

L.B.J.&C.

# Parent HANDBOOK

2024-2025



AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families. L.B.J.&C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Angela West (931) 528-3361

## Table of Contents

<b>Table of Contents</b>	<b>2</b>	<b>Education Services</b>	<b>22</b>
<b>A Message from the Director/Summary Calendar</b>	<b>3</b>	<b>Supervision of Children</b>	
<b>Central Office and Center/Center Supervisor Contact Information</b>	<b>4</b>	<b>Attendance and Unexpected Absences</b>	
<b>Policy Statement for Parents</b>	<b>5</b>	<b>Transition</b>	<b>24</b>
<b>Emergency Preparedness</b>	<b>6</b>	<b>Outdoor Play</b>	
Emergency Evacuation Information		<b>ClassTag</b>	<b>26</b>
Emergency Preparedness Plan/Drills		<b>Emergency Preparedness and Disaster Supply Checklist</b>	<b>28</b>
Transfer of Children		<b>The Flu: A Guide for Parents</b>	<b>30</b>
<b>Parent Involvement</b>	<b>7</b>	<b>Influenza Vaccination Information</b>	<b>31</b>
Parent Involvement/Volunteer Job Description		<b>Immunizations</b>	<b>32</b>
GED	<b>8</b>	<b>Policies/Rights and Responsibilities</b>	<b>33</b>
Imagination Library		Code of Conduct	
Home Visits and Parent/Teacher Conferences		Confidentiality	<b>34</b>
<b>1st Parent Meeting/Policy Council Elections Schedule</b>	<b>10</b>	Head Start Policy Council	<b>36</b>
<b>Health Services</b>	<b>12</b>	Tobacco/Vape-Free Environment Policy	
Mental Health Services		HIPAA	
Screenings		Child Abuse and Neglect	<b>37</b>
Left Over Medication		Corporal Punishment	
Health Checks/Lice Policy	<b>14</b>	WIC Information	<b>38</b>
Advisory Committees		Your Rights Under 504 Section A	
Disability Services		USDA Nondiscrimination Statement	
How IDEA Protects You and Your Child	<b>16</b>	Tennessee DHS CACFP Civil Rights Grievance Procedures	<b>39</b>
Notice of Parent Rights		Tennessee DHS CACFP Civil Rights Grievance Report Procedures	
<b>Nutrition Services</b>	<b>18</b>	Training and Development Services	<b>40</b>
Letter from Child Nutrition Specialist		Learning Opportunities for Head Start Families	
Family Style Meal		TN DHS Summary of Licensing Requirements for Child Care	<b>41</b>
CACFP Parent Letter	<b>20</b>	<b>L.B.J.&amp; C. Facts/Service Area Map</b>	<b>44</b>
<i>Building for the Future</i>			

## A Message From The Director

### Welcome to L.B.J.& C. Head Start!

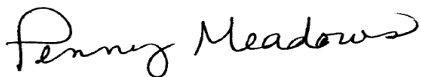
Dear Head Start Parent:

The L.B.J.& C. Head Start Program welcomes you to an exciting year of opportunities and adventures. A day in Head Start will be most rewarding to you.

We appreciate the time you will be able to spend in the Head Start Center. The competent staff at the center are there for your source of information and support to you in any way we may be able to help you.

As Head Start Director, I operate with an open door policy to staff, parents, and volunteers. Also, I can be reached by phone at (931) 528-3361. Please contact me at any time that I may be of help to you during your time with Head Start.

Respectfully,



Penny Meadows  
Head Start Director

# 2024 / 2025 Summary Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# L.B.J.& C. Head Start Central Office

1150 Chocolate Drive  
Cookeville, TN 38501-2206

Tel: (931) 528-3361

Fax: (931) 528-2409

Website: [www.lbjc.org](http://www.lbjc.org)

E-mail: [information@lbjc.org](mailto:information@lbjc.org)

Computer Services: [ComputerSupport@lbjc.org](mailto:ComputerSupport@lbjc.org)

<b>Head Start Director.....</b>	<b>ext. 221</b>
<b>ERSEA/Transition Specialist.....</b>	<b>ext. 222</b>
<b>Data Entry Assistant.....</b>	<b>ext. 223</b>
<b>Parent/Family Community Engagement Specialist.....</b>	<b>ext. 224</b>
<b>Child Nutrition Specialist.....</b>	<b>ext. 225</b>
<b>Assistant Head Start Director.....</b>	<b>ext. 226</b>
<b>Data Entry Assistant.....</b>	<b>ext. 227</b>
<b>Human Resource Manager.....</b>	<b>ext. 228</b>
<b>Program Services Manager.....</b>	<b>ext. 229</b>
<b>Early Literacy Mentor-Coach.....</b>	<b>ext. 230</b>
<b>Chief Financial Officer.....</b>	<b>ext. 231</b>
<b>Behavioral Specialist.....</b>	<b>ext. 232</b>
<b>Program Operations Manager.....</b>	<b>ext. 233</b>
<b>Early Literacy Mentor-Coach.....</b>	<b>ext. 234</b>
<b>Child Health Specialist.....</b>	<b>ext. 235</b>
<b>Fiscal Assistant.....</b>	<b>ext. 236</b>
<b>Fiscal Assistant.....</b>	<b>ext. 237</b>
<b>Fiscal Assistant.....</b>	<b>ext. 238</b>
<b>Disability Specialist.....</b>	<b>ext. 239</b>
<b>Office Assistant.....</b>	<b>ext. 240</b>
<b>Education Specialist.....</b>	<b>ext. 242</b>
<b>Education Assistant.....</b>	<b>ext. 248</b>
<b>Assessment, Counseling, &amp; Training Service.....</b>	<b>931-528-9399</b>

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

## Algood/Cookeville Head Start Center

180 West Church Street  
Algood, TN 38506  
931-537-9057/ Kelsee Loftis

## Bondcroft Head Start Center

9020 Crossville Hwy  
Sparta, TN 38583  
931-450-8200/ Loretta Huffaker

## Brookside Head Start Center

87 Newman Station  
McMinnville, TN 37110  
931-668-7043/ Shannon Melton

## Byrdstown Head Start Center

1012 Beason Road  
Byrdstown, TN 38549  
931-450-8247 /Debbie Fitzgerald

## Celina Head Start Center

306 Williamson Street  
Celina, TN 38551  
931-450-8248/ Maggie Allen

## Clarkrange Head Start Center

1399 Franklin Loop  
Clarkrange, TN 38553  
931-450-8249/ Linda Fowler

## Crossville Head Start Center

1831 East First Street  
Crossville, TN 38555  
931-484-4114/Charlotte Potts

## Gainesboro Head Start Center

745 S. Grundy Quarles Hwy.  
Gainesboro, TN 38562  
931-450-8250/ Linda Cothern

## Home Away From Home Head Start

P.O. Box 425  
Crossville, TN 38557  
931-484-3238/Sheena Wilson

## Jamestown Head Start Center

629-A North Main Street  
Jamestown, TN 38556  
931-450-8251/ Patricia Buck

## Lafayette Head Start Center

2703 Hwy. 52E  
Lafayette, TN 37083  
615-235-3901/ Kimberly Cox

## Livingston Head Start Center

480 Cross Avenue  
Livingston, TN 38570  
931-450-8253/ Marietta Handy

## Midway Head Start Center

4764 Hennessee Bridge Road  
Rock Island, TN 38581  
931-450-8254/ Amanda Talbert

## Monterey Head Start Center

705 East Commercial Avenue  
Monterey, TN 38574  
931-450-8257/ Leslie Hill

## Home Away From Home-Pinewood Head Start

P.O. Box 425  
Crossville, TN 38557  
931-787-1012

## Red Boiling Springs Head Start Center

521 Lafayette Road  
Red Boiling Springs, TN 37150  
615-699-2225/Lavonda Hix

## Shiloh Head Start Center

839 P. Brewington Rd.  
Cookeville, TN 38501  
931-268-2759/ Rhonda Hardy

## Smith County Head Start Center

201 Joy Alford Way  
Carthage, TN 37030  
615-735-1868/Lisa Anderson

## Smithville Head Start Center

118 Kimberly Lane  
Smithville, TN 37166  
615-549-5595/ Cathy Shehane

## Sparta Head Start Center

430 North Spring Street  
Sparta, TN 38583  
931-450-8261/ Phyllis Cole

## South Cookeville Head Start

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

Listed below are the policies which will be followed during the 2024-2025 Head Start Program year for children. Please read carefully.

1. **Program Operations:** Head Start centers will be operated Full Day-Monday - Friday from August 12, 2024. Children are required to attend five (5) days a week. HAFH/Pinewood offer Full Day/Full Year services. Center Staff will work individually with families needing extended hours. Head Start does not have Fall Break. However, Head Start does have Spring Break in conjunction with the local county school system's Spring Break schedule.
2. **Sign-In/Sign-Out:** The child must be delivered to the Head Start staff and signed in upon arrival to the Head Start center. A parent/authorized release person must sign out the child prior to departing and becomes responsible for the child at the time the book is signed. An authorized release person is one who the parent or legal guardian has listed on the child's application as "authorized release" persons. **Changes or additions to authorized release persons may only be made in person.** Change may not be made over the phone or through notes.
3. **Late Pickup:** If a child has not been picked up by closing time, emergency procedures will be implemented which will include attempts to contact the parent/guardian/caregiver and the emergency contact/release persons at all phone numbers accessible. After all attempts to contact a authorized release person has been unsuccessful the Program Services Manager will be contacted, along with the local law enforcement and/or Department of Children Service's (DCS).
4. **Attendance** is very important to the child and to the Head Start Program. The child will be expected to attend every day that the center is open. Parents are encouraged to contact Head Start by 9 a.m. if their child will be absent, if not, your child will be considered Unexpectedly Absent. Individual attendance is monitored closely. Head Start staff helps families in identifying barriers to poor attendance and initiate support services to make every effort to increase and improve individual attendance.
5. **Inclement Weather:** Head Start Centers will use the following guidelines for inclement weather:
  - a. If the local school is one or two hours late, Head Start will be open on time. Regular meal times will be followed.
  - b. If the local school is closed due to inclement weather, Head Start will be closed.
  - c. If the local public school system closes early due to inclement weather, the Head Start center will close at the same time as the public school system.\* Home Away From Home center will remain open unless extreme conditions occur in which parents will be notified.
6. **Sick Child:** If a child becomes ill during the day, the parent will be called to pick up the child and to take the child home. A sick child cannot be cared for at the center.
7. **Potty Trained:** Children do NOT have to be potty trained to attend Head Start. Staff work with families to achieve this skill and provide the pull-ups or diapers.
8. **Extra Clothes:** Please send an extra change of clothes for your child; please write the child's name on the inside. This clothing will be left at the center for emergencies.
9. **Medication:** Children's medication will only be administered while at Head Start as guided by a medical provider. Doctor's orders, parental consent, and possible side effects must be submitted to the Center Supervisor in order to receive approval to administer the medication from the Program Services Manager. Once staff training is determined and approval has been obtained, medication must be delivered to the center by the parent/guardian/caregiver in the original labeled container.
10. **Communicable Disease:** Parents will be promptly notified of the occurrence of communicable disease outbreaks among the children at the Head Start Center.
11. **Do not send:** Please do not send money, toys, pillows, blankets, or backpacks to the center with the child.
12. **Eligibility:** Once a child has been found to be income eligible and is participating in the program, that child remains income eligible for the current year and the following year.
13. **Immunizations:** Immunizations must be kept up-to-date for the child to remain in the program. Only a child with a documented medical or religious reason will be excused from the required documentation. Immunizations must be documented using the Tennessee Department of Health Immunization Form prior to a child's entry into the Program.
14. **Health Physical:** Each child must have a health physical and up-to-date Immunizations prior to entering into the Head Start Program following the EPSD&T standards.  
\*The Health Physical Form is available at each Head Start Center.
15. **Allergies and/or special diets** must be documented by an appropriate professional (physician, clergy, etc.) with an emergency action plan.
16. **Volunteers** who choose to volunteer in the kitchen must obtain a negative TB test before he/she begins. This evaluation may include a chest x-ray and, if necessary, other specific test. Any individual born in a country other than the United States, Canada, Western Europe, Australia, New Zealand, and Japan must have a TB screening prior to on-going contact with children.
17. **Corporal punishment** (spanking, slapping, pinching, etc.) is not allowed on any child, including your own, while on Head Start premises or at any Head Start function.
18. **Child Abuse and Reporting:** The Tennessee Department of Human Services requires anyone knowing or suspecting child neglect and/or abuse must report it to the proper authorities. Please refer to Child Abuse Facts and Laws.
19. Firearms, weapons, drugs, and alcohol are prohibited on the L.B.J.& C. Head Start operational sites. (A child will not be released to any person suspected of being under the influence of drugs or alcohol.)
20. **Tobacco/Vape Free:** The Head Start has a Tobacco/Vape-Free Environment Policy prohibiting tobacco use at all times in all space utilized by the Head Start Program.
21. **Outdoor play** is an important part of the Head Start Program. Please refer to the Outdoor Play Procedure.
22. **Free Services:** All Head Start services are provided at no cost to children/families enrolled in the Head Start program, and volunteering is not a requirement for your child's enrollment.
23. Staff, children, and volunteers must wash their hands upon arrival at center/classroom and according to the Handwashing Procedure.

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

Center Name	Evacuation Place	Contact Person	Contact Phone Number
Bondcroft	Derrossett Church of Christ	Doug Watts	931-235-2453
Byrdstown	Ashley's Classy Cut*	Ashley Elmore	931-864-7376
	Byrdstown Medical Center**	Janie Todd Dr. Andrew Todd	931-864-3187
Algood/ Cookeville	Algood/Cookeville Community Center*	Brenda Dishman	931-537-3447
	L.B.J. & C. Central Office**	Penny Meadows	931-528-3361
Crossville	AC Services	Alaine Carletti	931-787-2557
Clarkrange	South Fentress Community Park	Genger Norman	931-752-5028
Jamestown	York Institute	Coach Derwin Wright	931-879-8101
Livingston	Livingston City Police Department	Greg Ethridge	931-823-6496
Monterey	Monterey Library	Doylene Farley	931-839-2103
Sparta	NHC Home Health Care	Lora Swift	931-836-2713
Brookside	Bonner Church of Christ	Tim Long	931-607-2540
Midway	Mike/Cindy Cooper's Home	Mike/Cindy Cooper	931-686-2178
Smithville	Webb House	Lora Webb	615-597-8888
Home Away From Home	Cumberland Fellowship*	Travis Isaacson	931-707-1883
	HAFH-Pinewood Head Start**	Kathy Wilson	931-787-1012
Celina	Clay Board of Education Central Office	Ashley White	931-243-3141
Gainesboro	USDA Jackson/Clay County Farm Service	Lisa King	931-268-0201 Ext. 102
Shiloh	Shiloh Church of Christ	Matt Hargis	931-239-1361
Smith County	Smith County Wellness Center	Kristen Oldham	615-735-2735
Lafayette	Macon One Stop	Van Presley	615-688-7867
	StoneCrest Assisted Living	Paula Driver	615-666-6400
RBS	Anderson Funeral Home	Leeann/Wayne Anderson	615-699-2191
HAFH-Pinewood	Cumberland Housing Apt # 223*	Tiffany Davis	931-200-9814
	Home Away From Home Head Start**	Sheena Wilson	931-484-3238
South Cookeville	NHC Home Care	Darlene Rickles	931-528-2722

\*Primary Evacuation Place

\*\*Secondary Evacuation Place if first location is unavailable

## Emergency Preparedness Plan and Drills

All Head Start Center Safety Drills will be practiced monthly with two occurring within the first thirty days. The Emergency Preparedness Plan and Evacuation Routes are posted in each classroom, center office, parent corner, and other frequently traveled areas. Staff review the plan on a monthly basis. Individual Evacuation Plans will be implemented for children with disabilities and/or children who require more assistance than other children to evacuate the facility.

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

### Transfer of Children Policy

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

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

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

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

# Parent Involvement

## Parent Involvement/Volunteer

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

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

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

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

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

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

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

5/19

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

### The Rights of the Volunteer

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

### Volunteer Responsibilities

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

### Suggested Ways to Volunteer

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

### Advantages of Being a Volunteer

1. Have an opportunity to increase your job skills.

# Monthly Highlights — July/August

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

- ⇒ July 25—Family Engagement Training
- ⇒ July 26-30 - Education Staff Training
- ⇒ July 26-Aug 2 – Children’s Orientation/Enrollment
- ⇒ July 31– August 2 – Teacher First Home Visits (scheduled by appointment)
- ⇒ Week of August 5 – Pre-Service Training
- ⇒ August 12 – First day for children

Attention Head Start Parents!

*Let Head Start Lead You to Success. . .*

*Ask about:*

GED Classes

(Test Fee Refund)

Tennessee Technology Classes

College Courses

Contact Your Local

Head Start Family Engagement Staff

Rev. 6/14

## Why Head Start Home Visits and Parent Conferences?

In addition to the two required home visits, teaching staff in all Head Start Centers conduct at least two required staff-parent conferences a year and more if needed to increase the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program. Home visits and parent conferences allow the teaching staff and parents to better understand the child’s unique strengths and needs and provide an opportunity for parents and staff to discuss childcare and early education issues. **Home visits and parent conferences are scheduled by the teaching staff with the consent of the parent at a time that is convenient to both. They are vital to the success of the child’s development.**

### Home Visits and Parent Conferences

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

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

## Your Child and Her/His Home Learning Environment

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

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

In 1996, Dolly Parton launched an exciting new effort to benefit the children of her home county in east Tennessee. Dolly wanted to foster a love of reading among her county’s preschool children and their families. She wanted children to be excited about books and to feel the magic that books can create. Moreover, she could insure that every child would have books, regardless of their family’s income. So she decided to mail a brand new, age-appropriate book each month to every child under 5 in Sevier County. With the arrival of every child’s first book, the classic *The Little Engine That Could*<sup>TM</sup>, every child could now experience the joy of finding their very own book in their mailbox. These moments continue each month until the child turns 5—and in their very last month in the program they receive “*Look Out Kindergarten, Here I Come.*”

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



# August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
August is National Immunization Awareness Month and Children's Eye Health Safety Month				1	2	3
4	5	6 Policy Council 6:00 p.m.	7	8	9	10
11	12 <i>Children's First Day</i>	13 Board Meeting 6:00 p.m.	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Monthly Highlights — September

*First Parent Meeting , Policy Council Elections, and Family Meals!*

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

- ⇒ September 4– Home Away From Home Parent Meeting/Family Meal at Pinewood (mtg. starts at 9 a.m. at center)
  - ⇒ September 4– Home Away From Home-Obed Parent Meeting/Family Meal-(mtg. starts at 12:00 p.m. at center)
  - ⇒ September 5 –Smith County Parent Meeting/Family Meal/Smith County Policy Council Election -(starts at 9 a.m. at center)
  - ⇒ September 6– Sparta Parent Meeting/Family Meal/White County Policy Council Election -(starts at 9 a.m. at center)
  - ⇒ September 6– Bondecroft Parent Meeting/Family Meal-(starts at 12:00 p.m. at center)
  - ⇒ September 10–Lafayette Parent Meeting/Family Meal/Macon County Policy Council Election-(starts at 9 a.m. at ctr)
  - ⇒ September 10– RBS Parent Meeting/Family Meal - (starts at 12:00 p.m. at center)
  - ⇒ September 11 – Algood/Cookeville Parent Meeting/Family Meal/Putnam County Policy Council Election - (starts at 9 a.m. at center)
  - ⇒ September 12 – South Cookeville Parent Meeting/Family Meal -(starts at 9 a.m. at center)
  - ⇒ September 13– Brookside Parent Meeting/Family Meal/Warren County Policy Council Election -(starts at 9 a.m. at center)
  - ⇒ September 13 – Midway Parent Meeting/Family Meal -(starts at 12:00 p.m. at center)
  - ⇒ September 17– Smithville Parent Meeting/Family Meal/Dekalb County Policy Council Election-(starts at 9 a.m. at center)
  - ⇒ September 18 – Crossville Parent Meeting/Family Meal/Cumberland Co. Policy Council Election-(starts at 9 am at center)
  - ⇒ September 19– Celina Parent Meeting/Family Meal/Clay County Policy Council Election -(starts at 9 a.m. at center)
  - ⇒ September 20 – Shiloh Parent Meeting/Family Meal/Jackson County Policy Council Election - (starts at 9 a.m. at ctr)
  - ⇒ September 23 – Monterey Parent Meeting/Family Meal -(starts at 9 a.m. at center)
  - ⇒ September 24– Jamestown Parent Meeting/Family Meal/Fentress County Policy Council Election-(starts at 9 a.m. at center)
  - ⇒ September 24– Clarkrange Parent Meeting/Family Meal -(starts at 12:00 p.m. at center)
  - ⇒ September 25– Gainesboro Parent Meeting/Family Meal -(starts at 8:30 a.m. at center)
  - ⇒ September 26– Livingston Parent Meeting/Family Meal/Overton County Policy Council Election -(starts at 9 a.m. at center)
  - ⇒ September 26– Byrdstown Parent Meeting/Family Meal/Pickett County Policy Council Election -(starts at 12:00 p.m. at center)
- All family meals will be at 8:30 or 11:30 (30 minutes before parent meeting).**

## Parent Meeting/Topics — September

All About Head Start  
Head Start Performance Standards  
Importance of Oral Health Home/Care

Transportation Safety Education  
Election of Officers/Policy Council Members  
Personal Safety

# September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day Centers Closed HAFH Closed	3 Policy Council 6:00 p.m.	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 T/TA Mtg. 1:00 p.m.	20	21
22	23 45 Days-All Health Screenings Completed if children enter on 8/12/24	24	25	26	27	28
29	30 Policy Council Training 11 a.m.					September is Head Lice Prevention Month & Cholesterol Awareness Month

# Health Services

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



## Required Head Start Health Screenings:

- Physical
- Vision
- Hearing
- Blood Pressure
- Lead
- Hemoglobin/Hematocrit
- Oral Health Exam
- Preventative Oral Health
- Health History
- Speech
- Developmental
- Growth Assessment
- Behavioral Screening

**\*\*\*\*All Identified Health Needs Will Require Follow-Up\*\*\*\***  
Head Start will provide assistance to families to obtain follow-up services.

## **Children's Leftover Medication**

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

## Mental Health Services

Early childhood mental health (birth to 5 years) is the same as social-emotional development. Children learn to develop close, secure relationships with peers and caring adults.

L.B.J. & C. Head Start has contracted with Assessment, Counseling, and Training Services (ACTS) to provide Mental Health Services for the program. Family and staff concerns about a child's mental health are identified through our screening process; ACTS addresses these concerns. ACTS provides the program with highly-qualified consultants who possess core areas of knowledge as a foundation for working effectively with young children, staff and parents in the Head Start Program.

**ACTS provides on-site mental health observations that involve mental health professional, program staff, and parents. These observations result in:**

- Classroom strategies to assist all involved with mental health concerns;
- Providing education that promote children's mental wellness;
- Assisting with referrals to utilize other community mental health resources, as needed.

## **Addressing Challenging Behavior**

Addressing challenging behavior in preschool requires three tiers of prevention and intervention supports as defined by The Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children:

- ⇒ Tier 1 – Universal promotion for all children
- ⇒ Tier 2 – Secondary prevention for some children
- ⇒ Tier 3 – Tertiary intervention for a few children

Implementing behavior intervention strategies at each level of the tier model assists in decreasing challenging behavior.

# October 2024

Head Start does not observe Fall Break.  
This is a great time for older youth to get involved.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Community booths will be set up at each Open House.	<p><i>Open House is from 1pm-3pm</i></p> <p><i>Come on out!</i></p> <p><i>Everyone is welcome!!</i></p>					
		<p>1</p> <p><i>Policy Council 6:00 p.m.</i></p>	<p>2</p> <p>Midway Open House/ACTS</p>	<p>3</p> <p>Byrdstown Open House/ACTS</p>	<p>4</p> <p>Sparta Open House/ACTS</p>	<p>5</p>
6	<p>7</p> <p>Clarkrange Open House/ACTS</p>	<p>8</p> <p><i>Board Training 5:00 pm</i> <i>Annual Board Mtg- 6:00</i></p> <p>HAFH/Pinewood Open House/ACTS</p>	<p>9</p> <p>Brookside Open House/ACTS</p>	<p>10</p> <p>Jamestown Open House/ACTS</p>	<p>11</p> <p>Livingston Open House/ACTS</p>	<p>12</p>
13	<p>14</p> <p>Lafayette Open House/ACTS</p>	<p>15</p> <p>Algood Open House/ACTS</p>	<p>16</p> <p>Smith County Open House/ACTS</p>	<p>17</p> <p>Shiloh Open House/ACTS</p>	<p>18</p> <p><b>Staff In-service Day:</b></p> <p><b>No Children</b></p>	<p>19</p>
20	<p>21</p> <p>RBS Open House/ACTS</p>	<p>22</p> <p>Gainesboro Open House/ACTS</p>	<p>23</p> <p>Monterey Open House/ACTS</p>	<p>24</p> <p>Bondcroft Open House/ACTS</p>	<p>25</p> <p>Smithville Open House/ACTS</p>	<p>26</p>
27	<p>28</p> <p>Celina Open House/ACTS</p>	<p>29</p> <p>South Cookeville Open House/ACTS</p>	<p>30</p> <p>Crossville Open House/ACTS</p>	<p>31</p> <p><b>Fall Fun Day in All Centers</b></p>		<p>October is Domestic Violence Awareness Month &amp; Breast Cancer Awareness Month</p>

### Child Health Checks/Identified Illness or Injury

A Child Health Check will be conducted daily. While using hand sanitizer, the staff member will look for evidence of illness or injury and report it to the parent/caregiver before accepting the child in the center. The parent/caregiver will be discretely informed of any concerns, head lice, nits, illness or injury. The child will not be allowed into the center if the illness is significant to warrant contact with other children. Head Start uses a hand stamp system for approved health checks. Education staff will check for the stamp on hand as child enters classroom. If the child hasn't obtained stamp, education staff will perform health check and stamp child's hand.

Any child with the following symptoms during the health check or throughout the day will be removed from the group, sent to the Family Engagement office, and the parent is contacted. Medical/Dental emergency plan will be followed if needed.

1. **Fever** – Axillary temperature 99.4 degrees F or more; oral temperature of 100.4 degrees F or more. (Child must be fever free for 24 hours without fever reducing medication)
2. **Respiratory symptoms** – Severe coughing, difficult or rapid breathing.
3. **Vomiting** – Two or more incidents in a day.
4. **Diarrhea** – Two or more incidents in a day or blood in stool.
5. **Eye drainage** – Thick mucus, pus, or pink eye.
6. **Body rash with fever or unexplained rash** – Red or purple rash, welts that appear quickly, open sores, blisters, and burns.
7. **Unusual appearance/behavior** – The child acts or looks different than usual; appears unusually tired; lacks appetite; difficult to awaken; change in color of skin, eyes, stool or urine; confused; sore throat with fever; and swollen glands.
8. **Obvious severe pain**
9. **Chicken pox**
10. **Live Lice or Nits**

The parent will pick the child up as soon as possible. If the parent cannot be contacted immediately, the child will be isolated and cared for according to the Medical/Dental emergency plan until the parent can be notified to pick up the child. In the event of a serious illness Head Start will not delay seeking emergency treatment due to a delay in making contact with the parent.

### Lice Policy

L.B.J.& C. staff will conduct early morning observations of all Head Start children during child health checks. As a child enters the Center, they will be observed for physical health and head lice by Head Start staff. If a child is found to have visible live lice or nits during the morning health check, the child will not be allowed to stay in the center. The parent will be informed immediately in a confidential manner of the problem and provided information on effectively treating head lice. Anyone can get head lice. It is not a sign of poor personal hygiene or being dirty.

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

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

### Disabilities Services

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

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

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

### COVID and Other Respiratory Illnesses

The CDC released [updated recommendations](#) for how people can protect themselves and their communities from respiratory viruses, including COVID-19. The new guidance brings a unified approach to addressing risks from a range of common respiratory viral illnesses, such as COVID-19, flu, and RSV, which can cause significant health impacts and strain on hospitals and health care workers. CDC is making updates to the recommendations now because the U.S. is seeing far fewer hospitalizations and deaths associated with COVID-19 and because we have more tools than ever to combat flu, COVID, and RSV.

We still must use the commonsense solutions we know work to protect ourselves and others from serious illness from respiratory viruses—this includes vaccination, treatment, and staying home when we get sick.”

Our Evidence-Based COVID-19 Mitigation Policy states children will be isolated for a minimum of 5 days after onset as they are not required to wear a mask for the additional 10 days as previously recommended.

The U.S. Department of Health and Human Services published a final rule in January 2023 that removes the requirement for universal masking for all individuals ages 2 and older. Therefore, children attending Head Start will not be required to wear a mask while at their center. However, masks will be available for children and employees upon request.

Children will continue to receive services when:

Children test positive for COVID-19.

An immediate family member tests positive for COVID-19.

Children become symptomatic during the isolation period (the date of return may change based on the date of onset of symptoms or positive testing).

Parents will notify Family Engagement staff or teaching staff of a positive case or immediate exposure.

# November 2024

## Parenting Curriculum

Our Parenting Curriculum is training where vital parenting skills are discussed, including parenting issues, experiences, and feelings.

Being a parent is the most rewarding job you will ever have.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>L.B.J. &amp; C. Head Start recognizes the importance of Fathers being involved in children's lives. Father activities are planned to encourage Fathers to visit the center and be a part of their child's education.</i>	<i>Parent Meeting/Topics: Safe Food Handling and Storage Parent's Choice Workshop Parenting Curriculum Stress Management</i>		Health & Safety Mtg. 9:00 a.m.	Health Services/Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00	1	2
3 Daylight Savings Time End	4 Education Advisory Meeting 1:00 p.m.	5 <b>Staff In-service Day No Children</b>  Policy Council 6:00 p.m.	6 Grandparent Breakfast at all centers – 8:30 a.m. 90 Days—All 90-Day Health Screenings Completed	7 Health Services/Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00	8	9
10	11 Veteran's Day Centers Closed HAFH Open	12	13	14 T/TA Mtg. 1:00 p.m.	15	16
17	18	19	20	21	22	23
24	25	26 Family Meal at all centers – (starts at 11:00 a.m. at centers)	27 Centers Closed HAFH Open	28 Thanksgiving Day Centers Closed HAFH Closed	29 Centers Closed HAFH Closed	30

## How IDEA Protects You and Your Child

### At a Glance:

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

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

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

### The Purpose of IDEA

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

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

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

### Services Under IDEA: Who's Eligible

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

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

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

### The Next Step: Getting an IEP

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

### The Role of Parents

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

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

### Key Takeaways

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

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

DI40a  
Rev 5/23

### L.B.J.& C. Head Start Notice of Parent Rights

All children who enter the Head Start program receive physicals and other health screenings to ensure that they are healthy and are developing normally. Children who fail the screenings or have concerns from the physical may need additional or special services. To determine individual needs, an evaluation may be needed. After the evaluation, a team will meet with the child's parents to review the child's strengths and needs, and to plan exactly the right services and activities for the child.

The people who are on the team are there because they know something about the child (or about other children with special needs) or because they will be taking part in actually teaching or giving other services to the child. The team will also need information from the child's parents, because they know their child better than anyone. The team will need the parent's help in deciding on the best services to meet the child's needs.

### Your Rights Summarized

**Notice:** You have the right to give your written permission before an evaluation can be done and shared with the Head Start Program.

**Advocacy:** You have the right to bring someone with you to speak for you or help you in the meeting. If you cannot come to the meeting, you can send this person in your place and send your information to the team in writing.

**Evaluations:** You have the right to take your child to a different specialist for another evaluation and share the results with the team.

**Consent:** You have the right to give your written permission before Head Start releases any information from the evaluation to another agency.

**Records:** You have the right to know what records are maintained and the right to see them.

**Confidentiality:** You have the right to give your written permission before any information from prior evaluations that you have had done can be shared with Head Start.

### Your Responsibilities Summarized

Go to as many of the team meetings as possible.

Ask questions whenever you do not understand or you are concerned about something.

Share your observations and knowledge about your child and things that may affect your child.

Try to carry out suggestions by the team and report back the effects they have on your child.

The 504/ADA/Title VI contact person is Angela West, 528-3361 ext. 239



# December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
December is National Handwashing Awareness Month	<b>Parent Meeting/Topics</b> Childhood Obesity-Healthy Snack Choices for Children Substance Abuse Training Parent's Choice Workshop Parenting Curriculum					
1	2	3 Policy Council 6:00 p.m.	4	5	6	7
8	9	10 Board Meeting 6:00 p.m.	11	12	13	14
15	16	17	18 Family Breakfast at all centers - (starts at 9:00 a.m. at center)	19	20	21
22	23	24	25	26	27	28
<b>All Centers, except HAFH &amp; Pinewood, Closed - Dec. 19 - Jan. 6</b>						
29	30	31	<b>HAFH &amp; Pinewood Closed - Dec. 23 - Jan. 2</b>			

# Nutrition Services

Rev. 5/23

Dear Head Start Parent,

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

New foods are introduced to your child through lesson plans or classroom activities in order to help children recognize and try various new foods and develop cultural awareness. Opportunities for parents/guardians to be involved include providing input for the menus, serving on Advisory committees, participating in parent meetings, and assisting with classroom nutrition activities. Head Start must contract only with food service vendors that are licensed in accordance with State, Tribal and local laws. To ensure the health and safety of each child, no outside food will be brought into the Head Start Center. This includes any "treats" for special days. If your child has special dietary needs, religious food exemptions, or food allergies, please contact your Family Engagement Staff as soon as possible to inquire about the necessary documentation needed.

As parents, please ensure that your child arrives prior to the morning meal to ensure the child is receiving all the services Head Start has to offer. The Department of Human Services, who licenses our Head Start Center's requires a caregiver to sit at the table with the children during high risk activities like eating. If your child arrives after the meal has started, and has not already eaten, we encourage you to stay with your child, if possible, while he/she eats so that the teaching staff can continue with the regular classroom activities. To ensure food safety, alternate menu items may be served if arrival time is later than 9:00 a.m. In the event of inclement weather and school runs late, breakfast will be served at the regular scheduled time, 8:30 a.m., and children who arrive late will be offered breakfast. If inclement weather develops during the day and children are dismissed early, the food service staff will alter the lunch menu accordingly.

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

Thank you,  
Savannah Gunter,  
Child Nutrition Specialist

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

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

### Family Style Meal Service Steps:

1. Staff will clean and disinfect tables then choose helpers, at random, to assist with setting the tables. Other Staff will provide transition activities and discuss health and safety issues for mealtime.
2. Helpers and staff will then wash hands.
3. Children set the table - plates, bowls, silverware and milk.
4. Staff, wearing food service gloves, will place food in smaller bowls and with the children's help, place the food on the tables. Children will place milk on the tables. All food available should be placed on the tables to prevent staff from having to get up during the meal. Staff will stay seated with the children, even if it is just one child, until they are finished eating. No child will be left unattended during the meal. If an emergency event occurs, requiring one staff member to leave the table, the other staff member will immediately stand between the tables and constantly scan all children until the other staff member returns and resumes responsibility for their children.
5. Once the meal is set, the helpers will return to the group doing transition activities. Once the group is together, the first adult will call their group of children to wash hands. Children with disabilities or challenging behaviors will be seated with teaching staff. This group will wash hands then sit down and begin passing the food, family style. The second group will then wash their hands and sit down, then the third. This will ensure an adult is with the children at all times. In the event a third person is not available in a classroom, two tables will be pushed together, and the adult, sitting in the middle, will be responsible for two tables, again ensuring that no child is left unattended.
6. During the meal, children will serve themselves, as developmentally appropriate. Staff will monitor the children to ensure that the full portion of the first serving is served. If a child refuses a food component, a small bowl of the food will be placed beside the child's plate and the adult will actively encourage the child to try the food. Diet modifications for food allergies or other special dietary needs will be explained to the children to prevent confusion.
7. When the meal is completed, each table will take turns cleaning up. The children will take an active part in the clean-up including raking their plates and emptying their milk cartons. Scrap tubs will be available at child level for them to empty their plates for disposal in the kitchen.

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

# January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Parent Meeting/Topics</b> Being Money Smart Parenting Curriculum (continued) Low-fat Nutrition on a Budget			1 Centers Closed for New Year's Day	2 In-service Day (No Children)	3 In-service Day (No Children)	4
5	6 Children Return	7	8	9 Health Services/Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00	10 Father/Male Role Breakfast at all centers (starts at 8:30 a.m. at centers)	11
12	13	14	15	16	17	18
19	20 Martin Luther King Holiday Centers Closed HAFH Closed	21	22	23	24	25
26	27	28	29	30	31	



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

A Limited Purpose Agency Serving  
Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton,  
Pickett, Putnam, Smith, Warren, and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501 • Telephone: (931) 528-3361 • FAX: (931) 528-2409 • [www.lbjc.org](http://www.lbjc.org)

## MEMO

**To:** Head Start Parent(s)/Guardian(s)  
**From:** Penny Meadows, Head Start Director  
**Date:** July 1, 2024  
**Subject:** Department of Human Services Meal Guidelines

The Department of Human Services has issued a new set of income guidelines by which your child's eligibility for free and reduced price meals must be re-determined. Please assist us to comply with the requirements of the Child and Adult Care Food Program.

Public Law 110-134 makes any child enrolled in Head Start automatically eligible for free meals without further application or eligibility determination thru the Child and Adult Care Feeding Program.

Income Eligibility Guidelines for Free and Reduced Price Meals Effective July 1, 2024 until June 30, 2025						
Household Size	Reduced Meals			Free Meals		
	Yearly	Monthly	Weekly	Yearly	Monthly	Weekly
1	27,861	2,322	536	19,578	1,632	377
2	37,814	3,152	728	26,572	2,215	511
3	47,767	3,981	919	33,566	2,798	646
4	57,720	4,810	1,110	40,560	3,380	780
5	67,673	5,640	1,302	47,554	3,963	915
6	77,626	6,469	1,493	54,548	4,546	1,049
7	87,579	7,299	1,685	61,542	5,129	1,184
8	97,532	8,128	1,876	68,536	5,712	1,318
***	9,953	830	192	6,994	583	135

\*\*\* For each additional family member add

Z/Operational Manual Nutrition/2022-2023 CACFP Parent Letter

AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children and Families  
L.B.J. & C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-marit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Amy Mahoney (931) 528-3361

Good nutrition today means a stronger tomorrow!

# Building for the Future

## with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

**Meals served here must meet USDA's nutrition standards.**

### Questions? Concerns?

L.B.J. & C. Development Corporation  
1150 Chocolate Drive, Cookeville, TN 38501  
(931) 528-3361

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture  
Food and Nutrition Service FNS-317  
November 2019



# February 2025

## Yogurt Parfaits

These parfaits are quick and simple to make, but feel very fancy! Kids will have fun layering together all of the ingredients. Parfaits are great for breakfast or snacks.

1 cup yogurt    1/2 cup fruit - fresh or frozen    1/8 cup crunchy cereal

Spoon half of the yogurt in a dish or glass and top with 1/2 of the fruit and 1/2 of the cereal. Repeat layers. Grab a spoon and enjoy this tasty treat!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
February is Heart Disease Awareness Month and Dental Awareness Month	<b>Parent Meeting/Topics</b> National Oral Health Month Healthy Marriages Parenting Curriculum (continued)					1
2	3	4 Policy Council 6:00 p.m.	5	6	7	8
9	10	11 Board Meeting 6:00 p.m.	12	13 Education Advisory Meeting 1:00 p.m.	14 Sweetheart's Breakfast at all centers (starts at 8 a.m. at centers)	15
16	17 Presidents' Day Centers Closed HAFH Closed	18	19	20	21 Staff In-Service Day No Children	22
23	24	25	26	27	28	

# Education Services

5/21

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

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

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

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

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

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

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

## L.B.J. & C. Head Start Attendance and Unexpected Absences

Rev. 6/19

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

L.B.J.& C. Head Start promotes tracking chronic absence data for each student beginning at the beginning of the year and partnering with families and community agencies to intervene when poor attendance is a problem for a student. Early chronic absence can leave children unable to read well by the end of 3rd grade, and it can set a pattern of poor attendance and academic failure for your child. If your child has to be absent, you as the parent are expected to call the Head Start center by 9 a.m., report the cause of absence and let staff know when you expect the child to return. If the parent does not contact Head Start by 9 am, your child will be considered unexpectedly absent. Head Start staff will contact the parent/guardian regarding your child's absence. Contact from the parent is encouraged so that Head Start Staff can be aware of the reason. A two-day absence without any communication will result in the Family Engagement staff making a home visit or other direct contact. Once a child's attendance falls below 90%, their attendance will be closely monitored. If a child who has a pattern of unexcused absences that causes their attendance to fall below 85%, his/ her parent/guardian will be notified in writing from the Central Office that he/she has been placed on "Attendance Watch". Attendance letters will be sent (in the family's preferred language), along with a copy of the individual attendance, making the family aware that the child has been placed on attendance watch. If a child who has been placed on Attendance Watch continues to have unexcused absences, the child will be placed back on the Center's waiting list and another child will be enrolled into the Center to receive the Program's benefits when the center has an active waiting list. The Parent/Family Engagement Specialist, ERSEA/Transition Specialist, or other administrative staff will contact the family to assure the family is receiving reasonable assistance and to determine if they require additional services the program could provide.

# March 2025

*L.B.J.& C Head Start will observe the Spring Break Schedule of the county public school system. Please note dates as marked.*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
March is National Nutrition Month	<u>Spring Break Schedules:</u> 3/10-3/14: White 3/17–3/21: Cumberland, Overton, Putnam, Warren		<u>Spring Break Schedules:</u> 3/24–3/28: Clay, DeKalb, Fentress, Jackson, Macon, Pickett, Smith		T/TA Mtg. 1:00 p.m.	1
2	3 Health & Safety Mtg. 9:00 a.m.	4 Policy Council 6:00 p.m.	5	6	7 Father/Male Role Breakfast at all centers - (starts at 8:30 a.m. at center)	8
9 Daylight Savings Time	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Transition Services

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

### Parent/Child Orientation

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

### Teacher's First Home Visit

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

### Kindergarten Registration Visits

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

### Transition Booklet

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

### Forwarding of Records

Upon parental consent, children's transition information/records, including health summary reports, educational summary reports, mental health professional individual observation, portfolio, IEPs, and Eligibility Reports, will be forwarded to school personnel.

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

## L.B.J. & C. Head Start Outdoor Play Procedure

### (Licensure Requirements for Child Care Centers)

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

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

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

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

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

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

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

The Head Start staff will:

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



# April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Policy Council 6:00 p.m.	2	3	4	5
6	7	8 Board Meeting 6:00 p.m.	9	10	11	12
13	14	15	16 Health Services/Parent, Family, and Community Engagement (PFCE) Advisory Meeting 1:00	17 Family Picnic at all centers – (starts at 11 a.m. at center)	18 Good Friday All Centers Closed	19
20	21	22	23	24	25 Staff Appreciation (No children)	26
27	28	29	30	April is Child Abuse Prevention Awareness Month	Parent Meeting/Topics: Child Abuse Awareness and Prevention Volunteer Recognition/ Picnic	

# SchoolStatus Connect

Dear [L.B.J. &C. Head Start] Families,

We are excited to roll out **SchoolStatus Connect** as our school and classroom communication platform for the 2024-2025 school year. With **SchoolStatus Connect**, you'll be able to:

- Receive school and classroom updates and reminders.
- View pictures of student activities.
- Access upcoming school-wide and classroom events.
- Engage 1:1 with your students' teachers.
- And much, much more!

**ALL IN YOUR PREFERRED LANGUAGE!**



## From Email or Text

From any SchoolStatus email or text message, click on the button or link to be redirected to the SchoolStatus family portal on the web or mobile app.



## Sign In Page

Visit the website [www.schoolstatus.com/log-in](http://www.schoolstatus.com/log-in) and choose SchoolStatus Connect. Sign in using a single sign-on method, or enter your email address to continue.

# May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May is Asthma & Allergy Awareness Month and Mental Health Month				1	2	3
4	5 Cinco de Mayo	6 Policy Council 6:00 p.m.	7	8	9	10
11	12	13	14 Education Advisory Meeting 1:00 p.m.	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day HAFH Closed	27	28	29	30	31

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

# Emergency Preparedness

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

Is your family prepared for an emergency?



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

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

### To prepare your kit:

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

### Be Prepared:

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

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

A highway spill of hazardous material could mean instant evacuation.

## Disaster Supply Kit Checklist:

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

### General

- At least two weeks supply of medication, medical supplies used regularly and a list of allergies
- List of the style, serial number, and manufacturer information of required medical devices
- Flashlight  
*Do not use candles and be sure to have enough batteries*
- Radio  
*Battery operated or hand cranked radio, a NOAA weather radio*
- Cash  
*Banks and ATMs may not be available after a storm*

### Pet Care Items

- Pet food and water
- Proper identification
- Medical records/ microchip info
- A carrier or cage
- Muzzle and leash
- Water and food bowls
- Medications
- Supplies for your service animal

### Clothing

- Include seasonal or rain gear and sturdy shoes or boots.

### Special Needs Items

- Be sure to include specialty items for infants, small children, the elderly, and those family members with a disability.

### First Aid

- First Aid Manual
- Sterile adhesive bandages of different sizes
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- Scissors
- Tweezers
- Sewing needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tube of petroleum jelly
- Safety pins
- Soap
- Latex gloves
- Sunscreen
- Aspirin or other pain reliever
- Anti-diarrheal medicine
- Antacid
- Laxative
- Cotton balls
- Q-tips

### Food and Water

- Food  
*Enough for at least seven (7) days, nonperishable packaged or canned food and beverages, snack foods, juices, baby food, and any special dietary items*
- Non-electric can opener
- Paper plates
- Napkins
- Plastic cups
- Utensils
- Water *(1 gallon per person)*

### Important Documents

- Insurance cards
- Medical records
- Bank numbers
- Credit card numbers
- Copy of social security card
- Copies of birth and/or marriage certificates
- Other personal documents  
Set of car, house, and office keys
- Service animal I.D., veterinary records, and proof of ownership
- Information about where you receive medication, the name of the drug, and dosage
- Copy of will  
*\*Items should be kept in a water proof container*

### Vehicle

- Keep your motor vehicle tanks filled with gasoline

### Phone Numbers

- Maintain a list of important phone numbers including: county emergency management office, evacuation sites, doctors, banks, schools, veterinarian, a number for out of town contact, friends & family

### COVID-19 Supplies

- Face masks
- Disinfectant wipes
- Hand sanitizer

## Flu Information



# The Flu:

## A Guide for Parents



Influenza (also known as flu) is a contagious respiratory illness caused by influenza viruses that infect the nose, throat and lungs. Flu is different from a cold, and usually comes on suddenly. Each year flu viruses cause millions of illnesses, hundreds of thousands of hospital stays and thousands or tens of thousands of deaths in the United States.

Flu can be very dangerous for children. CDC estimates that between 6,000 and 26,000 children younger than 5 years have been hospitalized each year in the United States because of influenza. The flu vaccine is safe and helps protect children from flu.

### What parents should know

#### How serious is flu?

While flu illness can vary from mild to severe, children often need medical care because of flu. Children younger than 5 years and children of any age with certain long-term health problems are at high risk of flu complications like pneumonia, bronchitis, sinus and ear infections. Some health problems that are known to make children more vulnerable to flu include asthma, diabetes and disorders of the brain or nervous system.

#### How does flu spread?

Flu viruses are thought to spread mainly by droplets made when someone with flu coughs, sneezes or talks. These droplets can land in the mouths or noses of people nearby. A person also can get flu by touching something that has flu virus on it and then touching their mouth, eyes, or nose.

#### What are flu symptoms?

Flu symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired and sometimes vomiting and diarrhea (more common in children than adults). Some people with the flu will not have a fever.



### Protect your child

#### How can I protect my child from flu?

The first and best way to protect against flu is to get a yearly flu vaccine for yourself and your child.

- Flu vaccination is recommended for everyone 6 months and older every year. Flu shots and nasal spray flu vaccines are both options for vaccination.
- It's especially important that young children and children with certain long-term health problems get vaccinated.
- Caregivers of children at high risk of flu complications should get a flu vaccine. (Babies younger than 6 months are at high risk for serious flu complications, but too young to get a flu vaccine.)
- Pregnant women should get a flu vaccine to protect themselves and their baby from flu. Research shows that flu vaccination protects the baby from flu for several months after birth.
- Flu viruses are constantly changing and so flu vaccines are updated often to protect against the flu viruses that research indicates are most likely to cause illness during the upcoming flu season.

#### Is flu vaccine safe?

Flu vaccines are made using strict safety and production measures. Millions of people have safely received flu vaccines for decades. Flu shots and nasal spray flu vaccines are both options for vaccination. Different types of flu vaccines are licensed for different ages. Each person should get one that is appropriate for their age. CDC and the American Academy of Pediatrics recommend an annual flu vaccine for all children 6 months and older.

#### What are the benefits of getting a flu vaccine?

- A flu vaccine can keep you and your child from getting sick. When vaccine viruses and circulating viruses are matched, flu vaccination has been shown to reduce the risk of getting sick with flu by about half.
- Flu vaccines can keep your child from being hospitalized from flu. One recent study showed that flu vaccine reduced children's risk of flu-related pediatric intensive care unit admission by 74%.

- Flu vaccine can prevent your child from dying from flu. A study using data from recent flu seasons found that flu vaccine reduced the risk of flu-associated death by half among children with high risk medical conditions and by nearly two-thirds among children without medical conditions.
- Flu vaccination also may make your illness milder if you do get sick.
- Getting yourself and your child vaccinated also can protect others who may be more vulnerable to serious flu illness, like babies and young children, older people, and people with certain long-term health problems.

#### What are some other ways I can protect my child against flu?

In addition to getting a flu vaccine, you and your child should take everyday actions to help prevent the spread of germs.

Stay away from people who are sick as much as possible to keep from getting sick yourself. If you or your child are sick, avoid others as much as possible to keep from infecting them. Also, remember to regularly cover your coughs and sneezes, wash your hands often, avoid touching your eyes, nose and mouth, and clean surfaces that may be contaminated with flu viruses. These everyday actions can help reduce your chances of getting sick and prevent the spread of germs to others if you are sick. However, a yearly flu vaccine is the best way to prevent flu illness.

### If your child is sick

#### What can I do if my child gets sick?

Talk to your doctor early if you are worried about your child's illness.

Make sure your child gets plenty of rest and drinks enough fluids.

If your child is 5 years or older and does not have a long-term health problems and gets flu symptoms, including a fever and/or cough, consult your doctor as needed.

Children younger than 5 years of age – especially those younger than 2 years – and children with certain long-term health problems (including asthma, diabetes and disorders of the brain or nervous system), are at high risk of serious flu complications. Call your doctor or take your child to the doctor right away if they develop flu symptoms.

#### What if my child seems very sick?

Even healthy children can get very sick from flu. If your child is experiencing the following emergency warning signs, you should go to the emergency room:

- Fast breathing or trouble breathing
- Bluish lips or face

- Ribs pulling in with each breath
- Chest pain
- Severe muscle pain (child refuses to walk)
- Dehydration (no urine for 8 hours, dry mouth, no tears when crying)
- Not alert or interacting when awake
- Seizures
- Fever above 104°F
- In children less than 12 weeks, any fever
- Fever or cough that improve but then return or worsen
- Worsening of chronic medical conditions



This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.

#### Is there a medicine to treat flu?

Yes. Antiviral drugs are prescription medicines that can be used to treat flu illness. They can shorten your illness and make it milder, and they can prevent serious complications that could result in a hospital stay. Antivirals work best when started during the first 2 days of illness. Antiviral drugs are recommended to treat flu in people who are very sick (for example, people who are in the hospital) or people who are at high risk of serious flu complications who get flu symptoms. Antivirals can be given to children and pregnant women.

#### How long can a sick person spread flu to others?

People with flu may be able to infect others from 1 day before getting sick to up to 5 to 7 days after. Severely ill people or young children may be able to spread the flu longer, especially if they still have symptoms.

#### Can my child go to school, day care, or camp if he or she is sick?

No. Your child should stay home to rest and to avoid spreading flu to other children or caregivers.

#### When can my child go back to school after having flu?

Keep your child home from school, day care, or camp for at least 24 hours after their fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C)\* or higher.

\*Many authorities use either 100 (37.8 degrees Celsius) or 100.4 F (38.0 degrees Celsius) as a cut-off for fever; but this number can vary depending on factors such as the method of measurement and the age of the person.



## VACCINE INFORMATION STATEMENT

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

Many vaccine information statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

## 1. Why get vaccinated?

Influenza vaccine can prevent influenza (flu).

Flu is a contagious disease that spreads around the United States every year, usually between October and May. Anyone can get the flu, but it is more dangerous for some people. Infants and young children, people 65 years and older, pregnant people, and people with certain health conditions or a weakened immune system are at greatest risk of flu complications.

Pneumonia, bronchitis, sinus infections, and ear infections are examples of flu-related complications. If you have a medical condition, such as heart disease, cancer, or diabetes, flu can make it worse.

Flu can cause fever and chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Some people may have vomiting and diarrhea, though this is more common in children than adults.

In an average year, **thousands of people in the United States die from flu**, and many more are hospitalized. Flu vaccine prevents millions of illnesses and flu-related visits to the doctor each year.

## 2. Influenza vaccines

CDC recommends everyone 6 months and older get vaccinated every flu season. **Children 6 months through 8 years of age** may need 2 doses during a single flu season. **Everyone else** needs only 1 dose each flu season.

It takes about 2 weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against the influenza viruses believed to be likely to cause disease in the upcoming flu season.

Even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Influenza vaccine **does not cause flu**.

Influenza vaccine may be given at the same time as other vaccines.

## 3. Talk with your health care provider

Tell your vaccination provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of influenza vaccine**, or has any severe, life-threatening allergies
- Has ever had **Guillain-Barré Syndrome** (also called "GBS")

In some cases, your health care provider may decide to postpone influenza vaccination until a future visit.

Influenza vaccine can be administered at any time during pregnancy. People who are or will be pregnant during influenza season should receive inactivated influenza vaccine.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting influenza vaccine.

Your health care provider can give you more information.



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

## 4. Risks of a vaccine reaction

- Soreness, redness, and swelling where the shot is given, fever, muscle aches, and headache can happen after influenza vaccination.
- There may be a very small increased risk of Guillain-Barré Syndrome (GBS) after inactivated influenza vaccine (the flu shot).

Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Tell your health care provider if a child who is getting flu vaccine has ever had a seizure.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

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

## 5. What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call 9-1-1 and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call 1-800-822-7967. *VAERS is only for reporting reactions, and VAERS staff members do not give medical advice.*

## 6. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Claims regarding alleged injury or death due to vaccination have a time limit for filing, which may be as short as two years. Visit the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation) or call 1-800-338-2382 to learn about the program and about filing a claim.

## 7. How can I learn more?

- Ask your health care provider.
- Call your local or state health department.
- Visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at [www.fda.gov/vaccines-blood-biologics/vaccines](http://www.fda.gov/vaccines-blood-biologics/vaccines).
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/flu](http://www.cdc.gov/flu).

Vaccine Information Statement  
Inactivated Influenza Vaccine

42 U.S.C. § 300aa-26  
8/6/2021

OFFICE  
USE  
ONLY



# Your child needs vaccines as they grow!

## 2024 Recommended Immunizations for Birth Through 6 Years Old

Want to learn more?  
Scan this QR code to find out which vaccines your child might need. Or visit [www.cdc.gov/vaccines/tool/child.html](http://www.cdc.gov/vaccines/tool/child.html)



VACCINE OR PREVENTIVE ANTIBODY	BIRTH	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	7 MONTHS	8 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19 MONTHS	20-23 MONTHS	2-3 YEARS	4-6 YEARS
<b>RSV antibody</b>	Depends on mother's RSV vaccine status						Depends on child's health status							
<b>Hepatitis B</b>	Dose 1	Dose 2			Dose 3									
<b>Rotavirus</b>			Dose 1	Dose 2	Dose 3									
<b>DTaP</b>			Dose 1	Dose 2	Dose 3				Dose 4				Dose 5	
<b>Hib</b>			Dose 1	Dose 2	Dose 3			Dose 4						
<b>Pneumococcal</b>			Dose 1	Dose 2	Dose 3			Dose 4						
<b>Polio</b>			Dose 1	Dose 2	Dose 3							Dose 4		
<b>COVID-19</b>	At least 1 dose of updated (2023-2024 Formula) COVID-19 vaccine													
<b>Influenza/Flu</b>	Every year. Two doses for some children													
<b>MMR</b>								Dose 1						Dose 2
<b>Chickenpox</b>								Dose 1						Dose 2
<b>Hepatitis A</b>							2 doses separated by 6 months							

**KEY**

- ALL children should be immunized at this age.
- SOME children should get this dose of vaccine or preventive antibody at this age.

**Talk to your child's health care provider for more guidance if:**

1. Your child has any medical condition that puts them at higher risk for infection.
2. Your child is traveling outside the United States.
3. Your child misses a vaccine recommended for their age.



**FOR MORE INFORMATION**  
Call toll-free: **1-800-CDC-INFO (1-800-232-4636)**  
Or visit: [www.cdc.gov/vaccines/parents](http://www.cdc.gov/vaccines/parents)



**American Academy of Pediatrics**  
DEDICATED TO THE HEALTH OF ALL CHILDREN®





# Policies/Rights and Responsibilities

Rev 5/19

## L.B.J.& C. Development Corporation Code of Conduct Policy

It is the policy of the L.B.J. & C. Development Corporation that a Code of Conduct is in effect. All staff, consultants, contractors, and volunteers are required to abide by the program's standards of conduct that:

1. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
2. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, at a minimum, that staff must not:
  - a. Use corporal punishment;
  - b. Use isolation to discipline a child;
  - c. Bind or tie a child to restrict movement or tape a child's mouth;
  - d. Use or withhold food as a punishment or reward;
  - e. Use toilet learning/training methods that punish, demean, or humiliate a child;
  - f. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
  - g. Physically abuse a child;
  - h. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
  - i. Use physical activity or outdoor time as a punishment or reward;
3. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
4. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of the Head Start Performance Standards and applicable federal, state, local, and tribal laws; and,
5. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care. (Ensure that children are supervised by staff only.)
6. Involve all of those with relevant knowledge (including staff and parents) in decisions concerning a child.
7. Be familiar with the symptoms of child abuse and neglect and know and follow community procedures and state laws that protect children against abuse and neglect.
8. When one becomes aware of a practice or situation that endangers the health or safety of children, but has not been previously known to do so, inform those who can remedy the situation to keep other children from being similarly endangered.
9. Attempt to develop relationships of mutual trust with the families we serve.
10. Inform families of our program's philosophy, policies, and personnel qualifications and explain and involve them in our curriculum.
11. Inform the family of accidents involving their child or risk such as exposures to contagious disease that may result in infection and of events that might result in psychological damage.
12. Initiate appropriate actions against responsible persons who take, threaten to take, or fail to take a personnel action with respect to any employee or applicant because of any protected disclosure of information, as required by the Whistleblower Protection Act.
13. Do not permit or participate in research that could in any way hinder the education or development of the children in our program. Families are fully informed of any proposed research projects involving their children and shall have the opportunity to give or withhold consent.
14. When having a concern about the professional behavior of a co-worker, first let that person know of our concern and attempt to resolve the matter collegially. If this fails, the program's Chain of Command will be followed.
15. Assist the program in providing the highest quality of service and maintain loyalty to the program and uphold its reputation.
16. When disagreement with program policies, attempt to effect change through constructive action within the organization.
17. Speak or act on behalf of an organization only when authorized. Be careful to know when speaking for the organization versus expressing a personal judgment.
18. Staff members will be provided with work conditions that permit them to carry out their responsibilities. Staff members will also be provided with timely and non-threatening evaluation procedures, written grievance procedures, constructive feedback, and opportunities for continuing professional development advancement.
19. Firearms, weapons, drugs, and alcohol are prohibited on the L.B.J.& C. operational sites.
20. No employee is authorized to remove any property belonging to the L.B.J.& C. Development Corporation without obtaining prior approval from the Program Director.

## L.B.J.& C. Development Corporation

### Confidentiality Policy

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

#### Children and Family Information

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

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

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

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

#### Staff Information

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

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

#### Program procedures – applicable confidentiality provisions

Due to serving children who are referred to, or found eligible for services under, IDEA, the program will comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the Personally Identifiable Information (PII) in records of those children, and, therefore, the provisions in this subpart do not apply to those children.

#### Disclosures With, and Without, Parental Consent

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

(a) Disclosure with parental consent. Subject to exceptions in paragraphs (b) and (c) of this section, the procedures to protect PII must require the program to obtain a parent's written

consent before the program may disclose such PII from child records.

The parent's written consent will specify what records may be disclosed, explain why the records will be disclosed, and identify the party or class of parties to whom the records may be disclosed. The written consent must be signed and dated.

"Signed and dated written consent" under this part may include a record and signature in electronic form that:

- ◆ Identifies and authenticates a particular person as the source of the electronic consent; and,
- ◆ Indicates such person's approval of the information.

The program will explain to the parent that the granting of consent is voluntary on the part of the parent and may be revoked at any time. If a parent revokes consent, that revocation is not retroactive and therefore it does not apply to an action that occurred before the consent was revoked.

(b) Disclosure without parent consent but with parental notice and opportunity to refuse. The program may disclose such PII from child records without parent consent if the program notifies the parent about the disclosure, provides the parent, upon the parent's request, a copy of the PII from child records to be disclosed in advance, and gives the parent an opportunity to challenge and refuse disclosure of the information in the records, before the program forwards the records to officials at the program, school, or school district in which the child seeks or intends to enroll or where the child is already enrolled so long as the disclosure is related to the child's enrollment and transfer.

(c) Disclosure without parental consent. The program may disclose such PII from child records without parental consent to:

1. Officials within the program or acting for the program, such as contractors and subrecipients, if the official provides services for which the program would otherwise use employees, the program determines it is necessary for Head Start services, and the program maintains oversight with respect to the use, further disclosure, and maintenance of child records, such as through a written agreement;
2. Officials within the program, acting for the program, or from a federal or state entity, in connection with an audit or evaluation of education or child development programs, or for enforcement of or compliance with federal legal requirements of the program; provided the program maintains oversight with respect to the use, further disclosure, and maintenance of child records, such as through a written agreement, including the destruction of PII when no longer needed for the purpose of the disclosure, except the disclosure is specifically authorized by federal law or by the responsible HHS official;
3. Officials within the program, acting for the program, or from a federal or state entity, to conduct a study to improve child and family outcomes, including improving the quality of programs, for, or on behalf of, the program, provided the program maintains oversight with respect to the use, further disclosure, and maintenance of child records, such as

through a written agreement, including the destruction of the PII when no longer needed for the purpose of the disclosure;

4. Appropriate parties in order to address a disaster, health or safety emergency during the period of the emergency, or a serious health and safety risk such as a serious food allergy, if the program determines that disclosing the PII from child records is necessary to protect the health or safety of children or other persons;
5. Comply with a judicial order or lawfully issued subpoena, provided the program makes a reasonable effort to notify the parent about all such subpoenas and court orders in advance of the compliance therewith, unless:
  - a. A court has ordered that neither the subpoena, its contents, nor the information provided in response is disclosed;
  - b. The disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
  - c. A parent is a party to a court proceeding directly involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5101) or dependency matters, and the order is issued in the context of that proceeding, additional notice to the parent by the program is not required; or,
  - d. A program initiates legal action against a parent or a parent initiates legal action against a program, then a program may disclose to the court, also without a court order or subpoena, the child records relevant for the program to act as plaintiff or defendant.
6. The Secretary of Agriculture or an authorized representative from the Food and Nutrition Service to conduct program monitoring, evaluations, and performance measurements for the Child and Adult Care Food Program under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, if the results will be reported in an aggregate form that does not identify any individual: provided, that any data collected must be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture and any PII must be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
7. A caseworker or other representative from a state, local, or tribal child welfare agency, who has the right to access a case plan for a child who is in foster care placement, when such agency is legally responsible for the child's care and protections, under state or tribal law, if the agency agrees in writing to protect PII, to use information from the child's case plan for specific purposes intended of addressing the child's needs, and to destroy information that is no longer needed for those purposes; and,

8. Appropriate parties in order to address suspected or known child maltreatment and is consistent with applicable federal, state, local, and tribal laws on reporting child abuse and neglect.

(d) Written agreements. If the program establishes a written agreement with a third party, the program will annually review, and if necessary, update the agreement to protect PII. If the third party violates the agreement, then the program may:

1. Provide the third party an opportunity to self-correct; or,
2. Prohibit the third party from access to records for a set period of time as established by the Board of Directors and Policy Council.

(e) Annual notice. The program will notify parents of their rights in writing annually. The notice will include a description of the types of PII that may be disclosed, to whom the PII may be disclosed, and what may constitute a necessary reason for the disclosure without parental consent as described in paragraph (c) of this section.

(f) Limit on disclosing PII. The program will only disclose the information that is deemed necessary for the purpose of the disclosure.

#### **Outside Requests**

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

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

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

## Head Start Policy Council

The Head Start Policy Council is made of parents and representatives of the community. All parents serving must be elected by Head Start parents at their center meeting in September after the center opens. The functions of the Policy Council is to meet once a month and make decisions affecting the L.B.J.& C. Head Start Program. A few of the responsibilities are: (1) Hear and resolve complaints about the Head Start Program, (2) Approve or Disapprove the established goals of the program within OHS guidelines, (3) Establish the criteria for selection of the children within OHS guidelines, (4) Initiate ideas for program improvements, and (5) Approve hiring and termination of Head Start staff.

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

## Tobacco/Vape-Free Environment Policy

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

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

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

### Introduction of the HIPAA Privacy Rule

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

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

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

What does the HIPAA Privacy Rule do?

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

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

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

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

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

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

### Child Abuse and Neglect Definition

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

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

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

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

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

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

### **Reporting Laws**

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

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

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

### **Violations - Penalties**

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

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

### **Corporal punishment**

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

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

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

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

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



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



**What is WIC?**

WIC is a nutrition education program. WIC provides supplemental foods which promote good health for pregnant, breastfeeding and postpartum women, infants and children up to age five.

**Who is eligible?**

- Pregnant women
- Breastfeeding women
- Women who have a baby less than six months old
- Infants and children up to five years old who:
  - Are at nutritional risk
  - Meet income guidelines

**WIC INCOME ELIGIBILITY GUIDELINES - ENGLISH**

**WIC Income Eligibility Guidelines**  
(Effective from July 1, 2024 - June 30, 2025)

Persons in Family or Household Size	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876

Call your local health department for an appointment.

**Where is WIC available?**

The WIC Program is available in all health departments. You will be asked to present proof of identity, income and residency. For more information, call your local health department.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
  2. fax: (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

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

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

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

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

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

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

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

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

**General Instructions**

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

**Procedure for Filing Complaints of Discrimination:**

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

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

**2. Acceptable:**

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

**3. Verbal Complaints:**

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

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

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

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

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

To report alleged discrimination in the Child and Adult Care Food Program or Summer Food Service Program based bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department, these are the guidelines listed. **Not all prohibited bases will apply to all programs and/or employment activities.** If you believe that you or your children have been discriminated against and/or denied benefits based on the above mentioned protected bases funded through the Department in the Child and Adult Care Food Program or Summer Food Services Program, please follow these procedures:

**If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form.**

**You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at**

**U.S. Department of Agriculture  
Director of Office of Adjudication  
1400 Independence Avenue, SW  
Washington, DC 20250-9410**

Individuals who are deaf, hard of hearing or have speech disabilities my contact USDA through the Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). Information may be returned **by fax to (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Telephone Toll Free (866) 632-9992 (Voice)\***

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

## Training and Development Services

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

Services include:

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

---

## Learning Opportunities For Head Start Families

### Literacy Programs available for Families:

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

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

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

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

### Parent's Choice Workshops:

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

### Head Start Volunteer Opportunities:

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

### Adult Basic Education/GED:

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

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

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

### College Classes:

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



## SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE AGENCIES

This summary is a guide for parents of children in licensed child care agencies and it outlines some of the requirements child care agencies must meet in order to be licensed. **The purpose of licensing is the protection of children while under the care of child care agencies licensed by the Department of Human Services and to promote developmentally appropriate practices that enhance early learning and foster parental engagement.** The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. This summary does not contain all of the requirements for licensed child care agencies detailed in the Department's child care law and rules; therefore, you may ask your agency for the complete set of licensure rules for child care agencies or you can access the rules through the Department's website

### Ownership, Organization, and Administration

- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children less than six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- The agency must maintain written documentation that the parent performed an on-site visit to the agency to review the agency's facility and parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children, unless legal documents prohibit or restrict access.
- Agency shall have ongoing communication with parents/guardians to include curriculum, changes in personnel, changes in policies and/or substantive licensing requirements, and any changes affecting children's routine care, and shall document such communication in writing.
- Child care agencies shall provide information about the benefits of immunizing children against influenza and other communicable diseases each August or September to parents/guardians of all children enrolled in the child care agency and document such communication in writing.
- The licensee and agency staff shall not disclose or knowingly permit the use by other persons, any information concerning a child or family except as required by law.
- The child care agency's current license and quality rating improvement system score shall be posted near the main entrance.
- A written expulsion policy shall be clearly articulated to parents and staff.

### Staff

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated to be in charge of the child care agency in the absence of the primary educator/director and the name of the person shall be communicated to staff. Such person shall be familiar with child care agency policies/procedures.
- Prior to having unsupervised contact with children, new

employees shall receive orientation and pre-service training.

- Substitutes and practicum students providing services for more than 36 hours in a calendar year shall meet background check requirements and have a physical exam prior to beginning duties.
- Volunteers cannot be counted to meet the adult: child ratios and shall never be left alone with children.

### Criminal Background Check

- Criminal background checks are required for all staff at least every five (5) years.
- The following persons are required to have a background check no more than ninety (90) days before having access to any child care agency: any person who owns or operates a child care agency; any person who applies to work in a child care agency; any person who will provide substitute services to a child care agency for more than thirty-six (36) hours in a calendar year and who is counted in the adult:child ratio; and any person who is fifteen (15) years of age or older who will reside in a child care agency.

### Record Keeping

- A record for each child shall be maintained within the child care agency.
- All records shall be maintained in an organized manner onsite, in a centralized location, or available electronically, and made readily available upon Department request.
- Written plan of action must be endorsed by a physician for a child with life threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released.
- Written transportation agreement between parent and the child care agency regarding daily transportation shall be on file.
- Daily attendance records that include the full name and time in time out for each child shall be maintained on site.
- The child care agency shall obtain individual permission slips signed and dated by the parent for each field trip prior to the activity.
- Each infant, toddler and preschool child shall have a written transition plan for moving from one age group to another.
- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

### Incident Reporting

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence and documented immediately with specific

information; such information shall be provided to the parent the same day of the incident and filed in the child's record.

- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline or submission via the parent portal.
- Serious incidents involving suspected child abuse or neglect must be reported to the Department of Children's Services.

### Duty to Report Child Abuse and Neglect

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children's Services and/or local law enforcement or the judge of the juvenile court in the county of the child's residence, pursuant to T.C.A. §§ 37-1-403 and 37-1-605.
- All child care agency staff shall receive training annually regarding proper procedures to report child abuse and neglect.

### Supervision

- All areas of the building and grounds shall be visually inspected after closing for the day to ensure no children have been unintentionally left in any part of the facilities.
- Children shall be released to only the child's parent, or other person authorized by the parent in accordance with child care agency's policies.
- Child care agencies shall maintain a daily sign-in and sign-out sheet or electronic sign-in or sign-out record that includes each child's printed or typed full name, date, time of entry, time of departure and the name of the individual who brought the child and picked the child up.
- Educators providing supervision to children during meal and snack times are prohibited from engaging in activities unrelated to mealtime while children are eating.
- Child care agencies shall develop, follow and post a written mealtime supervision plan.
- Child care agencies shall develop and follow a written playground supervision plan.
- During field trips, the adult:child ratios shall be doubled, and attendance shall be checked prior to leaving the child care agency, upon arrival at each destination, at the beginning and end of each activity, upon departing each destination and upon arrival at the child care agency.
- For family and group homes the adult:child ratio shall be increased by one (1) during field trips.
- When children are engaged in activities in or near a body of water, the following requirements shall be met:

Age Group	Adult:Child Ratio
6 weeks-12 months	1:1
13 months - 35months	1:2
Three (3) years	1:3
Four (4) years	1:4
Five (5) years	1:5
School-age (Kindergarten and above)	1:10

- One (1) adult present shall have a current certificate in advanced aquatics lifesaving skills and shall supervise above the level of the swimmers.
- Safe sleep practices must be followed to prevent suffocation and deaths in infants:
  - ✓ Infants shall sleep in cribs or play yards with a firm sleep surface with a fitted sheet.
  - ✓ Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
  - ✓ Infants shall be positioned on their backs for sleeping.
  - ✓ Bibs shall be removed prior to placing infants in a crib for sleeping.

Revised September 2022

- ✓ Soft bedding, mobiles and other toys that attach to any part of the crib, are prohibited.
- ✓ Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
- ✓ Avoid letting the infant overheat and ensure infants are dressed appropriately for the environment (no greater than 1 layer more than an adult would wear in the same environment).

- Any practice that is an exception to the Department's safe sleep supervision procedures shall not be used without written authorization from a physician.
- If there is a sleeping or resting child during nighttime, there shall be at least one (1) adult educator awake and supervising.

### Health and Safety

- Children shall be checked upon arrival each day for signs of illness and injury.
- The receiving educator shall document any obvious marks or injuries and shall note any comments from the parents pertaining to the marks or injuries.
- A child showing signs of illness shall be cared for apart from other children to the extent that supervision can be maintained for all children, and the parent shall be contacted and arrangements made for pick up.
- At least one staff with certification in first aid and one certified in CPR shall be present on site at all times.
- A child diagnosed with a communicable disease shall have proof of treatment prior to readmission if necessary.
- Parents/guardians of every child enrolled shall be notified immediately if a diagnosed communicable disease has been identified in the agency.
- All medications shall be received from the parent by a designated staff person and administered by staff persons who have received training in medication administration.
- Unused medication shall be returned to the parent.
- Medication shall never be administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children unless a physician's authorization for the current school year is on file that allows a school-age child to have self-administered medication.
- Diaper cream, ointments, sunscreens and lotions shall be inaccessible to children.
- Smoking/vaping is not permitted in any indoor area or vehicle of the child care agency at any time.
- Smoking/vaping is not permitted on the playground or in any outdoor area accessible to children during the time children are present.
- The use of alcoholic beverages is not permitted in a child care agency during the hours of operation.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child.
- In a private residence, firearms shall be locked and unloaded with ammunition locked up separately.
- All items labeled "keep out of reach of children" shall be inaccessible to children.
- Personal belongings of residents and staff shall be inaccessible to children.
- Children's diapers shall be checked regularly throughout the day to determine if they are wet or soiled.
- Educators shall provide rich social interchanges and engaging eye contact during diapering.
- Educators shall utilize sanitary diapering procedures.
- Pre-school and school-age children requiring assistance with toileting, shall receive assistance in a location designated for

Page 2 of 6

that purpose which provides privacy.

- Child care agencies shall use U.S. Environmental Protection Agency (EPA)- registered products for cleaning, sanitizing and disinfecting.

- Staff members with signs of a communicable disease shall not be present.

#### **Food and Food Service**

- Educators and children shall wash their hands with soap and water.
- Children shall be seated at tables and chairs of appropriate size, and an educator shall be near any table or high chair where a child is eating.
- An infant shall be held while drinking from a bottle if the infant is too young to use a high chair.
- Educators shall ensure that infants have completed feeding and swallowed all milk/formula prior to being laid down.
- Bottles shall not be propped or given to a child while lying flat.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Children shall not have food or drink while in beds, cots, cribs or on mats.
- In order to prevent injuries related to bottle warmers, crock pots and microwaves:
  - ✓ Crock pots are prohibited for use as bottle warmers.
  - ✓ Crock pots shall be kept in kitchen and inaccessible.
  - ✓ Microwave ovens and surrounding area, including cords, shall not be accessible to children.
  - ✓ School-age children shall use microwaves only under direct supervision.
- In order to prevent choking:
  - ✓ Solid foods, including cereal, shall not be given to children with normal eating abilities in bottles or infant feeders unless written authorization on file from doctor.
  - ✓ Food shall not be accessible/served until cut, chopped, diced, mashed for each child's age, chewing and swallowing ability.
  - ✓ Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for sleep.
  - ✓ Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
  - ✓ Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- Breast milk/formula remaining in bottles after feeding shall be disposed of in accordance with timeframes recommended by Centers for Disease Control and Prevention.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child's name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the child care agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- Food provided by the agency shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
- No sugar sweetened beverages shall be served to children at any time by the child care agency.
- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate

access.

- Agency shall make accommodations that support and facilitate a family's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

#### **Equipment for Children**

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material.
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
- For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own bedding.
- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces to prevent suffocation.
- A blanket or covering shall be available to each child sleeping on a mat.

#### **Program, Language and Literacy Development**

- Every child should have an opportunity to participate in program activities.
- The educator(s) shall give individual attention to each child throughout the day.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.
- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any scheduled media program viewing.
- Other activity choices shall be available to children who do not wish to participate in media time.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play.
- Weather permitting, infants shall be taken outside two to three times per day.
- Children shall be properly dressed, and the length of time outside adjusted according to weather and age of the child.
- During outdoor play educators shall be alert for signs of weather-related distress such as dehydration and frostbite.
- Children in care for six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lie down/nap or stay on a cot/mat for an extended period.
- Nap areas shall have adequate lighting to allow the educator to

see each child with a quick glance and respond appropriately to the child's physical and emotional needs.

- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods, and/or techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Food shall not be used or withheld as a form of discipline. Active play opportunities shall not be withheld from children who have misbehaved.
- Spanking and all types of corporal punishment are prohibited.
- Toilet learning shall be done in cooperation with parents, and communication with parents maintained during the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- During floor time/tummy time, the floor shall be clean and safe.
- Infants should be placed on a firm, safe surface for tummy time, with no soft materials placed under or around the infant during tummy time.
- If the infant falls asleep during tummy time, educators shall immediately place the infant in a crib on their back and follow all safe sleep procedures.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.
- For school-age children the curriculum shall include instruction on reporting physical, sexual or verbal abuse.
- Parents shall be consulted in developing a plan to meet the individual needs of a child with special needs.

#### **Physical Facilities**

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working telephone shall be available at the agency and the telephone number made available to parents.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- The outdoor play area shall be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play inspection of outdoor play area shall be completed prior to each use.
- Sandboxes must be covered when not in use.
- Children shall not be present if an adequate water supply is not available.
- Children shall not be present if the sewage system is not operating.
- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees Fahrenheit.
- Children shall not be present if indoor temperature cannot be maintained between 68 to 78 degrees Fahrenheit.
- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools shall be made inaccessible to children by use of fences and locked gates.
- Swimming is prohibited in drop-in care.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- Animals shall be in good health and immunized; free of fleas/ticks; kept away from food storage/preparation areas and contained in a way that does not allow unsupervised access.
- Reptiles and amphibians shall not be kept as pets.

Revised September 2022

#### **Transportation**

- Child care agencies shall not transport children without prior written approval by the Department.
- Agencies shall conduct vehicle emergency evacuation drills quarterly.
- Use of cell phones and texting is prohibited while driving.
- Routine transportation is limited to forty-five (45) minutes each way (does not apply to field trips for school-agers).
- Agencies shall maintain documentation of daily inspections and necessary repairs
- The interior temperature of the vehicle shall be monitored during extreme weather to ensure child safety.
- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- A staff person designated as reviewer shall walk through the vehicle to confirm that all the children are off the vehicle. The reviewer shall have no other responsibilities during the walk through of the vehicle.
- Family and group homes with a single educator shall develop a Department approved alternative system for ensuring all children are off the vehicle.
- When children are transported to school, they shall be unloaded only at the location designated by the school and only at the time the school is officially open with staff present to receive them.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors shall hold current certification in CPR and First Aid.
- The following equipment shall be maintained in the vehicle and stored in a manner which is not readily accessible to children: fire extinguisher, emergency reflective triangles; first aid kit; seat-belt cutter or similar device manufactured and designed to immediately release the vehicle's child restraint system(s) in an emergency; blood borne pathogenic clean-up kit; and working flashlight.
- All vehicles utilized by a child care agency which are designed to carry ten (10) or more passengers shall conform to all Federal Motor Vehicle Safety Standards for school buses.
- All child care vehicles designed by the vehicle manufacturer to carry ten (10) or more passengers shall be inspected as required by the Department.
- Child passenger restraints must be used in accordance with state law and federal law.
- Signage that includes the agency name, phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.

#### **Emergency Preparedness**

- The agency, in consultation with appropriate local authorities and local emergency management, shall develop a written multi-hazard plan to protect children in the event of emergencies.
- All child care agencies shall also inform parents and guardians

Page 4 of 6

Revised September 2022

Page 3 of 6

of children attending the child care agency of the plan.

**Specific Requirements For Family Child Care Homes**

- Adult:Child ratios shall be maintained at all times.
- Licensed capacity shall not be exceeded.
- Family Child Care Home Ratios and Group Size Chart

Maximum Number of Children and Ages (Including children "related" to the primary educator under nine (9) years of age)	Educators Required
Seven (7) or fewer children; and no more than four (4) under two (2) years	1
Seven (7) or fewer children; and five (5) or more under two (2) years	2
More than seven (7) children; and no more than four (4) under two (2) years	2
More than seven (7) children; and five (5) or more under two (2) years	3

- A qualified educator shall be on site any time the primary educator is not on site during child care operating hours.
- The maximum number of children present inside a physical space shall be determined by minimum square footage requirements.
- If the number of children exceeds seven (7) at one time or care is provided in one room of the home, the area shall provide thirty (30) square feet per child of usable play space.

**Specific Requirements For Group Child Care Homes**

- Adult:Child ratios shall be maintained at all times.
- The maximum number of children present shall not exceed twelve (12). Exception: Three (3) additional school-age children may be in care before/after school, school holidays/snow days and during summer vacation.
- Group Home Ratio and Group Size Chart:

Number of Children	Ages of Children	Educators Required
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	No more than twelve (12) children three (3) years of age or older	1
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	Up to nine (9) children under three (3) years of age; and no more than four (4) present under two (2) years of age	2
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	Ten (10) or more under three (3) years of age	3

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend, they shall have a separate and distinct space and their own educator.
- When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be maintained.
- Primary educators shall have a high school diploma or equivalent.
- Owners who are employed elsewhere shall ensure that the primary educator is always on-site.
- The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator's employment in a program sponsored or recognized by the Department.
- A qualified educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

**Specific Requirements For Child Care Centers**

- Adult: child ratios must be maintained at all times.
- When more than twelve (12) children are present a second adult must be physically available on the premises.
- Child Care Ratio and Group Size Charts

Age of Children	Adult:Child Ratio	Maximum Group Size
6 weeks – 15 months	1:4	8
12 months – 30 months	1:6	12
24 months – 35 months	1:7	14
3 years	1:9	18
4 years	1:13	20
5 years	1:16	20
School-age (Kindergarten and above)	1:20	No max

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 30 months	1:5	10
2 years – 4 years	1:8	16
2 ½ years – 3 years	1:9	18
2 ½ years – 5 years	1:11	20
2 ½ years – 12 years	1:10	10
3 years – 5 years	1:13	22
4 years – 5 years	1:16	24
5 years – 12 years	1:20	No max

- Ratio Chart first/last hour and one-half (½) of each day only:

Age of Children	Adult: Child Ratio	Maximum Group Size
2 ½ years – 5 years	1:10	10
3 years – 12 years	1:15	15
4 years – 12 years	1:20	20

- Each child must be on roll in a defined group and assigned to that group with a specific educator(s).
- Infants shall have a separate space and shall never be grouped with children older than thirty (30) months of age.
- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers, may be combined for short periods for a special activity no more than sixty (60) minutes per day as long as adult:child ratios are met.
- Each group shall have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- In an infant or toddler room with more than one educator, each educator shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning and record- keeping, communication, etc.
- Following the issuance of a license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.

**Specific Requirements For Drop-In Child Care Centers**

- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
- The child care agency shall familiarize staff with personal safety material and be prepared to discuss them with parents.
- The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
- The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
- Each educator who is used to meet the minimum required adult:child ratio shall have a high school diploma.
- Children shall be placed in age appropriate groups and with adequate adult educator supervision:

Age Grouping:	
Age of Children	Adult:Child Ratio
Six (6) weeks –Fifteen (15) months	1:4
Twelve (12) months – Thirty (30) months	1:8
Two (2) years	1:12
Three (3) years	1:15
Four (4) years	1:18
Five (5) years (not in Kindergarten)	1:20
School-age (Kindergarten and above)	1:22

- The adult:child ratio for a multi-age group containing infants:

Majority Age of Children Present	One Infant	Two Infants
12 months – 30 months	1:8	1:6
2 years	1:10	1:8
3 years	1:12	1:10
4 years	1:15	1:12
5 years (not in Kindergarten)	1:17	1:13
School-age (Kindergarten and above)	1:19	1:15

- If food is provided by the agency, it shall meet the USDA's Child and Adult Care Food Program nutritional guidelines.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.
- Staff shall review emergency preparedness and fire procedures and shall physically walk through the evacuation process every quarter.
- Prohibited activities include swimming, transportation and the provision of specialized services.

Tennessee Department of Human Services  
ChildCare Services website is located here:  
[Child Care Services \(tn.gov\)](http://ChildCare.Services.tn.gov)

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

You can:

- ✓ Learn more about the rules
  - ✓ Learn more about the types of regulated care
  - ✓ Locate a child care provider
  - ✓ Learn more about the Quality Rating and Improvement System (formerly Report Card and Star Quality Program)
  - ✓ Locate the local child care licensing office
  - ✓ Review the current personal safety curriculum
  - ✓ Read about new initiatives in child care
  - ✓ Locate the nearest child care certificate office
  - ✓ Find info on choosing child care
  - ✓ Locate a child care resource and referral center
- And much more!

**Child Care Resource and Referral Centers**

The Tennessee Child Care Resource and Referral (CCR&R) Network has 9 CCR&R sites located across the state. Each CCR&R employs a team of highly qualified coaches who provide training and coaching to DHS licensed child care educators in their area. CCR&Rs also provide valuable resources to parents looking for quality child care. For more information visit the Child Care Services website or [tcccr.org](http://tcccr.org)

**Kidcentral TN**

Information about child health, education, and development as well as available state services can be found at: <https://www.kidcentraltn.com/>

**Department of Children's Services Hotline**

Report Child Abuse or Neglect  
1-877-237-0004

**Child Care Complaint Hotline**

Nashville Area: (615) 313-4820  
Toll Free: 1-800-462-8261

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

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

## Did you know?

L.B.J. & C. Head Start has been in existence since

**1965**. It began as a summer program. In 1966, the program changed to full day – full year.

L.B.J.& C. is named for the original four county seats Livingston, Byrdstown, Jamestown, and Cookeville.

Serve **3 and 4** year-old children.

**21** center locations covering **12** counties.

Over **200** staff positions at the present time.

Head Starts federal funding source requires that we generate 20% of our general operating budget from locally donated time, services, or materials. These donations are called "**In-Kind**".

The Board of Directors have **12 members**. The Policy Council have **16 voting members** and 1 non-voting Board Representative with at least 51% of the membership made up of parents of currently enrolled Head Start children.

### Mission Statement

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

### Motto

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

## L.B.J. & C. Service Area

