1. Fill out a complaint/concern form and give to your Teacher/Home Visitor for discussion. If you are NOT satisfied with the results, go to STEP # 2.
2. Contact Ms. Tammy Barbre, Education Manager, at 532-4890, ext. 139 and ask her to arrange an appointment with you and the Teacher/Home Visitor. If you are NOT satisfied with the results, go to STEP #3.
3. Let Ms. Barbre know you are still not satisfied and she will set up a meeting with the Head Start Director and Policy Council Chairperson. If you are NOT satisfied with the results, go to STEP #4.
4. If no resolution to the complaint/concern is achieved, the BCMW Executive Director will meet with the parties involved. If you are NOT satisfied with the results, go to STEP #5.
5. If all the above avenues do not lead to a successful resolution of the complaint/concern, an appeal for local determination may be made by the BCMW Board Personnel Committee.
6. FINAL determination will be made by the BCMW Board of Directors.

### **Community Complaint/Concern Procedure**

1. Fill out the complaint form and mail to Head Start Director, PO Box 729, Centralia, IL 62801.
2. The Director will contact you as soon as possible to set up an appointment to discuss the matter. If no resolution to the complaint/concern is achieved, go to STEP #3.
3. The BCMW Executive Director will meet with the parties involved to include the Head Start Director and Policy Council Chairperson. If the above avenues do not lead to a successful resolution of the complaint, concern, go to STEP #4.
4. Contact the Executive Director in writing and request an appeal for local determination to be made by the appropriate BCMW Board Committee.
5. FINAL determination will be made by the BCMW Board of Directors.

## *Center Base Option*

The Center Base option provides either a half day classroom experience for 17 children, 4 days (Monday through Thursday) per week or a full day classroom experience for up to 20 children 5 days (Monday through Friday) per week. Each double session classroom is staffed with a Teacher, Assistant Teacher and Classroom Aide/Monitor & Bus Monitor. Single Session classrooms are staffed with a Teacher, Assistant Teacher, and an Classroom Aide/Monitor. Two Teacher Home Visits and parent/teacher conferences are held each school year. The daily schedule provides for meals/snacks, outdoor activities, circle, group and individual times, as well as a balance between child choices and teacher directed activities. Planned field trips add to the opportunities provided. **Parents/Guardians are encouraged to take part as volunteers/observers in the classroom** and to contribute to the curriculum by giving ideas for themes/activities and field trips. Center base classes are available in Clinton, Marion, and Franklin Counties.

If your child cannot be delivered home by South Central Transit at the appropriate time, they will be returned to the center. When children are picked up late or returned on the bus, the following procedure will apply:

- Parent/guardians' telephone numbers will be called first. Then each person on the emergency contact list will be called. Calls will be made until someone on the emergency list has been notified.
- The center staff will ensure the safety and wellbeing of the child/children at the center until the parent/guardian or authorized person arrives to receive the child.

We thank you for your cooperation in this matter, and we know you understand that for the safety and wellbeing of your children, it is essential that they be picked up or received off the bus on time by the parents/guardians or authorized person.

**\*\*\*\*\* No child will be released to anyone who is not authorized by the parent/guardian on the 593 Form!**

## *Home Base Option*

The Home Base Option emphasizes the parent as the primary educator of the child. Parent participation is the key to its success. The Home Visitor spends 1½ hours in the home each week working with the **parent/guardian** to plan and provide developmental activities and support services for the child and their family in their own home. In addition, socialization opportunities are offered twice monthly through socialization days (where all children & parents in a Home Visitor's group meet in the Head Start center). Home base classes are available to Bond, Clinton, Marion and Washington Counties.



## BCMw Home Base Parent/Home Visitor Agreement

PARENT	HOME VISITOR
<ul style="list-style-type: none"><li>➤ I will be home for each visit or notify the Home Visitor or the office if I am unable to be there. Regular attendance is very important. <b>I will reschedule missed visits.</b></li><li>➤ I understand that we will participate in 32 visits.</li><li>➤ I will be ready for each visit with an area cleared and TV off.</li><li>➤ I will allow the Education Specialist to observe the visit in my home.</li><li>➤ I understand I am expected to work with the Home Visitor and my child during the visit.</li><li>➤ I will assist the Home Visitor in planning activities for my child (establishing goals).</li><li>➤ I will discuss my child's weekly activities, skills, progress and concerns with the Home Visitor.</li><li>➤ I will take care of all equipment/books, etc. brought into my home and return any loaned to me in good condition.</li><li>➤ I will make every effort to attend parent committee group meetings and other activities.</li><li>➤ I understand I am expected to attend socialization day activities (in the classroom and on field trips) with my child.</li></ul>	<ul style="list-style-type: none"><li>➤ If I am unable to keep my visit, I (or the office) will make every effort to contact the parent.</li><li>➤ I will make every effort to be on time for each visit.</li><li>➤ <b>I will reschedule missed visits and make a minimum of 32 visits with your family.</b></li><li>➤ I will provide the parents with information and/or assistance regarding family needs, as available.</li><li>➤ I will provide information on child development, appropriate skills, activities, parenting skills, etc. as needed or requested by the parent.</li><li>➤ I will develop with parent's input goals and activities appropriate for their child's development.</li><li>➤ I will utilize materials in the home as well as materials provided by Head Start to enhance each child's learning.</li><li>➤ I will bring equipment (including Hatch computer) books etc. into your home for you and your family to use.</li><li>➤ I will plan regular parent committee/group meeting to give support and plan for our class.</li><li>➤ I will plan socialization days in the classroom and on field trips to enrich each child's experiences and provide learning/socialization opportunities for children and parents.</li></ul>

In compliance with Performance Standards  
1302.35(a)(b)(1)(2)(3)(4)(c)(d)(2)(e);1302.50(a)(b)(1)(2)(3)(4):1302.22

## *Positive Discipline and Guidance Policy*

- ❖ Staff will facilitate development of self-esteem by expressing respect and acceptance of the child regardless of behavior.
- ❖ Staff will understand and accept age appropriate behavior such as messiness, assertiveness, crying, resistance, etc.
- ❖ Staff will never use loud harsh voices and must never tease, humiliate, insult, blame, threaten, frighten or laugh at a child.
- ❖ Staff will not discuss a child's behavior in front of the child, other children, other staff or other parents.
- ❖ Staff will not use food as a reward or punishment.
- ❖ Staff will focus the guidance on the behavior, not on the child.
- ❖ Staff will not label children based on past behavior.
- ❖ Physical, emotional or sexual abuse of a child will not be tolerated and confirmed incidents are grounds for immediate dismissal.
- ❖ Staff will facilitate the child's development of self-control by helping them to:
  - recognize they have been triggered and begin the self-regulation process.
  - begin calming themselves, creating the opportunity to self-regulate.
  - name their feeling states and to be able to recognize the feeling states of others. This skill is the foundation for the development of empathy and compassion.
  - select and conduct calming and/or engaging strategies in order to shift from an upset state to an optimal learning state.
  - learn how to address the upsetting event with greater life skills and solve their problem.
  - develop social awareness, responsible decision-making and communication skills aimed at fostering healthy relationships and goal achievement. As children repeat the five-step process again and again, their moral compass directs them in healthy ways to communicate, make decisions and problem-solve.

## *Education*

The education program is designed to meet each child's individual needs. The goal is to provide an environment filled with people, objects and experiences that stimulate each child's curiosity and learning. We encourage each child to develop his or her unique pattern of interest, talents and skills. We know that children learn best through interaction with people and objects, and it is primarily through play that they will achieve the key goals of our early childhood curriculum. In our developmentally appropriate classrooms, the teacher sets up the classroom with materials and activities to provide for the development of skills, to create interest and to allow for independence.

We support the naturalness of learning about reading and writing by enriching the classroom, so children can observe the relationship between the spoken and written language. We offer numerous informal opportunities for children to observe explore and experiment. Social readiness is promoted by providing a positive learning experience in a group setting outside the home. The child is provided a positive experience in accepting authority from adults outside their family. They acquire social skills for interacting with peers and are provided an island of security and comfort from staff, when needed. Teachers challenge children to understand and learn at deeper levels by the nature of the questions they ask.

*The ultimate goal is to foster a desire for lifelong learning.*

### **Giving Your Child "Voice"**

- Assume what your child has to say about the world is just as important as what you have to say.
- Assume you can learn as much from them as they can from you.
- Enter their world through play, activities and discussions. Don't require them to enter your world in order to make contact.

Children with "voice" have a sense of identity; they stand up for themselves when necessary. They speak their mind and are not easily intimidated. They accept the inevitable frustrations and defeats of life with grace and keep moving forward. They are not afraid to try new things, to take appropriate risks.

*Every parent/guardian should strive to give their child "voice".*

### **Early Literacy Learning Power**



Head Start's focus on literacy targets listening, language, writing, and reading readiness skills. Since reading skills do not automatically happen for every child, many opportunities for developing these skills must be provided. Head Start staff has received special training to promote all these skills and more. As an ongoing process, literacy is promoted in all activities throughout the day and in every area. When you come into the classroom, ask the staff to explain some of the literacy activities they are doing.

Children need to develop phonological awareness prior to entering kindergarten. Phonological awareness is not connected to print, but has to do with listening and hearing sounds such as rhyming words, words that start with the same letter and hearing separate sounds in words. It is not phonics – which connects the sounds to the letters. Some children may be ready for this skill prior to entering kindergarten, but it is considered a kindergarten skill. Learning about letters is also important – knowing what a letter is and being able to name them (not necessarily connecting them to the sounds yet). Children need to know about books – reading top to bottom, left to right, that print has meaning and what a word is. Increasing vocabulary and experiences is also important. Children cannot connect meaning to reading if they do not have the experiences and vocabulary background on which to build.

Parents/guardians play an important role by reading aloud to their children, which is still one of the most important activities that can be done to promote good readers. **The Webbing into Literacy and Learning Skills Bus** provides additional parent/child activities. Help your child be a "Book Bag Star"! **Return folder and contents to your teacher.**

## Transition – A Continuous Journey

The image of children and their families sailing smoothly through transitions – both into Head Start and beyond – captures a Head Start vision for continuous development and progress. A child’s success in school can be linked, in part, to effective transition practices and activities. When new information and the collective support of a community continue to be accessible to families, they are better prepared to navigate their journey through transitions, adapt to change and move forward.

Head Start promotes this vision through transition activities, which include parent information handouts, workshops, class activities, visits and collaboration with community resources, school districts and other early childhood providers.

### Goals for School Readiness

It is the goal of BCMW Head Start to assist all children in their quest for education to enter public school ready to learn. School Readiness involves family readiness, child readiness, and school readiness. It requires addressing all areas of a child’s development and promoting growth in social emotional, cognitive and physical abilities.

Therefore, BCMW Head Start will continue to support families, communicate and collaborate with public school systems, and engage children in daily activities that lead to School Readiness. The following specific skills have been established, in collaboration with parents, schools, and Head Start staff as a measure of those skills most needed for school readiness.

DOMAIN	BCMw HEAD START SCHOOL READINESS GOALS
Social and Emotional Development	<ul style="list-style-type: none"> <li>• Children will develop positive relationships with children and adults and are able to function as a part of a group.</li> <li>• Children will demonstrate ability to regulate their emotions and behaviors, recognize and label others’ emotions, and understand consequences of their own behavior.</li> </ul>
Physical Development and Health	<ul style="list-style-type: none"> <li>• Children will demonstrate ability to take care of their personal needs and practice basic health and safety rules.</li> <li>• Children will demonstrate ability to move with balance, coordination and control.</li> <li>• Children will demonstrate increased eye hand coordination and use of fine motor skills.</li> </ul>
Cognition and General Knowledge	<ul style="list-style-type: none"> <li>• Children will demonstrate beginning understanding and recognition of numbers, shapes, patterns and number concepts for use in every day routines.</li> <li>• Children will show beginning understanding of family and community characteristics and jobs.</li> <li>• Children will show ability to plan, observe, and explore natural resources, living things, and simple tools and equipment.</li> </ul>
Approaches to Learning	<ul style="list-style-type: none"> <li>• Children will exhibit interest and participate in a variety of creative experiences.</li> <li>• Children will exhibit curiosity and demonstrate the desire to learn and the persistence in completing tasks.</li> <li>• Children will participate cooperatively and constructively in group situations.</li> </ul>
Language and Literacy	<ul style="list-style-type: none"> <li>• Children will demonstrate ability to understand and express increasingly varied and complex language that includes use of conventional grammar and understanding of some rules of language.</li> <li>• Children who are dual language learners will demonstrate proficiency in their home language and progress in acquiring receptive and expressive English.</li> <li>• Children will demonstrate an awareness of the printed word and develop book appreciation.</li> <li>• Children will demonstrate letter recognition and phonological awareness.</li> <li>• Children will understand purposes of writing and demonstrate use of writing tools to convey meaning through written representations, symbols and numbers, letters and words, including writing their name with capital and lower case letters.</li> </ul>

In Compliance with Head Start Act of 2007

*It is the responsibility of all adults involved in a child’s life to promote skills and attitudes toward this goal.*



## Screening Your Child

Head Start is required to administer a developmental, sensory (vision and hearing), speech/language and social/behavior screening on each child enrolled in the program. The purpose of these screenings is to help determine the status of your child in each area and identify strengths/concerns to determine if further evaluation is needed. Parents are invited to be present during the screening process, if they so desire. The parent/guardian will complete the Self Help and Social Emotion Scale about their child during the First Teacher Home Visit. Staff will complete Social Emotion Scale on the child after the child has been in the program 4 weeks. This Scale is to identify possible social emotional/behavioral concerns/strengths. The staff or local education agency will be administering the developmental, sensory and speech/language screenings, (**NOT** tests) within 45 days of your child's first day of enrollment in Head Start. Previous screenings may be used for children who have attended 0-5 screenings within the last few months prior to enrollment.

After the screenings are completed the teacher/home visitor will share the results and discuss your child's education plan with you. Please ask any questions, voice concerns and give input for your child's goals.

Children who will be entering kindergarten next fall will require a developmental screening by the local education agency prior to enrollment in kindergarten. If you are unable to take your child to his/her school district, Head start will assist in seeing that these screenings are completed.



## Special Needs/Disability Services

BCMW Head Start believes that the early years of life are critical for learning. It is during this time that a child's cognitive, language, and social/emotional development can be most influenced.

BCMW Head Start is a fully inclusive preschool program. Our teachers are trained to adapt the classroom environment and learning activities to meet the needs of all children.

A young child exhibiting delays may require a variety of services to ensure that their developmental needs are addressed. BCMW Head Start believes that appropriate intervention includes addressing the **entire** family with active participation from the parent(s) during all phases of their child's preschool years. To provide these comprehensive services, collaboration and integration between service areas within the agency and among community resource agencies is essential.

Services such as speech/language therapy, physical therapy, and occupational therapy are provided on-site where possible. BCMW Head Start will assist parents in obtaining services through the local school district that are not provided on-site.

BCMW Head Start's goal is to ensure that children with disabilities receive comprehensive services and continue to be included in the full range of activities within the program.



### Mental Health

BCMW Head Start staff provides children with many opportunities to socialize, problem-solve, learn, build listening and language skills, and experience success. The overall goal is to bring about more social competence by building a solid foundation that encourages social-emotional development.

BCMW Head Start teaching staff is trained to observe, identify, and remediate common behavior issues often seen in preschool age children. BCMW Head Start's Special Education/Social-Emotional Development Manager, Qualified Mental Health Professional, is on staff to provide further evaluation, training for teachers and parents, counseling, and professional services as needed.

If BCMW Employees or Parent/Guardians feel they need Social-Emotional help, such as counseling for stress, family, financial, home or environmental issues, they should visit the Qualified Mental Health Professional (QMHP) or call at 532-4890 ext. 142, to make an appointment. There is an "open door" policy for services or referrals, if the QMHP is in office. All names, services and referral information will remain confidential.

BCMW Head Start strives to provide strength, happiness, and resilience of all children, strong partnerships between parents/guardians and teachers/staff, collaboration to optimize positive outcomes, and the well-being of the adults who parent, nurture, and educate children. Young children's healthy social and emotional development is dependent on the health and well-being of the adults who care for them.

## Child Behavior Policy

Preschool children exhibit many behaviors, both negative (aggressive) and positive. This is a normal part of the preschool experience as they explore new environments and meet new people. On most occasions, aggressive behavior can be addressed and remedied by our teaching staff and used as a building block for further learning experiences. In some instances, however, a child's behavior can become so extreme that it may pose a danger to the child, other children, and/or staff. In these cases, precautionary measures must be taken to ensure the safety of all children and personnel. Some examples of this behavior include violent temper tantrums, throwing furniture or other large objects, and repeated hitting/biting/kicking/spitting on/slapping of staff and/or other children.

Conscious discipline and FLIP IT will be utilized in all centers on a consistent basis. Head Start teachers will follow a detailed behavior management plan in order to provide each child with best opportunity to function within a typical classroom environment. Children who frequently experience Conscious Discipline and the Flip IT process become emotionally aware problem-solvers who develop healthy coping skills that will last a lifetime.

If a child is displaying aggressive behavior on a regular basis, the teacher will give the parent/guardian paperwork to complete at home and return. When this paperwork is returned, the process will begin to write a Behavior Intervention Plan that will be followed while the child is at school, and, in the home environment. The best results are achieved when both school and home work together to provide the best possible learning experience for the child. A Se/SED is on staff to work with the child, teachers, parent/guardian, and staff for desired Social/Emotional services, such as counseling and case management.

At times, a child's behavior is severe enough to pose a threat to others both in the classroom and on the bus, BCMW Head Start must take into consideration the safety of all involved. If a child is exhibiting aggressive behavior when he/she is getting on the bus, they will not be allowed to ride the bus to school that morning/afternoon. The parent/guardian has the option to bring their child to school provided that the threatening behavior has subsided prior to the child being dropped off at school. If aggressive behavior is exhibited while the child is at school, a safe hold may be used to help calm the child. Parent/Guardian will be notified, and a consent form will be discussed for signature. Thank you for your understanding with this important matter. We at BCMW Head Start are committed to the safety of our families, children, and staff.

### Safe Hold

In rare circumstances, situations may arise during the day when a child's challenging behavior will require a teacher/home visitor to safe hold him/her. Safe hold of a child will occur **only** if he/she is exhibiting behavior that can cause harm to him/herself, other children, and/or staff. Some examples of this behavior are:

- Hurting him/herself or others (biting, kicking, scratching, etc.)
- Violent temper tantrums
- Throwing furniture or other large objects around the room or directly at another person

Safe hold is defined as a cool down period of sitting the child on the teacher's lap until they are calm so that they cannot hurt themselves or others.

If a teacher must safe hold your child during the day due to disruptive behavior, you will be informed of such actions. Communication between parents and the teaching staff is essential. BCMW Head Start will not safe hold your child without your permission. If you have any questions, please feel free to discuss them with your child's teacher/home visitor or the Special Education/Social-Emotional Development Manager.

## ***Health Information***

Health Services is an important area of the Head Start program. We are fortunate to have a full-time school nurse; however, She is not a doctor and cannot diagnosis medical conditions. A variety of health services are provided to Head Start children and families to support the health, growth and development of each child. Health screenings, referrals, follow-up and health education are ongoing throughout the year. Assistance linking each child with an ongoing source of medical care (‘medical home’), is just one of the many services offered by the BCMW Head Start program.

Your child’s state of health impacts upon his/her total development and ability to benefit from the Head Start experience. Our program goals are to assure that each child is in optimal health, that preventative health measures are taken, and that follow-up treatment and services are obtained for any health condition detected. Head Start will be providing Vision and Hearing screenings for every child attending Head Start, unless screening was already completed, and the results will be provided to parents.

### **Health and Enrollment Requirements**

#### Initial Placement (required by DCFS for entry into the classroom)

The following health components are required for placement in the BCMW Head Start program:

- Physical examination – dated less than 6 months prior to enrollment in Head Start
- Immunizations – age appropriate, up to date
- Lead Screen – performed after age 12 months; with results
- T.B. skin test – performed after age 12 months; must be read within 48 to 72 hours after placement of test; with results (unless not indicated by physician)

The following are preferred for placement but can be obtained within 90 days of the first day of attendance:

- Dental examination (to include cleaning and fluoride treatment) – dated less than 6 months prior to enrollment in Head Start
- Hemoglobin or Hematocrit – dated less than 6 months prior to completing Head Start application

#### Second & Third Year Students

The following health information/exams will need to be obtained annually:

- Physical examination
- Dental examination
- Immunizations – age appropriate, up to date
- Hemoglobin or Hematocrit

If needed, Head Start may help with arrangements to bring the child up-to-date. BCMW can also directly facilitate provision of some health services with parental consent. Health services that may be provided by BCMW Head Start or their consultants include: dental care/follow-up clinics, health clinics, hearing and vision screenings, hemoglobin screenings, nutritional assessments, and height/weight monitoring.

The Health Services Team and the Family Service Workers will work in conjunction to obtain appropriate documentation and providing services to our children and families.

### **Accidents/Injuries/Emergencies**

Every effort is made to prevent accidents; however, if a child does have an accident occur, staff will take appropriate action. If your child has a minor accident at BCMW Head Start (scraped knee, etc.), the staff are trained in first aid and are able to deal with the problem. An incident report will be filled out on the child recording the date, time of the accident, nature of the wound and what treatment was used.

If a child is injured at the center or on the bus and medical attention is required, staff shall attempt to contact the parent/guardian. We also ask for two emergency contact numbers in case we are unable to reach the parent/guardian. Please let these people know that you have listed them as a contact person and that they may be called if we cannot reach you. It is of utmost importance that we have accurate daytime contact telephone numbers for you and your emergency contacts. If the parent/guardian is not available, the staff will remain with the child until the parent/guardian arrives. Each child must have a DCFS form 593 (Consents to Day Care Providers) on file. This form gives necessary approval for emergency treatment if needed.

In the event of a serious injury (any injury requiring hospitalization or emergency care), staff members will follow the Emergency Information Plan posted in the classroom.

### **Illness/Exclusion**

Each morning the teaching staff will do a "Daily Health Check" on each child. If symptoms of illness are present, the staff shall determine whether they are able to care for the child safely, based on apparent degree of illness, other children present, and facilities available to care for the ill child. **DCFS rules state that children with diarrhea and those with a rash combined with fever (oral temperature of 101° or higher) shall not be admitted to the center while symptoms persist, and shall be removed, as soon as possible, should these symptoms develop while the child is in BCMW Head Start's care.**

The Contagious Disease Policy is strictly enforced to protect all children and staff in the BCMW Head Start program. If a child becomes ill during the Head Start program hours, the classroom staff or Health Manager will contact the parent/guardian or designated emergency contact to pick up their child or the bus will bring them home. Please note that certain illness and/or symptoms require a *written* release from a physician before the child can be brought back to school. Here at BCMW Head Start we realize that this may seem like an undue burden in already stressful times; however, this is done to prevent the spread of contagious illnesses and is for the safety of **ALL** children, families, and staff.

### **When to Keep Your Child Home:**

In general, there are three reasons to exclude sick children:

1. The child does not feel well enough to participate comfortably in routine activities.
2. The child requires more care than the staff can provide without compromising the health and safety of the other children.
3. The illness is on the list of diagnosed symptoms or conditions for which exclusion is recommended (see below), usually because of the chance of spreading.

### **Conditions requiring exclusion from the classroom:**

Children need not be excluded for a minor illness unless any of the following exists, in which case **exclusion from the center is required:**

- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness;
- Fever, a temperature of over 101° F orally/100° axillary (under the arm) or higher before fever reducing medication is given;
- Diarrhea and/or vomiting two or more times in the previous 24 hours. Exclude until symptoms are gone for 24 hours;
- Open and draining sores;
- Mouth sores with drooling;
- \*Undiagnosed skin rash;
- \*Purulent conjunctivitis (pink eye), until 24 hours after treatment has been initiated;
- \*Impetigo, until 24 hours after treatment has been initiated;
- Strep throat, until 24 hours after treatment has been initiated;

- Head lice (see Head Lice and Nit Policy); only until child has been treated
- \*Scabies, until the morning after the first treatment;
- \*Whooping cough (Pertussis), Measles, Mumps, Chicken Pox (varicella) or Ringworm;
- A symptom that may be indicative of one of the serious, communicable diseases identified by the State of Illinois Department of Public Health—your physician, and local health department has that listing.

**\*These symptoms/illnesses require a written note from your physician before your child can return to school.**

Should your child be diagnosed with a communicable disease, please contact your Teacher within 24 hours.

### **Head Lice and Nit Policy**

If live head lice and/or untreated nits (nits not easily pulled out) are found, the child will be sent home for treatment, according to directions on over the counter or prescription treatment and may return following treatment. The child must be accompanied by a parent/guardian and may arrive 10 minutes before class starts to have a head check. If a child in the home base program is found to have live head lice or untreated nits while the Home Visitor is present in the home, the Home Visitor has the option of leaving the visit. If the Home Visitor chooses to stay for the visit, he/she understands they are taking the chance of contacting head lice. (Please refer to the Head Lice and Nit Policy)

### **Medication**

Medications are only to be administered per DCFS regulations and only when prescribed by the child’s physician. BCMW Head Start does not administer ANY drugs, (over-the-counter or prescription), without signed authorization from a physician. Any drugs that are to be given to the child at school must be brought to the center by a parent and not sent to school on the bus with the child.

All prescription medication MUST be in its original container and properly labeled with the child’s full name, date prescription was filled or medication’s expiration date, and legible instructions for administration. (The date, child’s name, date of birth, medication prescribed, dosage, administrative time, date ordered, and parent/guardian’s signature must be recorded on the medication sheet provided.)

**NO MEDICATION WILL BE ADMINISTERED WITHOUT THE MEDICATION RELEASE FORM PROPERLY COMPLETED BY BOTH PARTIES.**

All medication must have child-protection caps whenever possible and will be kept in a locked box. Unused medication will be returned to the parent/guardian or properly disposed of.

### **Dental Health**

Children in the BCMW Head Start program must have a yearly dental exam. Those children identified as needing dental work should have this treatment before the school year ends. BCMW Head Start Health Service staff will assist families with locating a dental provider, if needed. Families that do not have Medicaid/Kid Care services or insurance or need transportation should contact the Health Office. Limited funds are available to assist families with dental treatment. If a child is hurting, it interferes with learning and eating nutritious meals. Dental follow-up is important even with baby teeth. Should you acquire follow-up treatment on your own, please bring copies of current records to your teacher or to the Health Office.

### **Immunizations**

If your child receives any immunizations while enrolled in our program, please send a copy of the updated immunization record to the Health Office.

## *Nutrition*

Meals/snacks should be a pleasant experience for socialization and practicing good manners, discussing foods such as where foods come from, its nutritional value, the four essential food groups and reinforcement of positive health and dental habits.

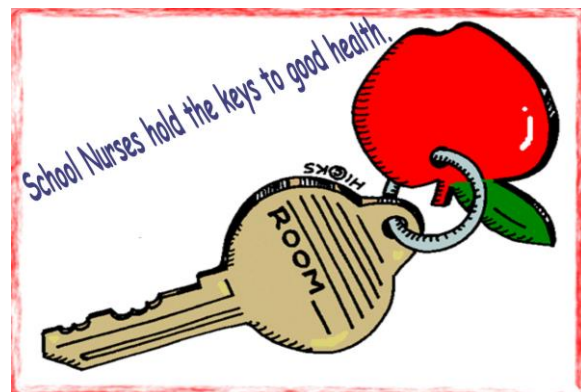
All Head Start cooks have a current Illinois Department of Public Health Food Sanitation Certificate and are offered immunizations for Hepatitis A & B.

All Head Start staff that serves food in the classroom must have a current Food Handler Certificate.

A Licensed Dietician/Nutritionist reviews all menus and submits their approval. Menus will be provided at Parent Orientation. Since obesity is on the rise and has become a serious health condition, the Dietician/Nutritionist will review the Nutrition Assessments along with the Hemoglobin and BMI report. If there appears to be a health concern (underweight, overweight, or obese) they will send you a letter. If you receive a letter, please contact Health Service and they will be able to further assist you. BCMW is asking for your assistance in reviewing any nutritional topics that are sent home and to try out new recipes. It is a goal for BCMW Head Start for our children and their families to be healthy and maintain good health. Any parent or guardian may schedule an appointment with the Licensed Dietician/Nutritionist by contacting Health Services.

### **Meal Time Guidelines:**

- Wash hands before each meal.
- Everyone sits at the table to eat.
- No toys are allowed at the table.
- Remind children to use silverware and utensils properly.
- Don't force children to clean their plates.
- Don't hurry the children.
- Food is not used as a reward or withheld as a punishment.
- Adults assist and supervise the children during clean up.
- Wash hands after each meal and snack.
- Brush teeth after first meal.
- ENCOURAGE BUT DON'T FORCE CHILDREN TO TASTE NEW FOODS.
- Children will serve themselves (if possible) with minimal assistance.



### **Child and Adult Care Food Program**

BCMW Head Start participates in the Child and Adult Care Food Program to assist with providing nutritious, well-balanced meals to the children. BCMW Head Start's Health Team have implemented a new "Whole Grain" protocol; that ensures children are receiving healthier meals and are introduced to whole grains prior to Kindergarten. This program also provides additional funds to offset the food expense. The program is available to ALL children without regard to race, color, sex, disability, age or national origin. Any person who believes he or she has been discriminated against in this program should contact the Head Start Director immediately at 532-4890 Ext. 123.

### **Outside Food Policy**

BCMW Head Start's nutrition services help families in meeting each child's nutritional needs and in establishing good eating habits that nurture healthy development and promote life-long well-being. Growth screenings are conducted three times a year to assess each child's nutritional status and growth pattern. Referrals are made to WIC and other community agencies, when necessary.

All children in Head Start are served breakfast and lunch, and a snack in the extended day programs. We provide one-third to two-thirds of the child's daily nutritional need. All meals are USDA approved. Meals must be consumed during

mealtime only. Food items high in nutrients and low in fat, sugar, and salt are offered to the children. **Also, outside foods are not allowed. This includes goodie bags filled with food items during the holidays and birthdays.**

The following are some alternative ways to celebrate special occasions.

#### Non-Food Ideas

- A puzzle/book/educational toy to be used in the classroom
- Cultural toys/outfits for the classroom
- Stickers/temporary tattoos
- Toothbrushes
- Notebooks, pencils, crayons, markers, and/or erasers

#### Non-Food, No-Cost Activities

- Plan/teach art and/or craft activities
- Share one or two cultural activities
- Volunteer for a day

#### **All Kids Insurance**

ALL KIDS is a State of Illinois Program that offers health insurance coverage to low-income families. Any family that does not currently have a Medical Card or private insurance should contact the BCMW Head Start program.





## *Family and Community Partnerships*

The Family Service Team is made up of Head Start Staff dedicated to assisting families in each of our five county service areas. The purpose of the Family/Community Service Team is to encourage the development of the social, emotional and educational aspects of our families.

The Family Service Team would like each family to be involved in the development of their child's education by being active in the planning and decision-making, in the Head Start Program and the Community. It is important for parents/guardians to participate in the activities and functions of our Head Start Program. Please remember you are always WELCOME in every part of our program.

### Family Service Caseloads

<b>Family Service Worker</b>	<b>Teacher's Name</b>	<b>Class Location</b>	<b>Phone Number</b>
Stephanie Weis 532-4890 ext.154	Vonna Cluck	CCB AM/PM	532-4890 ext. 158
<b>Position open at time of publication</b>	Donna Sullens	Central City 1	545-0180
	Stacey Johnson	Central City 2	545-0182
	Bethany Phillips	CCF	532-4890 ext. 156
<b>Rowena Patrick</b> 532-4890 ext. 134	Sarah Chaplin	CCA	532-4890 ext. 157
	Larice Stalls	CCE	532-4890 ext. 155
<b>Maria Payne</b> 532-4890 ext. 153	Kendra Ferhmann	Breese	526-2419
	Shannon Kreke	Home Visitor Clinton/Washington Co	267-8188
	Amy Robinson	Home Visitor Bond /Clinton Co.	322-7113
<b>Minga Fontaine</b> 532-4890 ext. 153	Angela Waggoner	Salem	545-1020
	Debbie Clark	Home Visitor Marion Co.	267-8621
	Position open at this time	Marion/Washington Co	
<b>Nancy Gossett</b> 932-6655	Adrienne Sanford	Christopher AM/PM	596-2121
	Lainie Rich	West Frankfort 1	937-2433
	Marcheta Taylor	West Frankfort 2	937-2375
<b>Nancy Lambert</b> 435-6555	Sandy Gant	Benton 1 AM/PM	439-6550
	Christina Sigler	Benton SS	438-0609

### Family Partnership/Goal Setting

The Head Start Staff will be working with parents/guardians throughout the year with setting and accomplishing goals for you and your family. This process will be a very rewarding and exciting adventure for families. The **building of trusting relationships** between families and staff will be a very important step. Staff will assist, encourage and provide information to families as they begin the process of family and/or individual goal setting. As goals are met, the families may wish to enter another process of goal setting. This will be done at the family's request.

If parents/guardians have any questions, contact the Family Service team member at 532-4890 for Centralia/Breese/Salem or 932-6655 for West Frankfort/Christopher or 435-6555 for Benton

**EVERY FAMILY HAS SPECIAL STRENGTHS AND WE ARE HERE TO ASSIST WITH BUILDING ON THEIR STRENGTHS AS WELL AS TO ASSIST WITH FAMILY NEEDS**

**Adult Education**

BCMWS Head Start can be a place of growth not only for your child, but also for you the parent/guardian. Our Staff wants to encourage and to help those parents/guardians who are interested in improving reading or math skills, completing their GED, higher education opportunities or whatever the interest or need is to further their education.

If you are interested, contact your Family Service team member. They will direct you to the proper resource and assist you in any way!

**Illinois Child Support Enforcement**

The Family Service team member is available to assist families in receiving information about the Child Support Enforcement Services. We want to help start the process of collecting child support for your child (ren)! They deserve it!

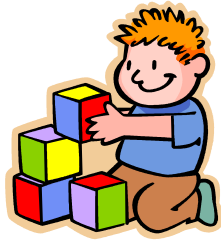
You may also contact your Family/Community Service Worker/Specialist if you would like information regarding this service. You may contact the Illinois Department Public Aid Division of Child Support Enforcement at 1-800-447-4278 or go to their website at [www.ilchildsupport.com](http://www.ilchildsupport.com)

**Custody Issues**

A copy of any court order concerning your enrolled Head Start child must be given to the staff to be placed in your child's file. If both parents are not signing the CHILD PICK UP FORM, then the name of the parent not signing the form should be added to the list of other names we can release your child to. If there is someone you do not want us to release your child to, it should state so on this form. ***Be advised that if the other parent comes to pick up your child and we do not have a court order, we cannot legally keep them from taking their child.*** We will call the parent who placed the child in our program to inform them the other parent is here, if they have asked us to do so.



## ***RIGHTS AND RESPONSIBILITIES OF HEAD START PARENTS***



### **RIGHTS:**

#### Things you can expect from Head Start

- To take part in major policy decisions affecting the planning and the operation of the program.
- To help develop adult programs that will improve daily living for me and my family.
- To be welcomed in the Classroom.
- To choose whether or not I participate without fear of endangering my child's right to be in the program.
- To be informed regularly about my child's progress in Head Start.
- To be always treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff, which will help his/her total individual development.
- To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
- To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
- To be informed about all community resources concerned with health, education and the improvement of family life.

### **RESPONSIBILITIES:**

#### Things Head Start can expect from you

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.
- To provide parent leadership by taking part in elections to explain the program to other parents and encourage their full participation.
- To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
- To work with the teacher, staff, and other parents in a cooperative way.
- To guide my children with firmness, that is both loving and protective.
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs that help to improve education and recreation for all.

## *Parent Engagement*

### **Parent Engagement**

**Your child's success depends on your participation! We have an open-door policy for our Head Start families. We rely on your involvement and input for our program.**

You are already your child's first and most important teacher. Head Start recognizes the parent-child bond as the child's most significant relationship. Your child learns from what you say, what you do, and what you believe and value. Our program provides several experiences and opportunities for family participation.

### **Ways You Can Volunteer**

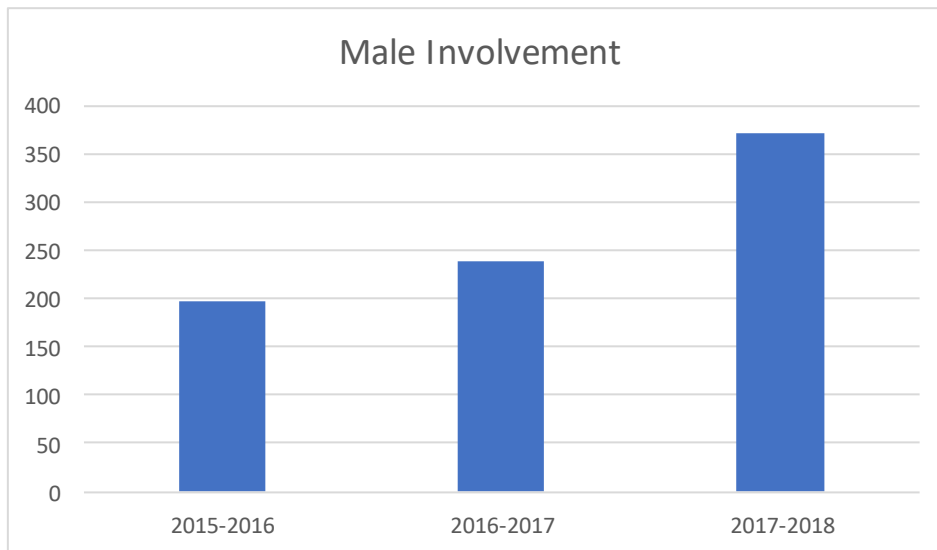
- Handyman Special (help with simple classroom or playground repairs, if needed)
- Read a story to the class
- Learning Bus activities with your child
- Bring and play a musical instrument or sing songs
- Assist with meal time
- Sharing cultures and/or different family traditions
- Assist with prepping items for classroom activities (you can do this at home too)
- Stay and help with the first or last 15 minutes of the day

### **Positive Male Involvement**

Head Start recognizes how important dads, grandfathers, and positive male role models are to the growth and development of children. We want to encourage and support that bond by offering activities and opportunities to share together. When you come into the classroom for your child, you enrich the lives of all the children.

- Preschoolers with actively involved fathers have stronger verbal skills
- Research shows that even very young children who have experienced high father involvement show an increase in curiosity and in problem solving capacity. Fathers' involvement seems to encourage children's exploration of the world around them and confidence in their ability to solve problems.
- High involvement at the early childhood level – frequency with which parents interact with their young children, such as how often they read, tell stories and sign and play with their children. These experiences contribute to children's language and literacy development and transmit information and knowledge about people, places and things.





When fathers are involved in the lives of their children, especially their education, their children learn more, perform better in school, and exhibit healthier behavior. Even when fathers do not share a home with their children, their active involvement can have a lasting and positive impact. There are countless ways to be involved in your child’s education at all ages. Find more information at : [www.fatherhood.gov/library/dadstats](http://www.fatherhood.gov/library/dadstats)

***Head Start relies on your involvement and support. This is a program for the families. Parents/guardians of the children enrolled help make decisions of the program. You are vital to this program!***

**Parent Committee Meetings & Group Parent Sessions**

Every Parent/Guardian who has a child in our Head Start Program is an automatic member of their classroom’s Parent Committee. We hold monthly parent or group meetings for our families, so they can learn more about their child’s school and about what opportunities there are in the community. This is equal to the PTO (parent/teacher organization) that the local schools have. You also have a voice in planning activities for your child and their classroom.

Head Start is a family orientated program and the parent/guardian is always at the center of the family. You are your child’s first teacher! We are here to help encourage, guide, and assist the family as a whole. These meetings and sessions also allow you to get to know the parents of your child’s friends. As a parent, you usually want to know who your child’s friends are, who they like to sit next to or play with. These short meetings and sessions serve as an opportunity to learn these things.

Reasons to attend and what to expect at these Parent Committee Meetings and Group Parent Sessions:

**Reason**

- Learn more about your child’s classroom.
- Help plan activities for your child’s classroom.
- Communication with Teacher and Family Service Worker.
- Opportunity to meet other parents.
- Assists with Non- Federal Share to help support out local Program

**Expect**

- Meet monthly
- Meetings may be 30 mins to 1 hour.
- Trainings may be offered.
- Location near Child’s center.

## **Parent Trainings**

Because Head Start is a family-oriented program, we are required and ready to assist families through our parent trainings. The survey you complete at Parent Orientation helps us to offer training on topics that are of interest to our families. These trainings are brief but very informative.

Parent Training Topics Include:

- CPR and First Aid
- Caring for your child's teeth
- Go Foods vs. Whoa Foods
- Financial Guidance and Assistance (Money Management)
- Online Safety for you and your children
- How to de-stress or look at it differently
- Positive Relationship Skills
- Managing your Child's Emotions
- Stranger Danger/Personal Safety
- School Readiness
- Other individual parent topics are available upon request.
- Parent Curriculum- conscious Discipline

These trainings are for you. If you have a goal to learn more about something, let us know, we may be able to help accomplish that goal.

## **Policy Council**

Policy Council is a board of elected parents/guardians. One Representative and one Alternate are selected from each class. This Board also consists of Community Representatives. This board is similar to the School District Board for your child's elementary school. It is guided with the help of the BCMW Head Start Staff.

### **Key details about Policy Council:**

- Policy Council meets once a month for approximately two hours.
- You must be voted in by your parent committee for this position.
- You are reimbursed for your mileage to attend if you are more than 2 miles from the main office.
- You are also reimbursed for child care so that you can attend the meetings.
- Lunch is provided following the meeting.
- Meetings are held the second Wednesday of every month unless it falls on a holiday.
- You will be asked to assist in the decision making for the BCMW Head Start program. Members will assist in the planning, grant application process, program evaluations, hiring staff and other important duties brought before the council.
- Grandparents can also be elected as the PC member if they are the child's legal guardian.
- You will receive training for this position. (Local, regional and state level where applicable)
- This position runs from NOVEMBER to NOVEMBER. Membership is for one year. You must be voted in every year to continue as a member.
- We are able to count the time you spend doing Policy Council work as Non-Federal Share.

- You will be responsible to attend all your Parent Meetings to keep the other parents informed and to gather any suggestions or minor issues to bring to the next board meeting.

If you are interested in serving on Policy Council, please let your Family Services Team Member know, or call Erica at 532-4890 ext. 141.

### **Be a Healthy Volunteer**

To ensure safe and healthy environments for children, staff, and volunteers, parents who are regularly scheduled to volunteer in the classroom must obtain TB clearance and provide a physical examination signed by a medical professional as required by the Illinois Department of Children and Family Services (DCFS). DCFS physical forms are available through your center director. TB tests can be obtained at the local Health Department. You will also need to complete an application and authorization for background check.

*Per DCFS licensing requirements center parents/volunteers cannot bring siblings (or any other children) into the center when they volunteer. Head Start children deserve the full attention of all adults present.*

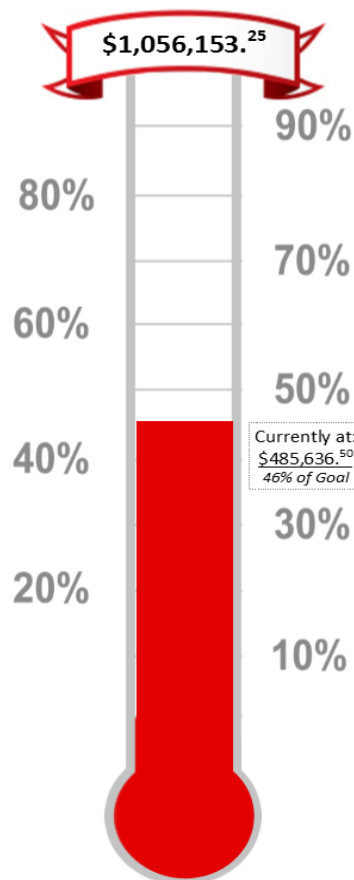


## *Non-Federal Share*

Non-Federal Share is a way parents and the community help support the BCMW Head Start Program. The Federal Government Funds Head Start with the stipulation that the local community contributes 20% through volunteer hours or donations.

Your Teacher and/or Home Visitor will always have a Non-Federal Share form for you to sign. The Learning Bus and the Literacy Folder that come home with your child also count toward our Non-Federal Share we may claim up to 10 hours of time with the supporting document showing how you worked 10 hours on this assessment. Non-Federal Share is a very important part of the Head Start Program. Please remember to sign a Non-Federal Share form for anything you do for the program.

**FAMILY & COMMUNITY** participation makes the **BIG DIFFERENCE** in the Head Start Program experience. You will be hearing “Have you signed a Non-Federal Share” all through your Head Start experience. Family and Community participation is very important. If you know anyone that would like to come in and help in the classrooms, please have them call the Education Assistant at 532-4890 ext. 131.



**THANKS FOR YOUR HELP!!!!!!!!!!!!**



## *Transportation*

**The ultimate priority for Transportation Services is safety.**

**Transportation Services for BCMW Head Start will be provided by South Central Transit for all Counties.**

- ♣ All SCT Bus Drivers are required to have the following:
  - ✓ CDL
  - ✓ Random and scheduled drug and alcohol testing
  - ✓ Fingerprinting and background check
  - ✓ Attend training yearly
  
- ♣ The buses use one of two ways to make sure that all children are off the bus before the driver leaves the bus.
  - ✓ The *Child\_Safety Reminder* has been installed in some buses. When the ignition is turned off, the driver has 30 seconds to walk to the back of the bus, push a button and turn off the system before the headlights flash and the horn sounds.
  - ✓ The *bus in use or not in use system* is used on some buses. When the driver arrives at the bus garage to start the route they must go to the back of the bus and turn the sign to bus in use. When the driver arrives at the bus garage after the route the driver walks to the back of the bus to turn the sign to bus not in use. As they move toward the back and then to the front they are checking each seat and the floor for any children. There is also another person at the garage to check.
  
- ♣ Buses are equipped with child safety vests and all children are required to wear them. In addition, all buses are equipped with back-up alarms.
  
- ♣ Buses are also equipped with video/audio recording equipment on the inside.
  
- ♣ Data computer systems and cell phones are in every bus for communication to the SCT main office always.
  
- ♣ One or more Bus Monitor/Classroom Aides are on every bus. They will assist, observe, and provide fun and educational activities for children to and from the Head Start Center. Bus Monitors/Classroom Aides are a communication link between Head Start and home; they will deliver messages from parents to teachers and from teachers to parents.
  
- ♣ The local radio/TV station in your area will have cancellation or late start news in case of bad weather and foggy conditions.
  
- ♣ Parent/guardian will sign:
  1. A transportation form stating where your child/children will be picked-up and dropped-off.
  2. A form stating whom your child/children may be left with or released to (**this is a State of Illinois regulation**).
  3. A child release form IS signed when the child returns home or to a babysitter.

**Transportation is not provided for home base socialization days.**

## Parent/Guardian Transportation Bus Rules Agreement

Transportation guidelines have been established for the safest and most efficient transportation for Head Start children. Cooperation, consideration and flexibility from both our staff and the Parents/Guardians will build the foundation for a GREAT Transportation Year! Please read the following guidelines.

1. It is the Parent/Guardian's responsibility to update, **in writing**, the Department of Children and Family Services form, (#593) when you want to **add or delete** any name(s) for the pick-up/drop-off of the child.
2. Illinois State Law allows either parent to pick up the child (ren) unless the parent gives Head Start a copy of the Court Order stating otherwise.
3. The Parent/Guardian or a person specified on the DCFS form (#593) must be at the designated drop-off location when the child is dropped off on the bus. The Head Start bus monitor or staff may ask for a **picture ID (driver's license) to assure the child is being released to a designated person.**
4. It is the Parent/Guardian's responsibility to **walk the child to the bus door** for pick-up and **meet the child at the bus door** at the drop-off.
5. 📞 Please call your child's teacher if the child is not going to ride the bus so the bus driver can be informed not to come by for pick-up.
6. Please, have the child ready to be picked up when the bus arrives. If the child is not ready, it will be the parent/guardian's responsibility to transport or arrange transportation for the child to the Head Start Center.
7. If the child is returned to the center, you must pick the child up at the center. Thank you for always being home when your child arrives.
8. Pick-up and drop-off times can and will change frequently, examples of some reasons are:
  - a. A child may become ill or upset and needs to be taken home earlier.
  - b. A child may not be riding the bus and therefore the bus would be early to the next stop, possibly 4 or 5 children not riding, and the bus could be quite early.
  - c. A train may stop the buses, therefore causing them to be later than expected.
9. Toys and food are not allowed on the bus unless special arrangements are made with the child's teacher.
10. If there are special needs or a disability that we should consider in the pick-up and/or drop-off of the child, please call the office so arrangements can be made for Field Trips

Outings are an integral aspect of each child's development. Parents are informed when children are taken on field trips for which a signed consent form will be required at the time of enrollment. The staff, depending on the type of activity and the age of the children, plans for appropriate safety requirements for these outings.



## **In Conclusion**

The Management and Educators of BCMW Head Start work from the heart to encourage and support parents/guardians in their important role of raising children to be happy and productive individuals. Commitments and responsibilities of families are complex and demanding in today's society; we want to help every family feel they are not alone but are part of a small team, part of the BCMW Head Start community. This sense of community is enhanced by high values and excellent quality in all aspects of the program's operations, so that families are relaxed and confident when going about their duties outside the program. We trust that your association with the BCMW Head Start program will be a long and satisfying journey.

**YOUR CHILD'S FUTURE IS OUR CONCERN!**

