

**BCMW Community Services, Inc.
Head Start/Early Head Start
Parent Handbook**



2020-2021

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BCMW HEAD START/EARLY HEAD START CONTACT INFORMATION

My Child's Center/Class: _____

My Child's Teacher: _____

Phone: _____ Email: _____

My Child's Bus Monitor: _____ Bus Driver: _____

My Family Service Worker/Specialist: _____

Phone: _____ Email: _____

EMERGENCY NUMBERS

My Child's Doctor: _____ Phone: _____

My Child's Dentist: _____ Phone: _____

Call 9-1-1 In Case of Emergency (*use the following for non-emergencies*)

Police: _____ Fire: _____

Poison Control Center: (800)222-1222

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

SCHOOL CLOSINGS

BCMW Head Start/Early Head Start closings are announced on the following local radio and television stations.

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

Closings will also be posted on our Facebook page (@BCMWHeadStart) and sent to the primary parent/guardian's cell phone number via text message (**must have up-to-date number on file and opt in for text messages**).



BCMWS COMMUNITY SERVICES PROJECT EARLY/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.BCMWHS.ORG

Chairman
Roger W. Meyer

Head Start Director
Maria Koehler

Executive Director
Sue Castleman

Dear Parent/Guardian,

Welcome to BCMW Community Services, Inc. Head Start/Early 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 feel 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/Specialists 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.

This Parent Handbook outlines the principles and guidelines for our program and serves as an excellent resource for you as you participate in our program. I encourage you to read it and keep it handy for reference 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 several 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/Early Head Start Director/Health Manager

“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 the clay,
please don’t let me hear you say,
“she’s **JUST playing**”.
For, you see, I’m learning as I play.
I’m expressing myself and being creative.
I may an artist or an inventor someday.

When you see me “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 playing 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 playing**.
For, you see, I’m learning as I 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 did at school today,
and I say, “I **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, ©1979



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 Vision

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

Our Core Values

Respect ❖ Quality ❖ Integrity ❖ Dedication ❖ Diversity

OFFICE CONTACT INFORMATION

Main Office

909 East Rexford ❖ P.O. Box 729
Centralia, IL 62801
(618) 532-4890
Fax: (618) 532-1573
Health Fax: (618) 533-5095
Transportation Fax: (618) 545-0181

Benton Office

510 Joplin St
Benton, IL 62812
(618) 435-6555
Fax: (618) 439-0213

West Frankfort Office

104 N Short
West Frankfort, IL 62898
(618) 932-6655
Fax: (618) 937-4825



Like and follow us on Facebook at
www.facebook.com/BCMWHHeadStart



Website
www.bcmwhs.org

HOURS OF OPERATION

Part Day (Double Session) Classes (3½ hour sessions)

8:30am-11:30am and 11:30am-3:00pm
Centralia Room 3 & 4, Benton 1, and Salem

Full Day (Single Session) Classes (8-hour sessions)

8:00am-4:00pm
Breese, Centralia Rooms 2 & 5, Christopher, and WF 1

9:00am-5:00pm
Benton 2, Centralia Rooms 6, 7, & 8, and WF2

Full Day (Single Session) EHS Classes (6-hour sessions)

8:30 am until 2:30 p.m.
Centralia Rooms 0 & 1

It is important to your child that you arrive to pick him/her up on time. If you know you will be unable to pick up your child on time, you should make arrangements in advance for another designated adult to pick up the child.* If you are late picking up your child more than three times, the ERSEA Manager and the teacher will sit down with you to work out a solution to the problem. Parents/guardians contribute to the smooth running of the Center when they are on time to drop off and pick up their children.

****The person picking up the child from school, or signing them off the bus, must be on the DCFS 593 Form, be at least 14 years old, and have a valid photo ID to present to staff. No child will be released to anyone who is not listed on the DCFS 593 Form!***

ADMINISTRATIVE STAFF

Name – Title	Phone Number – Extension	Email Address
Maria Koehler - Head Start/Early Head Start Director/Health Manager	532-4890 ext. 123	maria@bcmwheadstart.net
Deborah Johnson - Administrative Assistant	532-4890 ext. 129	deborah@bcmwheadstart.net
April Higgins - Quality Compliance Manager	532-4890 ext. 137	april@bcmwheadstart.net
EDUCATION		
Tammy Barbre - Education Manager	532-4890 ext. 139	tammy@bcmwheadstart.net
Stacey Woodrome - Education Assistant	532-4890 ext. 131	staceyw@bcmwheadstart.net
Karen McQuade - Education Clerk	532-4890 ext. 124	karen@bcmwheadstart.net
Deb Nettles - Early Head Start Coordinator	545-0180 ext. 121	debn@bcmwheadstart.net
Vacant - Coach	532-4890 ext. 126	@bcmwheadstart.net
Donna Sullens - Site Supervisor	545-0180 ext. 212	donnas@bcmwheadstart.net
Jennifer Gossett - Site Supervisor	932-6655	jennifer@bcmwheadstart.net
HEALTH & NUTRITION SERVICES		
Bonnie Smith - Registered Nurse	532-4890 ext. 138	bonnies@bcmwheadstart.net
Tammy Bain - Health Assistant	532-4890 ext. 148	tammyb@bcmwheadstart.net
Chelsea Schleuter - Health Clerk	532-4890 ext. 135	chelsea@bcmwheadstart.net
SPECIAL EDUCATION/SOCIAL-EMOTIONAL DEVELOPMENT		
Julie Lurkins - SE/SED Manager	532-4890 ext. 142	juliel@bcmwheadstart.net
Debbie Clark - SE/SED Assistant	532-4890 ext. 147	debbiec@bcmwheadstart.net
INFORMATION TECHNOLOGY		
Kim Davies - IT Coordinator	532-4890 ext. 116	kimd@bcmwheadstart.net
Debbie Whitler - IT Assistant	532-4890 ext. 145	deb@bcmwheadstart.net
ERSEA		
Angie Stevenson - ERSEA Manager	532-4890 ext. 144	angie@bcmwheadstart.net
FAMILY/COMMUNITY ENGAGEMENT		
Erica Downen - Manager	532-4890 ext. 141	erica@bcmwheadstart.net
Tina Ford - Family Community Clerk	532-4890 ext. 151	tina@bcmwheadstart.net
- Family Service Worker	532-4890 ext. 134	
Maria Payne - Family Service Worker	532-4890 ext. 140	mariap@bcmwheadstart.net
Stephanie Weis - Family Service Worker	532-4890 ext. 154	stephaniew@bcmwheadstart.net
Nancy Gossett - Family Specialist	932-6655	nancyg@bcmwheadstart.net
Nancy Lambert - Family Specialist	435-6555	nancyl@bcmwheadstart.net
Minga Fontaine - Family Service Worker	532-4890 ext. 153	minga@bcmwheadstart.net
TRANSPORTATION & FACILITIES		
Matthew Bainbridge - Transportation Manager	545-0180 ext. 211	mattb@bcmwheadstart.net
Paula Gebke - Transportation Clerk	545-0180 ext. 210	paula@bcmwheadstart.net
Robert "Spanky" Smith - Custodian, Centralia	545-0180 ext. 217	roberts@bcmwheadstart.net

CENTER/CLASSROOM STAFF --- UPDATED 9/1/2020

Center/Address	Class	Teacher/Email	Phone Number	Family Service Worker/Specialist
Benton 510 Joplin St Benton, IL 62812	Benton 1 8:00-11:30 11:30-3:00	Lead: Sandy Gant sandyg@bcmwheadstart.net Assistant: Bethany DeMonde Aide Monitor: Carol Smith Bus Monitor: Vacant	438-0609	Nancy Lambert
	Benton 2 9:00-5:00	Lead: Christina Sigler christina@bcmwheadstart.net Assistant: Tammy Fitzpatrick Aide Monitor: Karen Rector	438-0609	Nancy Lambert
Breese 25 North Main Breese, IL 62230	Breese 8:00-4:00	Lead: Bethany Phillips bethany@bcmwheadstart.net Assistant: Cindy Lockart Aide Monitor: Tammy Herman	526-2419	Minga Fontaine
Centralia 1100 S Locust Centralia, IL 62801	Room 0 EHS 8:30-2:30	Co-Teacher: Vanessa Burgess vanessac@bcmwheadstart.net Co-Teacher: Loretta Shubert lorettas@bcmwheadstart.net	545-0180 ext. 200	Deb Nettles
	Room 1 EHS 8:30-2:30	Co-Teacher: Missy Meyer missym@bcmwheadstart.net Co-Teacher: Tina Strohl tinas@bcmwheadstart.net	545-0180 ext. 201	Deb Nettles
	Room 2 8:00-4:00	Lead: Jennifer Upton jenniferu@bcmwheadstart.net Assistant: Brooke Wilson Aide Monitor: Brittany Applegate	545-0180 ext. 202	Stephanie Weis
	Room 3 8:00-11:30 11:30-3:00	Lead: Holly Overall hollyo@bcmwheadstart.net Assistant: Missy Donoho Aide Monitor: Lillian Lingo Bus Monitor: Ashley Bell	545-0180 ext. 203	Minga Fontaine
	Room 4 8:00-11:30 11:30-3:00	Lead: Sarah Chaplin sarah@bcmwheadstart.net Assistant: Angel Gunter Aide Monitor: Crystal Beasley Bus Monitor: Vacant	545-0180 ext. 204	Stephanie Weis
	Room 5 8:00-4:00	Lead: Stacey Johnson stacey@bcmwheadstart.net Assistant: Rebecca Worthy Aide Monitor: Raquel Hampton	545-0180 ext. 205	Minga Fontaine
	Room 6 9:00-5:00	Lead: Teisha Wallinger teishaw@bcmwheadstart.net Assistant: Vacant Aide Monitor: Carissa Pate	545-0180 ext. 206	Stephanie Weis
	Room 7 9:00-5:00	Lead: Larice Stalls larice@bcmwheadstart.net Assistant: Emily Davis Aide Monitor: Joyce Jones	545-0180 ext. 207	Maria Payne

	Room 8 9:00-5:00	Lead: Gwen Crow gwenc@bcmwheadstart.net Assistant: Marina Wright Aide Monitor: Viola Smith	545-0180 ext. 208	Maria Payne
Christopher 4877 St Hwy 148 Mulkeytown, IL 62865	Room 107 8:00-4:00	Lead: Adrienne Sanford adrienne@bcmwheadstart.net Assistant: Cindy Hammonds Aide Monitor: Ashley Bradford	596-2121 Option 1, then 5	Nancy Gossett
Salem #30 Salem Business Center South Salem, IL 62881	Salem 8:00-11:30 11:30-3:00	Lead: Angela Waggoner angela@bcmwheadstart.net Assistant: Amy Greer Aide Monitor: Sherri Keller Bus Monitor: Vacant	548-1020	Maria Payne
West Frankfort 104 N Short St W Frankfort, IL 62896	W Frankfort 1 8:00-4:00	Lead: Lainie Rich lainie@bcmwheadstart.net Assistant: Summer Pappas Aide Monitor: Amanda Bowling	937-2433	Nancy Gossett
	W Frankfort 2 9:00-5:00	Lead: Marcheta Taylor marcheta@bcmwheadstart.net Assistant: Natalie Blevins Aide Monitor: Ember Daugherty	937-2375	Nancy Gossett

PARENT EDUCATOR STAFF

County	Parent Educator/ Email	Office Address/ Phone Number	Family Service Worker/ Specialist
Bond/ Clinton	Shannon Kreke shannon@bcmwheadstart.net	625 N 2 nd St, Breese IL 62230 Office: 268-8188 Cell: 267-8188	Nancy Gossett
Marion/ Washington	Charity Hawkins charityh@bcmwheadstart.net	909 E. Rexford, Centralia IL 62801 Office: 532-4890 ext. 150	Nancy Lambert
EHS Marion	Heather Marcum heatherm@bcmwheadstart.net	909 E. Rexford, Centralia IL 62801 Office: 532-4890 ext. 122	Deb Nettles

SITE SUPERVISORS

Sites	Supervisor/ Email	Office Address/ Phone Number
Breese Centralia: Rooms 2, 4, 6, 7 & 8 Salem	Donna Sullens donnas@bcmwheadstart.net	1100 S Locust, Centralia IL 62801 Office: 545-0180 ext. 213
Benton Centralia: Rooms 3 & 5 Christopher West Frankfort	Jennifer Gossett jennifer@bcmwheadstart.net	104 N Short St, West Frankfort IL 62896 Office: 932-6655

**Education Manager serves as Site Supervisor for Head Start Home Base
EHS Coordinator serves as the Site Supervisor for Early Head Start Home Base**

PROGRAM OPTIONS

CENTER BASE OPTION

The BCMW Head Start Center Base option provides both a part day and full day classroom experience (17-20 children each) Monday through Thursday. Each part day classroom is staffed with a Teacher, Assistant Teacher, Classroom Aide/Monitor and Bus Monitor. Full day classrooms are staffed with a Teacher, Assistant Teacher, and Classroom Aide/Monitor. Two (2) Teacher Home Visits and two (2) Parent/Teacher Conferences are held each school year. The daily schedule includes mealtimes; 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.

The Early Head Start Center Base option provides a full day classroom experience (8 children) Monday through Friday. Each classroom is staffed with two (2) Co-Teachers and a Floater (who works in both classrooms). Two (2) Teacher Home Visits and two (2) Parent/Teacher Conferences are held each school year. The daily schedule is regular enough to be predictable but flexible enough to meet the child's individual needs and to take advantage of the learning opportunities that emerge continually every day. The schedule includes individualized routine care, mealtimes, playing with toys, imitating and pretending, enjoying books and stories, connecting with music and movement, creating with art and exploring the outdoors.

HOME BASE OPTION

The Home Base option emphasizes the parent/guardian as the primary educator of the child. Parent/Guardian participation is the key to its success. The Parent Educator 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 and parents/guardians in a Parent Educator group meet at the Head Start center). The Head Start Home Base option is available in Bond, Clinton, Marion, and Washington Counties. The Early Head Start Home Base option is only available in Marion County.



PROGRAM REQUIREMENTS AND INFORMATION

HEAD START PROGRAM PERFORMANCE STANDARDS

The BCMW Head Start/Early Head Start Program is regulated by federal performance standards passed by the United States Congress. The program must comply with these standards and is periodically reviewed by a federal team to ensure the standards are being followed.

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

The Head Start Program 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 HS/EHS services in a safe, respectful and secure environment.

When your family information changes, it is **very** important that you inform your child's teacher/parent educator or Family Service Worker/Specialist. Please let us know of any changes to the following:

- Address (street or mailing)
- Telephone Numbers
- Emergency Contacts (including address and phone numbers)
- Family Status (marriage, divorce, etc.)
- Addition/Removal of Household Members
- Transportation Information (for bus pick-up/drop-off)

SPECIAL ACCOMMODATIONS

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

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

CHANGE IN CONTACT INFORMATION

If your family has a change in address, phone, or emergency contact numbers please submit the new information, in writing, as soon as the change occurs. In case of an emergency, it is essential that Head Start/Early Head Start staff be able to reach you or a designated emergency contact at all times.

VIDEO SURVEILLANCE CAMERAS

Video cameras are installed throughout all facilities (video with sound on SCT busses) for the safety of all children, staff, and parents/guardians. We take pride in providing the safest preschool environment possible for your child(ren). Head Start/Early Head Start has posted video surveillance signs in the classrooms to inform the public that the video cameras are in use. Extreme care is enforced in safeguarding the surveillance media against unauthorized use.

CLASSROOM ATTENDANCE POLICY

It is important to the program and to your child that he/she is in class 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 going to be absent for any reason(s), you must contact the center or classroom to explain the reason for the absence within 1 hour of the start time for your child's school.** If your child is absent and you do not contact the program, your Family Service Worker/Specialist will contact you to ensure that the child is well and to offer any needed support. Staff will record the specific reason for absence. (i.e. has fever, ear infection, family illness, etc.)
- If you cannot get to a telephone, let the bus monitor know when they stop at your home that your child will not be attending. If possible, please let the bus monitor know the reason for the absence and an approximate day of your child's return to school.
- You are required to sign your child in and out when you bring him/her into the center.
- Assigned center staff will record the daily attendance of each child in the database for monitoring.
- If your family plans to be out of town for any length of time, please call the center in advance. If you are called out of town on an emergency, please call the center as soon as you can.

If a child is absent for (3) consecutive days or has a pattern of irregular attendance, family contact will be made by telephone or in person by your Family Service Worker/Specialist to discuss absences and offer assistance to ensure that any attendance challenges are addressed. An attendance plan may be initiated.

If there is no contact made with parents, the following procedures will take place:

- Day (3) phone call by Family Service Worker/Specialist, or Home Visit if unable to reach by phone.
- Day (4) same as day 3. If you cannot 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 after 10 days from the last day of attendance.

In the event that the child is dropped from the program, parents have the option of contacting the ERSEA Manager to have the child placed on the waiting list. Communication between the parent/guardian and Head Start/Early Head Start staff is very important!

Attendance Requirement

Parents/Guardians must work to ensure that their child has an average daily attendance of 85% or above based on the program's federal guideline. Family Service Worker/Specialists will monitor each classroom on a daily basis for attendance concerns. The parents/guardians of children identified with an average daily attendance below 85% will be contacted by the Family Service Worker/Specialist to discuss the child's attendance. Parents/Guardians will be referred to management for continued absences, late arrivals, and/or early pickups. Excessive tardiness and/or absences may jeopardize your child's enrollment in the program.

Staff will review all attendance concerns and follow steps involving monitoring and addressing children's attendance. If your child's attendance falls below 85% or is not meeting attendance expectations, your child will be placed on an Attendance Action Plan. If no improvement is made, your child may be withdrawn from the program and placed back on the waiting list.

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 opportunity for a "Head Start".

HOME BASE ATTENDANCE POLICY

It is very important that regular home visits be kept for your family to receive the full benefits and services that Head Start/Early Head Start provides. If for any reason, you must cancel a visit, it is very important that you contact your Parent Educator or the Education Manager in advance. 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 Parent Educators are required to make up missed visits so please be prepared to work with them on scheduling missed visits as soon as possible. According to the Head Start Program Performance standards, families are to receive a minimum of 32 home visits for Head Start, and 46 home visits for Early Head Start, in a school year. Our Parent Educators strive to meet that goal and 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/Specialist 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.

Socialization Days will be held two times a month (when possible) either in the classroom or out in the community. This is an opportunity for parents to come together to exchange ideas and children to interact with others their age.



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, be 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 or more times in a two week period, the following measures will be taken.

- Parent will be contacted by their Family Service Team member to discuss ways to correct the situation.
- If the problem continues, the parent will be asked to meet with the ERSEA Manager to determine if the child will remain in the program.

LATE PICK-UP

When children are not picked up from Head Start/Early Head Start (HS/EHS) on time, both the children and the HS/EHS 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 from school more than five (5) minutes after dismissal time, a Late Notice will be issued, with a copy signed by the parent/guardian and the teacher.
2. The third time the child is picked up late, a Late Notice will be issued with a copy given to their Family Service Team member. The parent/guardian will be required to meet with their Family Service Team member to review the policy on late pick up.
3. If the pattern persists the parent/guardian will attend a case management meeting with their Family Service Team member and the ERSEA Manager and will face the possibility of termination of HS/EHS 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 parent/guardian by phone.
 - Attempt to reach emergency contacts.
 - In the event a child is not picked up by one (1) hour after the end of the day and all attempts to contact have been made to reach the parent/guardian and/or other emergency contacts, then an "Emergency Situation" status will be determined and the HS/EHS 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 ERSEA Manager and Family Service Team member 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.



CUSTODY ISSUES

In situations involving child custody disputes or restraining orders, a copy of the court order MUST be in the child's file. We cannot prohibit contact with either parent without a current court order.

Release of Information

BCMW Head Start/Early Head Start strives to ensure that parents/guardians are kept up to date on their child's progress. Upon written request, we will release information to both parents regarding a child's record or progress at Head Start/Early Head Start, unless a current court order is provided to the Head Start/Early Head Start staff. We will also release children to either parent unless a court order is provided. If you have questions regarding this procedure or to confirm that a copy of the court order is on file, please contact your Family Service Worker/Specialist.

CONFIDENTIALITY POLICY

Families have the right to protection of personal information about them in relationship with BCMW Head Start/Early Head Start during and following the process of services. BCMW Head Start/Early 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/Early Head Start without written consent from the parent/guardian, except in extreme emergencies or when there is evidence of child abuse and/or neglect. Parents/Guardians will have access to their child's records at any time. All confidential records will be kept in locked file cabinets and in the database program. Those having access to family records will be the following:

- BCMW HS/EHS Classroom Staff/Parent Educator
- BCMW HS/EHS Administrative Staff
- BCMW Executive Director
- Federal Review Team (for documentation purposes only)
- Illinois Department of Children and Family Services Representatives
- Consultants hired by the BCMW HS/EHS Director
- Auditing Firm

Files for children with documented disabilities will be kept in a locked file cabinet in the Special Education/Social-Emotional Development Manager's office. A printout of the IEP information from the database is kept in the child's permanent file. The original IEP is moved to the permanent 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.

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

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

CHILD ABUSE AND NEGLECT POLICY

It is mandated by the State of Illinois and United States Department of Health and Human Services that Head Start/Early 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/Early Head Start staff receives yearly training on child abuse and neglect.

Children will have accidents such as falling, cutting themselves, burns, scratches, etc. We ask parents/guardians to notify the child's Teacher/Parent Educator of such situations. You may call the center or send a note with your child.

Child Abuse Hotline(800) 252-2873

Domestic Violence Hotline (800) 799-SAFE (7233)

CHILD SEX OFFENDER GUIDELINES

As parents, you have entrusted your child to the BCMW Head Start/Early 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/Early 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/Early Head Start Program where children are present, unless they are the parent or guardian of a child enrolled in Head Start/Early Head Start and are present for one of the following:

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

BCMW Head Start/Early Head Start cannot prohibit anyone from attending events held at public venues. However, state and local laws will be followed.

Illinois State 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/Early 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 593 Form, or the BCMW HS/EHS Transportation Form, they will be allowed to put the child on and take the child off the bus but will not be allowed to pick the child up or bring them to the Head Start/Early Head Start Center.

If you have any questions regarding this policy, please feel free to contact your child's Teacher or Parent Educator. You may also call your Family Service Worker/Specialist.

FIREARMS/WEAPONS POLICY

Parents/Guardians and visitors, while on BCMW Head Start/Early Head Start property or at HS/EHS sponsored activities, are prohibited from possessing unauthorized firearms, explosives or other dangerous or illegal weapons. Unauthorized means any weapon, even if the owner has a legal state permit to carry the weapon.

SMOKING & VAPING

State regulations prohibit smoking and vaping on Head Start/Early Head Start property and, in all program vehicles. We encourage everyone participating in Head Start/Early Head Start activities, regardless of location, to refrain from smoking and vaping.



DRUG FREE POLICY

The possession, distribution or use of alcohol, tobacco products and illegal drugs is prohibited on all Head Start/Early Head Start premises. This prohibition extends to all persons employed by the program, and all other persons who, for whatever reason at whatever time, enter or come onto Head Start/Early Head Start premises. Parents/Guardians will not be allowed to stay at the center if a staff person suspects her/him of being under the influence of drugs or alcohol. Likewise, adults who pick up children and who are suspected of being under the influence of drugs or alcohol will be asked to call another responsible adult to come get the child. If the adult persists in taking the child, it is the legal and ethical responsibility of staff to notify the Police Department and file a report with the IL Department of Child Protective Services Office.

ANNUAL NOTIFICATION OF PESTICIDE USE AT SCHOOLS

The program is committed to providing the safest learning environment for your child. In accordance with the Illinois Structural Pest Control Act [225 ILCS 235/3.25, 10.2], notice is given to all parents/guardians of enrolled children of the occasional use of pesticides to control and suppress unwanted pests on school grounds and in buildings and buses. When it is necessary to make a pesticide application, parents/guardians of children will be notified at least 48 hours in advance of the application unless school will not be in session at the time of the application, and 48 hours after the application. A record of these pre-notifications will be kept at the main office in the Pest Management Binder. At the time of a pesticide application, the signs will be posted with at main entry and exit points of the building. Any parent or guardian of a Head Start/Early Head Start child may view pesticide application information as well as the annual summary of pesticide use by contacting Angie Stevenson, IPM Coordinator, at 532-4890, ext. 144.

EMERGENCY PROCEDURES PLAN

In the event of an emergency, staff will implement the Emergency Procedures Plan. As a parent/guardian, it is important that you provide correct contact information for your child and communicate any changes in contact information to program staff at your child's Center.

A copy of the Emergency Procedures Plan is available at each Center. Please feel free to contact the teacher or office staff if you would like to view the plan.

CHILD CARE LICENSING INFORMATION

BCMW Head Start/Early Head Start is licensed by the State of Illinois. Standards for licensed childcare centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment inspection, program monitoring, and record keeping review. Criminal record checks and specific qualifications for staff and volunteers working directly with children are also required.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Children and Family Services.

PARENT AND COMMUNITY COMPLAINT/CONCERN POLICY

Head Start/Early Head Start Parent Complaint/Concern:

1. Complete the Complaint/Concern Form and give to your Teacher/Home Visitor for discussion. If no resolution to the complaint/concern is achieved, go to STEP # 2.
2. Contact Tammy Barbre, Education Manager, at 532-4890 ext. 139 and ask for a meeting with you and the Teacher/Home Visitor. If no resolution to the complaint/concern is achieved, go to STEP #3.
3. Notify the Education Manager that you are still not satisfied and ask for a meeting with the Head Start Director and the Policy Council Chairperson. If no resolution to the complaint/concern is achieved, 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 no resolution to the complaint/concern is achieved, go to STEP #5.
5. If all of the above avenues do not lead to a successful resolution of the complaint/concern, you may submit an appeal in writing to the BCMW Executive Director for final determination to be made by the appropriate BCMW Board Committee.
6. FINAL determination will be made by the BCMW Board of Directors.

Community Complaint/Concern:

1. Complete the Complaint/Concern Form and mail to the Head Start/Early Head Start Director.
2. The Head Start/Early Head Start 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 contact you as soon as possible to set up an appointment to meet with the parties involved, including the Head Start/Early Head Start Director and the Policy Council Chairperson. If no resolution to the complaint/concern is achieved, go to STEP #4.
4. If all of the above avenues do not lead to a successful resolution of the complaint/concern, you may submit an appeal in writing to the BCMW Executive Director for final determination to be made by the appropriate BCMW Board Committee.
5. FINAL determination will be made by the BCMW Board of Directors.



CHILD DEVELOPMENT AND SCHOOL READINESS

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/ 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. Teachers challenge children to understand and learn at deeper levels by the nature of the questions they ask.

We have incorporated a music curriculum along with our early childhood curriculum. This program incorporates Early Language and Literacy Development, Social Emotional Skills, Cognitive Skills, Physical Skills, and Music Skills. This curriculum is designed to help children learn and grow during the years most critical to brain development.

Our ultimate goal is to foster a desire for lifelong learning in your child.

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. 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 or take appropriate risks. **Every parent/guardian should strive to give their child "voice".**

SCREENING YOUR CHILD

BCMW Head Start/Early Head Start is required to administer screening for developmental, hearing, vision, speech/language, and social behavior 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/Guardians are invited to be present during the screening process. The parent/guardian will complete the Self Help and Social Emotional Scale during the first Teacher Home Visit. The staff will complete the Social Emotional Scale on the child after the child has been in the program four (4) weeks. This Scale is to identify possible social emotional/behavioral concerns/strengths. The staff or local education agency will be administering the screenings for developmental, hearing, vision and speech/language within 30 days of your child's first day of enrollment. 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/parent educator 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 at the end of the school year will require a developmental screening by the local education agency prior to transitioning to kindergarten. If you are unable to take your child to his/her school district, Head Start/Early Head Start will assist in seeing that these screenings are completed.

EARLY LITERACY LEARNING POWER

BCMWS Head Start/Early 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/Early Head Start staff has received special training to promote all these skills and more. Literacy is promoted in all activities throughout the day and in every area. Classroom staff is happy to explain some of the literacy activities the children 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. Knowing what a letter is and being able to name it (not necessarily connecting them to the sounds yet) is also important. 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 in their child's literacy 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 Bus** activities provide additional parent/child activities. Help your child be a "Homework Star"! **Return your child's homework to your teacher/parent educator.**

TRANSITION – A CONTINUOUS JOURNEY

The image of children and their families sailing smoothly through transitions – both into Head Start/Early 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/Early Head Start promotes this vision through transition activities, which include informational 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/Early 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/Early 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/EARLY HEAD START SCHOOL READINESS GOALS
Approaches to Learning	<ul style="list-style-type: none"> Children will demonstrate the ability to stay focused, interested and engaged in activities and materials by participating in learning experiences that encourage exploration and investigation to acquire knowledge of their self and their world. Children will manage their actions, words, and behavior with increasing independence during play.
Social and Emotional Development	<ul style="list-style-type: none"> Children will develop and demonstrate positive interactions and relationships with adults and peers while following adult guidelines and expectations for appropriate behavior. Children will recognize when others are distressed and responds appropriately.
Language and Communication	<ul style="list-style-type: none"> Children will use and comprehend oral language for conversation and communication of needs, wants and ideas. Children will engage in a variety of writing activities and begin to convey meaning through their increasingly sophisticated marks. Children will identify and discriminate the sounds of language, such as words in sentences, syllables in words, rhyming words, beginning & ending sounds of words.
Cognition and General Knowledge <i>(Including Mathematics Development and Scientific Reasoning)</i>	<ul style="list-style-type: none"> Children will use math regularly and in everyday routines to count, compare, connect numbers to quantities, identify patterns, and problem solve. Children will develop the ability to recognize, understand, and analyze a problem and draw on knowledge or experience to seek solutions to a problem.
Perceptual, Motor, and Physical Development	<ul style="list-style-type: none"> Children will demonstrate control of large muscles for movement, navigation and balance including walking, running, hopping, climbing, balancing, and throwing, catching, hitting and kicking a ball. Children will demonstrate control of small muscles for such purposes as using utensils, self-care, building, writing and exploring.

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.

Infant / Toddler Domains	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
Preschooler Domains	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

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 guidance on the behavior, not on the child.
- ⌘ Staff will not label children based on past behaviors.
- ⌘ 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.
- ⌘ Staff will instruct volunteers, including parents, that they must follow these guidelines with other children in class, as well as their own child.

INFRACTION OF ANY PART OF THIS POLICY WILL RESULT IN RETRAINING AND MAY ALSO RESULT IN VERBAL OR WRITTEN REPRIMAND, SUSPENSION, OR DISMISSAL.



HOME BASE PARENT/GUARDIAN & PARENT EDUCATOR AGREEMENT

PARENT/GUARDIAN	PARENT EDUCATOR
<ul style="list-style-type: none"> ➤ I will be home for each visit unless I notify the Parent Educator or the office in advance. Regular attendance is very important. I will reschedule missed visits. ➤ I understand that we will participate in 32 visits (Head Start) or 46 visits (Early Head Start). ➤ I will be ready for each visit with an area cleared with TV and other electronics off. ➤ I will allow the Education Manager to observe the visit in my home. ➤ I understand I am expected to work with the Parent Educator and my child during the visit. ➤ I will assist the Parent Educator in planning activities for my child (establishing goals). ➤ I will discuss my child’s weekly activities, skills, progress and concerns with the Parent Educator. ➤ I will take care of all equipment, books, etc. brought into my home and return any loaned to me in good condition. ➤ I will make every effort to attend Parent Committee/Group meetings and other activities. ➤ I understand I am expected to attend socialization day activities (in the classroom and on field trips) with my child. 	<ul style="list-style-type: none"> ➤ If I am unable to keep my visit, I (or other staff) will make every effort to contact the parent/guardian. ➤ I will make every effort to be on time. ➤ I will reschedule missed visits and make a minimum of 32 visits (HS) or 46 visits (EHS) with your family. ➤ I will provide the parent/guardian with information and/or assistance regarding family needs, as needed. ➤ I will provide information on child development, appropriate skills, activities, parenting skills, etc. as needed or requested by the parent/guardians. ➤ I will develop, with the parent/guardian’s input, goals and activities appropriate for their child’s development. ➤ I will utilize materials in the home as well as materials provided by Head Start/Early Head Start to enhance each child’s learning. ➤ I will bring equipment (including Hatch Tablet), books, etc. into your home for you and your family to use. ➤ I will plan regular Parent Committee/Group meetings to give support and plan for our group. ➤ 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/guardians.

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

SPECIAL EDUCATION/SOCIAL-EMOTIONAL DEVELOPMENT

BCMWS Head Start/ Early 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.

BCMWS Head Start/ Early 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. BCMWS Head Start/Early Head Start believes that appropriate intervention includes addressing the **entire** family with active participation from the parents/guardians 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. BCMWS Head Start/Early Head Start will assist parents/guardians in obtaining services through the local school district when not provided on-site.

BCMWS Head Start/Early 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

BCMWS Head Start/Early 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.

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

If staff or parents/guardians feel they need Social-Emotional help, such as counseling for stress, family, financial, home or environmental issues, they are welcome to contact the SE/SED Manager at 532-4890 ext. 142, to make an appointment. There is an "open door" policy for services or referrals. All names, services and referral information will remain confidential.

BCMWS Head Start/Early Head Start strives to provide strength, happiness, and resilience in 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, or spitting on/slapping of staff and/or other children.

The Pyramid Model will be used in all classrooms and by all parent educators; aspects of Strong Start will also be utilized to further establish effective classroom management and positive learning environments. Head Start/Early Head Start teachers/parent educators will follow a detailed behavior management plan to provide each child with best opportunity to function within a typical classroom environment. Children who experience consistency when using the Pyramid Model and Strong Start can become emotionally aware problem-solvers who develop healthy coping skills that last.

If a child is displaying aggressive behavior on a regular basis, the teacher/parent educator 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 school and home work together to provide the best possible learning experience for the child.

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/Early Head Start must then take into consideration the safety of all involved. If a child is exhibiting risk behavior when he/she is getting on the bus, they will not be allowed to ride the bus to school that day. 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 a risk behavior is exhibited while the child is at school, a Physical Intervention may be used to help calm the child. Parents/Guardians 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/Early Head Start are committed to the safety of our families, children, and staff.

PHYSICAL INTERVENTION

In rare circumstances, situations may arise during the day when a child's challenging behavior will require a teacher/parent educator to use a Physical Intervention. A Physical Intervention may be used **only** if a child is exhibiting a Risk Behavior that does not respond to a less restrictive intervention.

Risk Behavior is defined as the total loss of control, which may result in physical behavior that presents a risk to the child or others. 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

Physical Intervention is a Nonviolent Crisis Intervention that requires training from a certified Nonviolent Crisis Intervention Instructor and is defined as disengagement and/or holding skills used to manage Risk Behavior. **This is not to be used for noncompliance.**

If a BCMW Head Start/Early Head Start staff member must use a Physical Intervention with your child during the day, you will be informed of such actions. Communication between parents and the teaching staff is essential. If you have any questions, please feel free to discuss them with your child's teacher/parent educator or the Special Education/Social-Emotional Development Manager.

HEALTH AND NUTRITION SERVICES

Health Services is an important area of the Head Start/Early Head Start program. We are fortunate to have a full-time school nurse; however, she is not a doctor and cannot diagnose medical conditions. A variety of health services are provided to Head Start/Early 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/Early Head Start program.

Your child’s state of health impacts upon his/her total development and ability to benefit from the Head Start/Early 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/Early Head Start will be providing vision and hearing screenings for every enrolled child, 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/Early Head Start program:

- Physical examination – dated less than 6 months prior to enrollment in Head Start/Early 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, and dental screenings will be done 6 and 9 months for EHS
- Hemoglobin or Hematocrit – dated less than 6 months prior to completing Head Start/Early Head Start application

Second- and Third-Year Students

The following health information/exams will need to be obtained annually and more frequently for EHS depending on the age.

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

If needed, Head Start/Early Head Start may help with arrangements to bring the child up-to-date. BCMW Head Start/Early Head Start can also directly facilitate provision of some health services with parental consent. Health services that may be provided by BCMW Head Start/Early Head Start or their consultants include: dental care/follow-up clinics, health clinics, hearing and vision screenings, hemoglobin screenings (non-invasive, no finger stick), nutritional assessments, and height/weight monitoring.

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

ACCIDENTS/INJURIES/EMERGENCIES

Every effort is made to prevent accidents; however, if a child does have an accident at school, staff will take appropriate action. If your child has a minor accident at school (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 593 Form (Consents to Day Care Providers) on file.

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/Early Head Start's care.**

The Contagious Disease Policy is strictly enforced to protect all children and staff in the BCMW Head Start/Early Head Start program. If a child becomes ill at school, the classroom staff or member of the Health Services Team will contact the parent/guardian or designated emergency contact to pick up the child or the bus will bring them home. Please note that certain illnesses and/or symptoms require a written release from a physician before the child can be brought back to school. Here at BCMW Head Start/Early 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 the illness.

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 or higher orally [100°F or higher axillary (under the arm)] 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.**

If your child is diagnosed with a communicable disease, please contact your Teacher/Parent Educator 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 Parent Educator is present in the home, the Parent Educator has the option of leaving the visit. If the Parent Educator 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/Early 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/Early 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/Early 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/Early Head Start cooks are certified Food Safety Managers (CFSM) and are offered immunizations for Hepatitis A & B.

All Head Start/Early 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 Head Start/Early Head Start 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/Early Head Start for our children and their families to maintain good health. Any parent/guardian may schedule an appointment with the Licensed Dietician/Nutritionist by contacting Health Services.

Mealtime 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

BCMWH Head Start/Early Head Start participates in the Child and Adult Care Food Program to assist with providing nutritious, well-balanced meals to the children. BCMWH Head Start/Early Head Start's Health Team has 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/Early Head Start Director/Health Manager immediately at 532-4890 Ext. 123.

OUTSIDE FOOD POLICY

BCMWH Head Start/Early 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 center based children in Head Start/Early Head Start are provided at least one-third to two-thirds of their daily nutritional need, depending on their program option. Full day classes receive breakfast, lunch, and a snack. Part day classes receive either breakfast and lunch or lunch and a snack. Home based children are provided a snack at each home visit and either a meal or snack during socialization. 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. **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 BCMWH Head Start/Early Head Start program.

FAMILY SERVICES

Families beginning their partnership with Head Start/Early Head Start will work with their Family Service Team member to build on that relationship. The Family Service Team is made up of Head Start/Early Head Start staff dedicated to assisting families in each of our five county service areas. The purpose of the Family 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 of the Head Start/Early Head Start Program and in the community. It is important for parents/guardians to participate in the activities and functions of our Head Start/Early Head Start Program. Please remember you are ALWAYS welcome in every part of our program.

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

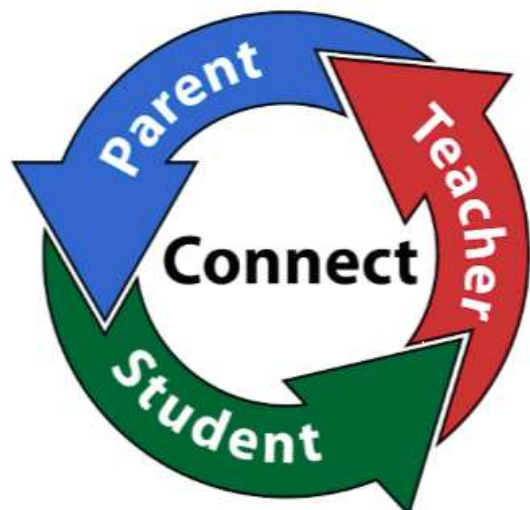
FAMILY PARTNERSHIP/GOAL SETTING

The Head Start/Early Head Start staff will be working with parents/guardians throughout the year with setting and accomplishing goals both individually and for the entire 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 individual and/or family 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.

PARENT TRAININGS

The survey you complete at Parent Orientation helps us to offer training on topics that are of interest to our families. We hope the information provided will prove to be beneficial to your family. Suggested training topics may include:

- CPR and First Aid
- Go Foods vs. Whoa Foods
- Financial Guidance and Assistance (money management)
- Online Safety (for you and your children)
- Mental Health (how to work through stress)
- Positive Relationship Skills
- Managing your Child's Emotions
- Stranger Danger/Personal Safety
- School Readiness
- Parent Curriculum - Pyramid Model



PARENT COMMITTEE MEETINGS & GROUP PARENT SESSIONS

Every parent/guardian who has a child enrolled in our program is automatically a member of their classroom's Parent Committee. We hold monthly parent or group meetings for our families to learn more about their child's school and about what opportunities there are in the community. Parents/Guardians have a voice in planning activities for their child and their classroom, such as parent/child activities, parent trainings, and other events.

BCMWS Head Start/Early 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 may want to know who your child's friends are and 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

- Learn more about your child's classroom
- Help plan activities for your child's classroom
- Communicate with Teacher/Parent Educator and Family Service Team
- Opportunity to meet other parents
- Adds to Non-Federal Share to help support HS/EHS

What to Expect

- Typically meets monthly (5-7 times per year)
- Meetings may be 30 mins to 1 hour
- Opportunity for trainings
- Location in/near child's center



POLICY COUNCIL

Policy Council is a parent led board, guided by staff, that helps give parents a voice in the education and development of their child(ren) at BCMWS Head Start/Early Head Start. Each class can elect one (1) Representative and one (1) Alternate to represent the class on Policy Council. Community members are also elected from each county to serve on the board. Members must be elected/re-elected to serve every year (November to November). The time spent volunteering as a PC member counts towards Non-Federal Share. **Without parents/guardians and our community members who are willing to be a part of this board, we cannot do what we do and provide our families with a quality program.**

As a member of Policy Council, you will....

- Meet at the Centralia Office on the 2nd Wednesday of the month from 10am-noon. You will be reimbursed for mileage and childcare. Lunch is provided following the meeting.
- Represent your classroom by sharing what's going on and what you would like to see happening in the classroom... and then share what you learn at PC with your classroom at the next Parent Committee Meeting.
- Review/Approve program items such as: Grant Applications, Minutes of past meetings, Director's Report, Enrollment and Other Staff Reports, Cost Comparison (*budget*), and Policies/Procedures of the HS/EHS programs... just to name a few. (You will receive training to do this!)
- Receive training for their position on Policy Council. This could be at the local (provided by HS/EHS staff), regional, or state level.
- Meet new people and connect with others that share in your Head Start/Early Head Start journey!

If you are interested in serving on Policy Council, please notify your teacher/parent educator, Family Service Team member, or contact Erica Downen at 532-4890 ext. 141.

PARENT ENGAGEMENT

Your child's success depends on your participation! We have an open-door policy for our Head Start/Early 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/Early 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 many experiences and opportunities for family participation.

Volunteer Opportunities

- Help with simple classroom or playground repairs, clean-up, etc.
- Read a story to the class
- Learning Bus and Webbing into Literacy activities with your child
- Bring and play a musical instrument or sing songs
- Assist with mealtime
- Sharing cultures and/or different family traditions
- Assist with preparing items for classroom activities (can be done at home)
- Stay and help with the first or last 15 minutes of the day

VOLUNTEERING

To ensure safe and healthy environments for children, staff, and volunteers, parents/guardians 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 at the main office. TB tests can be obtained at the local Health Department. You will also need to complete an application and authorization for background check.

SIBLINGS IN THE CLASSROOM

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



POSITIVE MALE INVOLVEMENT

BCMW Head Start/Early Head Start recognizes how important dads, grandfathers, and other 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. A father's 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 play with their children, contribute to the child's language and literacy development as well as 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. More information can be found at: www.fatherhood.gov/library/dadstats

***BCMW Head Start/Early Head Start relies on your involvement and support.
This is a program for you and your family.
You are vital to this program!***

If you have any questions, you are welcome to contact your Family Service Team member. Their contact information can be found on pages 8-10 of this handbook.





Rights and Responsibilities of Head Start/Early Head Start Parents/Guardians

RIGHTS

Things you can expect from HS/EHS

- 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/Early Head Start.
- To always be treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff, which will help his/her overall 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 HS/EHS can expect from you

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept HS/EHS as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, as 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/parent educators 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/parent educator, staff, and other parents/guardians 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.

NON-FEDERAL SHARE

Non-Federal Share is one way parents/guardians and the community help support the BCMW Head Start/Early 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/Parent Educator will have a Non-Federal Share form for you to sign. The time you spend working with your child on the Learning Bus and Webbing into Literacy Folders that come home with your child also count toward our Non-Federal Share. Up to 10 hours of time spent working on the folders can be claimed for NFS. **Non-Federal Share is a very important part of the Head Start/Early Head Start Program.** Please remember to sign a Non-Federal Share form any time you volunteer for the program.

FAMILY & COMMUNITY participation makes a **BIG DIFFERENCE** in the Head Start/Early Head Start Program experience. Families may hear “Have you signed a Non-Federal Share form” throughout their Head Start/Early Head Start experience. If you know anyone in the community that would like to volunteer in the classrooms, please direct them call the Education Assistant at 532-4890 ext. 131.



Thank you for helping us reach our GOAL!

TRANSPORTATION

The Transportation Department's ultimate priority is safety.

Transportation Services for BCMW Head Start/Early Head Start will be provided by South Central Transit for all centers.

- ♣ All SCT Bus Drivers are required to have the following:
 - ✓ Commercial Driver's License (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.
 - ✓ *Child_Safety Reminder* - 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.
 - ✓ *Bus in use or not in use system* - 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 that all children are required to wear.

- ♣ Buses are equipped with back-up alarms.

- ♣ Buses are 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.

- ♣ One or more Bus Monitors/Classroom Aides are on every bus. They will assist, observe, and provide fun and educational activities for children to and from the Head Start/Early Head Start Center. Bus Monitors/Classroom Aides are a communication link between the classroom and home.

- ♣ Parents/Guardians will sign the following forms relating to the transportation of their child:
 1. A Transportation Request Form stating where your child will be picked-up and dropped-off.
 2. DCFS 593 Form - stating who is authorized to receive your child.
 3. A Transportation 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 of Head Start/Early Head Start children. Cooperation, consideration and flexibility from both our staff and the parents/guardians will build the foundation for a GREAT Transportation Year!

1. It is the parent/guardian's responsibility to update, **in writing**, the DCFS 593 Form any time a person needs to be added or deleted from/to the pick-up/drop-off list.
2. Illinois State Law allows either parent to pick up the child unless the custodial parent gives Head Start/Early Head Start a copy of the Court Order stating otherwise.
3. The parent/guardian or other person specified on the DCFS 593 Form must be at the designated drop-off location to receive the child. The bus monitor or other staff may ask for a **picture ID to assure the child is being released to an authorized 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 drop-off. This will be a hand-to-hand transfer between Monitor and parent/guardian.
5. Please call the center if the child is not going to ride the bus that day so they can be removed from the pick-up list. Please leave a message if there is no answer.
6. Please have the child ready for pick up when the bus arrives. If the child is not ready, it will be the parent/guardian's responsibility to get the child to school.
7. The child will be returned to the center if nobody is at the bus stop to receive them. It will then be the parent/guardian's responsibility to pick up the child.
8. Pick-up and drop-off times can and will change frequently. Some reasons may be:
 - a. A child may become ill or upset and needs to be taken home earlier.
 - b. A child may not be riding the bus causing the bus to be early to the next stop. If several children are not riding, the bus could be quite early.
 - c. A train may stop the bus 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/disabilities that should be considered in the pick-up and/or drop-off of the child, please call the office to make arrangements.

Outings are an integral aspect of each child's development. Parents/Guardians are informed when field trips are scheduled. The staff plans for appropriate safety requirements for these outings based on the type of activity and age of the children. A signed consent must be on file in order for the child to ride the bus.

IN CONCLUSION

The Management and Educators of BCMW Head Start/Early 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/Early 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/Early Head Start program will be a long and satisfying journey.

YOUR CHILD'S FUTURE IS OUR CONCERN!

