

Head Start

www.bbnahs.com

MISSION

“Our mission is to promote and develop the education, health, culture and well-being of our children, families and communities.”



2013-2014

PARENT HANDBOOK

WELCOME...

We are pleased and excited about having your family in our program! This Parent Handbook has been designed to provide Head Start families information about our program's services, policies, and procedures. Please take the time to familiarize yourself with our program and use this booklet as an easy reference throughout the year.

BBNA Head Start is a program operated by Bristol Bay Native Association through a federal grant. The program is designed to serve children three to five years of age from families qualifying for Head Start in the Bristol Bay communities of Manokotak, New Stuyahok, Togiak and Dillingham.

Head Start helps all children succeed by providing a comprehensive program that provides children with activities that help them grow mentally, socially, emotionally, and physically. As parents, you are the first and most important teachers of your children. We encourage you to participate in our program.

We offer opportunities for you to become involved in classroom activities, in developing center programs, and direct involvement on the decision making of program planning and operation.

Anne Shade

Head Start Director

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Philosophy

Head Start philosophy dictates that honesty and integrity is central in carrying out the mission of the program. Moreover, each individual has a unique value and a basic need to be respected, to be recognized, and to be needed.

Guiding Principles

for our program....

- To create an awareness in the community that we are a leader in Early Childhood Education
- To be viewed as an integral part of our community
- To be seen as a trusted and valued community resource and an important enhancement to the community
- To continue to bring awareness about the program's impact on families through academic, economic, and social progress
- To be a process of serving others
- To be reflective and inclusive of the diversity of the communities
- To be an organization that reflects and celebrates diversity and accepts people where they are at in their lives

for our children....

- To foster an environment which encourages creative problem solving, individuality, and responsibility
- To lay the foundation for a love of lifelong learning
- To guide children in the decision making process
- To nurture the whole child; socially, emotionally, physically, and cognitively
- To provide for children's individual needs and interests
- To enrich the lives of children by providing excellence in educational opportunities to promote lifelong success

for our families....

- To empower families because the parent is the child's first teacher
- To be responsive to the needs of our families as they prepare for purposeful and productive lives
- To partner with families in establishing and attaining their individual goals

for our communities....

- To lay the foundation for community pride, involvement, and service
- To ensure the community has an understanding of our program and is aware of the program's positive impact on the overall community
- To work effectively with other community resources

for our staff....

- Valued by our peers in the community
- To seek and celebrate staff excellence
- To promote an environment in which teamwork is integral
- To develop and foster pride in our program and our grantee
- To continue to provide a variety of opportunities for planned and individualized professional development
- To expect the highest ethical, moral, and professional standards at every level
- To nurture each individual staff member's whole self (physical, emotional and mental wellness) in a way that exceeds expectation

Vision:

As Leaders in Early Childhood Education, we take pride in our Head Start Program staffed by competent, motivated professionals who provide a system of support which promotes successful students, dedicated families and involved community members.

Disabilities Collaboration:

Head Start collaborates with local school districts to provide specialized services for children with disabilities.

Civil Rights:

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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Dillingham, AK 99576
www.bbnahs.com**

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**New Stu Head Start
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#3 Wallace Street
New Stuyahok, AK 99636
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Newstuyahok@bbnahs.com**

**Togiak AM/PM Head Start
c/o SWRSD
PO Box 50
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Togiak, AK 99678
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**Manokotak Head Start
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130 heights Road
Manokotak, AK 99628
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PROGRAM AND SCHEDULE OPTIONS

Classes meet four (4) days per week, Tuesday through Friday

Half-Day, School Year Program: Session Times at the following sites:

Togiak AM:

Togiak PM:

New Stuyahok: 9:00 a.m. to 1:00 p.m.

Manokotak: 9:00 a.m. to 1:00 p.m.

Dillingham AM: 10:15 a.m. to 2:15 p.m.

Dillingham PM: 12:00 p.m. to 4:00 p.m. (4 year old classroom)

Dillingham 3: 8:45 a.m. to 12:15 p.m. (3 year old classroom)

Transportation: Bus transportation is available at the following locations:

Togiak

Manokotak- old village only

Dillingham

No bus transportation is available for New Stuyahok.

PARENT RIGHTS

- To be welcomed in the center or classroom during all program hours and be treated with respect and dignity.
- To be informed regularly about your child's progress in Head Start.
- To choose whether to take part in the Head Start program activities.
- To participate as a member of the Parent Committee meetings.
- To help plan parent activities.
- To be informed about operation of the program through Policy Council representative and communication.
- To receive information regarding community resources, agency activities, and program planning.

PARENT'S RESPONSIBILITIES

Parents have primary responsibility for their child; as the child's legal guardians, they are required to care for and supervise him/her. This includes adhering to the rules and requirements of this program. The Head Start staff assumes a secondary role in the life and education of the child. We accept the responsibility delegated to us by the child's parents to care for the child, provide meals for the child, teach the child for a portion of the day and are accountable to parents for carrying out those responsibilities.

The following are general program rules that are the responsibility of the parent:

1. Send your child to school on a daily basis.
2. Notify the school if your child will be absent, for whatever reason.
3. Read and follow all bus policies if Head Start provides your child transportation.
4. Notify Head Start in writing of any change of information, such as a change in address, phone, emergency information, health issues, or family situations.
5. Provide all health exams and needed records to Head Start.
6. Work in partnership with Head Start staff to identify family goals and to prepare your child for school.
7. Read all written notices, bulletins, and newsletters sent home.
8. Tell us about your likes, dislikes, concerns and ideas about our program.
9. Know and respond to the individual needs of your child.
10. Take an active interest and talk daily with your child about their Head Start experience.
11. Walk your child to and from the bus.

HEALTH AND ENROLLMENT REQUIREMENTS

All children are required to obtain a physical (including TB test), dental exam, hearing exam, vision screening, and developmental screening within 45 days of the first day of school.

Most children see a medical provider only when they are sick or need an immunization. Head Start requires both a physical and dental exam and a developmental screening in order to have a baseline of your child's overall health and developmental status. If your child cannot hear or see with clarity, has teeth that hurt, or is often tired, it will be difficult for her or him to do well in school.

A physical or "well child" exam can reveal a previously undetected health issue. Developmental screenings show your child's progress in achieving important milestones such as talking with others, playing with small and large objects and doing appropriate self-care. The following procedures are necessary to detect any concerns, and determine whether your child is in need of follow-up health care or special services.

Immunizations Alaska State law requires your child's immunizations to be current before he/she can attend Head Start. An updated copy of your child's immunization record **must** be submitted to Head Start before school starts.

Tuberculosis (TB) Screening

Head Start regulations require TB testing for all children enrolled in the program.

TB screening can be done at the time of your child's physical exam, or when the public health nurse is in your village to provide health services. Please be sure to return to the clinic two days **afterward** so that results of the TB screening can be interpreted. The TB screening must be interpreted by a trained health professional no later than 72 hours (three days) in order to be valid. Community Health Aides are trained to screen for TB.

Physical Exam During a physical (Well Child exam) a physician, PHN, or other health care provider will perform an overall check of your child's health. The exam will include measuring your child's height, weight, blood pressure, hemoglobin test, lead and TB screenings. Your child will need an updated physical exam each year they are enrolled in Head Start.

Dental Exam Routine dental exams are important for everyone. Early childhood caries may begin early in life so preventive dental care and any needed dental treatments are critical components in keeping your child healthy. Your child will need an updated dental exam each year they are enrolled in Head Start.

Hearing Screening A health care provider or Head Start staff can conduct hearing screenings to ensure your child hears well.

Vision Screening The health care provider or Head Start staff will conduct a vision screening either with a vision chart or by camera (photo screener) to take a picture of your child's eyes. You will be informed if further examination is recommended from the photo screening or chart screening results.

Developmental Screening Developmental screenings are used to help Head Start determine if children need additional support to gain skills and knowledge appropriate for their age.

Information from these screenings is utilized to ensure our Head Start program is tailored to meet the needs of your child. Every child must have at least one of each of these screenings.

If additional treatment or services are needed as a result of the above screenings (for example dental treatment or low hemoglobin follow-up) parents should work with providers and Head Start to ensure that all necessary services are received.

To ensure a safe and healthy environment for children, staff and volunteers, parents who will regularly volunteer in the classroom must obtain TB clearance. Staff members are required to provide a physical examination signed by a medical professional.

Lead Screening

What is lead screening and why is it important?

Lead screening is performed by measuring the level of lead in the blood. Lead is a toxin that is particularly dangerous for young children because of their small size and rapid growth and development. It can cause learning problems, developmental delay, anemia, seizures and other medical problems. Children can be exposed to lead through the environment (from sources such as old paint, lead soil lead ammunition), family members who work with lead, some imported pottery, home remedies containing lead, and toys and other manufactured goods containing lead. The most common cause of elevated lead blood levels in Alaska has been due to exposure of children to lead bullets or lead dust from shooting ranges.

Why is lead screening part of the important health screenings necessary for Head Start attendance?

An important part of Head Start is to assist you in promoting your child's good health and long term wellness. The screenings and exams are part of that process. The federal requirements that we follow for our program are the same as other Head Start programs as they are carefully laid out in the required standards.

How is lead screening done?

Lead screening is done by a blood test taken from a finger stick sample and sent to a laboratory. It can also include a discussion with the family about the child's possible exposure to lead. If the blood level is above a predetermined level, the appropriate follow up by the child's health care provider would be done as part of the required physical exam for your child.

If you have any questions regarding lead screening or any other wellness concerns please contact me so we can discuss any issues or concerns.

Jeanie Timmerman RN,

Wellness Content Manager

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MEDICAL CONDITIONS

At times, we have children enrolled in our program that require special attention due to a medical or physical condition. If your child has any limitations, medications, or special conditions at times of enrollment or throughout the year, you must provide written documentation from a physician.

The Wellness Content Manager will provide individual attention to those families with special health concerns, and assure that children with special health needs are monitored closely on a daily basis within the program. Your child's general wellness will be noted on a daily basis.

Whenever the limitation or treatment is discontinued, parents should again provide written documentation from the child's physician stating the limitations have been lifted.

MEDICATIONS

Over-the counter medication will not be administered to children at Head Start.

If possible, every effort should be made by parents to administer prescribed medication to their child before or after school hours. Please notify us if your child is receiving any type of medication at home, so we are aware and can watch for adverse signs or allergic reactions.

Prescribed medications must be in their original container with the full pharmacy label attached.

When necessary, prescribed medications can be given at Head Start with a written statement from the physician and medication request from the parent. All medication forms may be picked up in your center. **NO** medication will be given until all forms are received. Please take the forms with you to your doctor visit.

Head Start will maintain documentation of when and who administered medication to your child. These forms will be reviewed with parents regularly.

ENROLLMENT UPDATES

In order to continue enrollment after the first year, parents will be required to provide updated information upon the request of Head Start staff. Examples of information that will have to be updated may include, but is not limited to, the following

- Permission forms
- Family income (upon 3rd year of enrollment)
- Physical and dental examinations
- Emergency Data Forms
- Allergies
- Changes in Health Status

CHANGE IN INFORMATION

Whenever there is a change in address, phone, emergency contacts, health providers, health conditions, work/school schedule, family situation, or other pertinent information, we ask that this information be submitted, **in writing**, as soon as the change occurs. It is essential that we are able to reach you or a designated adult at all times, in case of an emergency situation, so please keep your addresses and phone numbers up-to-date. It is also important for us to be aware of any household changes or transitions your child may be experiencing. This will enable us to be supportive, empathetic, and understanding of your child's individual needs.

COURT ORDERS & CUSTODY

State law maintains that both parents have access to their child unless there are legal Documents which define the restrictions. In situations involving child custody disputes or restraining orders, a copy of the court order **MUST** be in the child's file. We cannot prohibit contact with either parent without current court orders.

REGISTERED SEX OFFENDERS

NO person who is registered as a sex offender is allowed to enter or loiter within 500 feet of any Head Start center. They will **NOT** be permitted to attend Head Start activities held off-site. Special accommodations will be considered for parents of currently enrolled children who are registered sex offenders.

DRUG FREE ENVIRONMENT

BBNA Head Start centers operate a healthy environment that is free from alcohol, illicit drugs, and smoke. State laws regarding these items are strictly enforced.

CHILD ABUSE/NEGLECT REPORTING

Alaska state law mandates, under the Abused and neglected Child Reporting Act, that any school/day care personnel who suspect child abuse or neglect must make a report to the Office of Children Services.

Head Start staff receives training to recognize the signs of abuse and neglect. Staff is trained in providing intervention, support, and assistance to families that are in need of help.

TRANSPORTATION RULES

Transportation is provided for children to and from some of our Head Start programs. In order for the program to be in compliance with federal Head Start regulations, it may not be possible to offer transportation to all children. Route boundaries must be set to limit each bus route to one hour. Therefore, there may be some areas where transportation cannot be provided. Buses are not to back up or do U-turns while transporting children and children must be picked up on the curb side of the bus, so buses may not be able to pick up/drop off on some streets or apartment/home complex parking lots due to this regulation. In most instances, an approved pick up point can be arranged if you live in an area where transportation will not be provided. Contact your center coordinator who will work with you in arranging an alternate pick up/drop off location.

Head Start drivers comply with State of Alaska bus driver regulations. Bus monitors are assigned to each bus route. Head Start takes the responsibility of transportation very seriously and requests full cooperation in following our bus procedures and policies. The children's safety is the main concern and responsibility of the bus drivers and monitors. Parents must treat the bus drivers and bus monitors with respect and courtesy, allowing them to focus on the children's safety. Parents must abide by the following bus procedures. Failure to do so may result in the loss of pick-up and drop-off services.

1. **Children should be ready and waiting for the bus**, as Head Start's policy is a one (1) minute wait at each house. Drivers cannot wait longer than one (1) minute as the entire bus route must be completed within one (1) hour due to state and federal regulations. Bus Aides will call parents prior to pick up so they can have their children ready.

2. **A release to list must be on file** with the Head Start center and must include name and phone numbers of people able to pick child up. No child can be released to anyone under the age of 12 years.

3. **Parents/guardians/designated person are responsible** for walking their children to and from the bus. Head Start will assume responsibility for children after they have entered the bus.

4. **Parents/guardians/designated person are responsible** for being at assigned drop-off location at a specific time. If the approved adult is not at the drop off location, your child will not be released from the bus. The driver will contact the center coordinator will attempt to contact the approved adult. Head Start staff is not expected to work after normal work hours and therefore, cannot be responsible to care for your child when the approved adult is not at home or at the drop-off location, the program reserves the right to take the child to the local **Police Department**; however, procedures vary with every individual case.

5. **Parents should notify** the center before their child will not attend class.

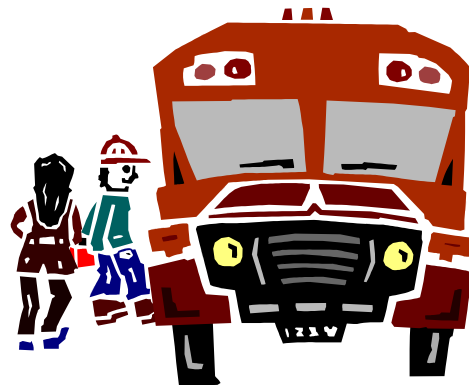
6. **If a change in the child's pick-up or drop-off** point becomes necessary, the parent/guardian **must** contact the center coordinator in **writing** to determine if the change can be made. Requests for changes should be made on an infrequent basis due to emergency, work related or other special circumstances. If the request for a change is approved, the parent is required to sign an amended consent to Release Form. **Only the Center Coordinator, after discussion with the bus driver can authorize a change.** In general, pick-up and drop-off point changes **cannot** be made over the telephone.
7. **If a child is being transported** to a location other than home, parents must designate where the child is to be dropped-off and who is authorized to receive the child on the Consent to Release Form.
8. **For safety reasons, the following items are not allowed:** Rolling backpacks, food, drink, toys, or other personal items. Personal items are allowed if requested by a Teacher for a special day. All personal items must fit in the child's backpack.
9. **Transportation will not be provided if the temperature falls below -20F.**

Parents will be notified as soon as possible if transportation will be unavailable. In the case of bus failure while children are being transported on the bus, parents and/or other authorized persons (as listed on the child's Emergency Data Form) will be contacted immediately to pick up their children.

PEDESTRIAN SAFETY

If you walk to Head Start remember pedestrian safety:

- Walk facing traffic so you can see any approaching traffic.
- Wear light or bright colored clothes that are easily seen. Mark coats with reflective tape.
- Stop at the edge of road.
- Look both ways before crossing the street.
- If no trucks, cars, snow machines or four-wheelers are present, cross the street.



CLASSROOM INFORMATION AND PROGRAM RULES

The Head Start Program is designed to meet each child's individual needs and the educational priorities of the community. Regardless of cultural background or special needs, every child is offered a variety of learning experiences designed to foster physical, social, emotional, and cognitive growth and to develop an appreciation for ethnic and cultural diversity. Children participate in indoor and outdoor play, in field trips around the community, and in music, art, language, literacy, math, science, social, emotional and physical health activities. They are encouraged to express their feelings, to develop a good feeling about themselves, and to get along with other children.

Classroom size A maximum of 16-20 children are assigned to each classroom.

Teaching Staff One (1) teacher and one (1) teacher's aide are assigned to each classroom.

CLASSROOM ARRIVAL/DEPARTURE

When parents are providing their own transportation to and from Head Start, we assume responsibility for the children when the parent has signed the child in and has presented that child to the teacher. Your child must be signed in by a responsible adult in the classroom, **not dropped off at the exterior door to the building**. At the end of the day, all children must be signed-out of the classroom.

Upon departure, please make sure that the child's teacher is aware that your child is now leaving with you. **Please do not drop off your child before the classroom start time.** Teachers use this time to prepare for class and are not available to provide care for your children.

RELEASE OF CHILD

In order to ensure your child's safety, a child will only be released from the center or the bus to the child's parent/guardian, or designated person. Designated persons must be at least 12 years old, and be indicated on the child's emergency release list. **We cannot change release to permission over the phone; any changes must be provided in writing.**

Acceptable methods to add a designated person(s) to your child's Emergency Data Consent Form are:

- 1. Hand delivered written consent to center**
- 2. Faxed written consent to center**
- 3. Emailed from primary or secondary email address on file to admin@bbnahs.com**

If you know in advance that a designated person will be picking up your child, please notify us. Persons unknown to the staff will be required to provide photo identification.

Parent/guardian or designated person is required to sign the child out of the center. All persons, relatives, or others, must abide by these policies.

WHAT TO BRING & WHAT NOT TO BRING

Please send your child with:

- Play clothes:
Shoes should be protective of the toes, heels and soles of little feet.
Clothes should be easily washable.
Provide simple clothing without complicated fastenings.
- At least one set of labeled, extra clothing – to be used in the event of a bathroom accident, paint spills, etc.
- Jacket/coat, hat, and gloves when weather is cold. We will go outside if the temperature is above -10 degrees Fahrenheit.
- A backpack or bag for belongings (no rolling backpacks due to bus safety).

Please **do not** send your child with

- Any toys from home unless requested by the teacher for an activity.
- A rolling backpack.
- Food, candy, gum, etc.
- Inappropriate clothing, such as dress clothes or other clothing that cannot get messy.
- Any item that will not fit in the child's backpack or bag.



ATTENDANCE POLICY

Regular attendance at Head Start supports your child's development and kindergarten readiness. All children are expected to attend head Start four (4) days a week, Tuesday through Friday.

Each day a child is absent, the parent/guardian must call the center to inform staff of the reason for the child's absence.

Head Start staff will document absences and indicate them as being either "excused" or "unexcused" The following absentee reasons will be "excused".

1. Illness of child

Includes the following:

- Child has a contagious illness
 - Child has a medical condition that temporarily prevents attendance
 - Child has been hospitalized or incapacitated
2. Doctor/dental appointment during school hours
 3. Health approval pending-head Start will not allow child to attend due to health requirements
 4. Transportation is not available
 5. Inclement weather
 6. Family member illness/death/cultural event

An absence is considered "unexcused" if it does not meet the above criteria. After three (3) unexcused absences, a Head Start staff member must make direct contact with you, either by phone or home visit, to discuss attendance, initiate appropriate family support procedures and develop a plan with you to improve attendance.

Head Start will document all contact as well as attempts to contact the family. In the event of chronic absenteeism, meaning excessive unexcused and/or excused absences, the center teacher shall evaluate the situation with the Regional Site Manager to consider if the child should be dropped from the program; the teacher/RSM shall take into consideration the number of all absences, the reason for absences, the family's desire to remain in the program and all pertinent information.

Guidelines for chronic absenteeism could include but are not limited to the following:

- Average daily attendance is less than 85% per month for more than one (1) month
- Attends less than four (4) days per week more than once a month
- Has four (4) unexcused absences more than once a school year
- Is frequently late for school or misses the bus

Consequently, in the event of chronic absenteeism and after careful evaluation, a child may be dropped from the program and placed on a waiting list. The child's slot must then be considered an enrollment vacancy. Parents/guardians will be notified in writing if their child is being considered for dismissal from the program.

ILLNESS

Please do not send your child to school if your child is ill. Remember to notify the center whenever your child is going to be absent for illness. If we determine that we are unable to care for a child in attendance due to illness, parents will be notified and requested to pick up their child immediately. In some instances we may request a statement from a physician stating that the child may return and participate in activities before that child can return to school.

A child should be kept home and may be sent home for any of the following symptoms:

- Complains of not feeling well and is unable to participate comfortably in program activities.
- Shows any flu-like symptoms (fever, vomiting, and diarrhea)
- Has a rash combined with fever
- Has open, oozing, or bleeding sores and/or has mouth sores with inability to control saliva.
- Has head lice
- Shows any sign of any communicable disease: Pink eye (conjunctivitis), impetigo, strep throat, chicken pox, etc.
- Has breathing difficulties or other signs or possible severe illness.
-

COMMUNICABLE DISEASES

During the course of the year it is to be expected that your child, at one time or the other, will be exposed to common communicable diseases. Keep in mind that it is not until about age six (6) before a child's immunities seem to become fully established. The illness your child is experiencing now actually provides a means for his/her body to recognize and fight infection as he/she grows.

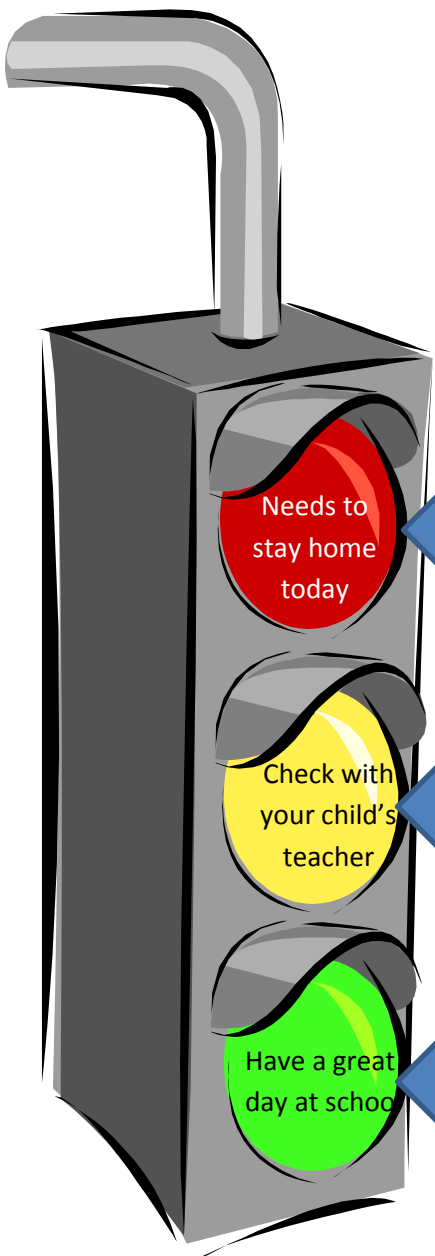
BBNA Head Start program follows guidelines set forth by the Centers for Disease Control and Prevention (CDC), along with local health care providers. When determining exclusion and attendance policies for children that are exhibiting symptoms of any communicable disease. Individual parents/guardians will be contacted regarding any health concerns and/or any requests that their child see a health care for diagnosis and treatment. **A notification to all parents regarding common communicable diseases of children is generally not needed.**

Parents of Head Start children need to be aware of the following diseases and routinely check their child for signs and symptoms. This information is to help you recognize illness in your child before you send him/her to school. These guidelines will help ensure a healthy environment for all Head Start children and staff.



IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?

Use this guide to help you determine when to send your child to school:



Needs to stay home today

- Fever over 100 degrees (underarm)
- Open/infected sores not easily covered
- Diarrhea
- Earache
- Red eyes with discharge
- Lice or Nits
- Not feeling well enough to participate in school activities or go outside

Check with your child's teacher

- Runny nose
- Cough
- Rash
- Been to the doctor, hospital or emergency room
- Is not acting like usual
- Family member that is ill

Have a great day at school

- Feeling well
- Has been well for the past 24 hours without use of fever medication

ACCIDENTS & INJURIES

A staff member trained in first aid will handle all injuries. Minor injuries (bumps, scrapes, bruises) will be reported to parents by Head Start staff. Should your child be involved in a medical or dental emergency, our staff is trained to follow the steps in our emergency plan of action. A decision will be made if the accident/illness requires an ambulance to transport your child to emergency medical care (or if parents/staff are able to transport your child. You will be contacted immediately. If you cannot be reached, we will call the next person designated on the emergency contact list that you have completed.)

HANDWASHING/ TEETH BRUSHING

It is our intent to reinforce healthy hygiene practices in our children to develop lifelong healthy habits. We practice good hand washing techniques routinely and frequently with the children. Dental hygiene is also practiced as children brush their teeth on a daily basis

EMERGENCY CLOSING.

In the event of an emergency, the Head Start Regional Sites Manager is responsible for making the decision to cancel or postpone classes. Examples of situation that might call for canceling or postponing classes would be inclement weather, natural disasters, or damage to center buildings.

Closure announcements will be made on radio stations (KDLG for DLG) and VHF radio for Togiak, New Stuyahok, & Manokotak. Staff will also make every attempt to contact parents via phone as soon as the decision to close is made.

When bad weather causes early dismissal or cancelation of classes, parents are responsible for picking up your child in an allotted time frame or making arrangements for someone to be home when your child is dropped off by our bus.

CRISIS / EMERGENCY INFORMATION

In the event of a crisis situation such as snow storm, fire, earthquake, or civil disturbance:

- No child will be dismissed from school; unless a parent/guardian (or individual designated on the Emergency Data Form) comes for him/her and has proper identification.
- All parents/guardians or designated individuals who come for children must sign them out in the classroom or at a temporary release station. Signs will be posted indicating where the temporary release station is located.
- We are prepared to care for your children in times of critical situations. We have a number of staff with first aid certificates, and we will be in communication with various local emergency services.
- Emergency Preparedness supplies are available at each center.
- During emergencies, we ask for your help in the following areas:
 1. Please do not call the school-we must leave the lines open for emergency calls.

2. Following a crisis situation, do not immediately drive to the center—streets and access to the center may be cluttered with debris. The center access route and street entrance areas must remain clear for emergency vehicles.
3. Turn your radio in DLG to KDLG 670 am or VHF channel 66 in Togiak, New Stuyahok, and Manokotak.

CURRICULUM

BBNA Head Start implements the Creative Curriculum along with a series of well-planned units that promote language, literacy, math, science, creative arts, social emotional development, approaches to learning, physical health and development, logic & reasoning, social studies and English language development. Development of good health and nutritional habits, personal safety habits and self-help skills are also individualized, Head Start’s classroom curriculum is designed to meet your child’s individual needs. Children receive a variety of learning experiences to foster their intellectual, social, emotional and physical growth. Children participate in daily indoor and outdoor play, field trips around the community. Children are encouraged to express their feeling, develop a good feeling about themselves, and get along with other children.

Children are free to choose activities from a variety of learning interest centers located in each classroom. Some but not all of the centers included in the classrooms are listed below:

Music Center	Dramatic Play Center
Art Center	Library Center
Book Center	Sensory Center
Block Center	

The staff also uses a variety of strategies to promote and support children's learning and developmental progress based on observations and ongoing assessment of each child.

Teaching Strategies GOLD Assessment

This web-based assessment system helps our teachers document their students’ development over time, plan meaningful activities to support learning, and identify children who might benefit from special help, screening or further evaluation.

I am Moving, I am Learning

This evidence-based approach makes it possible to include more targeted physical activities in our classrooms as well as innovative ways to encourage children and their families to make healthy food choices. This program features fun songs, activities and a furry green “mascot” named CHOOSY, whose name stands for Choosing Healthy Options Often and Starting Young.

Books for Home

BBNA Head Start obtains free and low-cost books to strengthen the literacy component of our curriculum. Each month features a book that is incorporated into activities in our classrooms. At the end of the month, every student takes a copy of the book home with related literacy activities to share with their families. By the end of the school year, every Head Start student will have 10 new books to keep and enjoy at home.



SCREENINGS

Head Start is mandated to provide health and educational screening to all children enrolled within our programs. Head Start is obligated to receive parental permission prior to screenings. Screenings will take place within 45 days of the first day of attendance. Children receive screenings relating to developmental skills, social-emotional development, hearing/vision, and height/weight. They can be completed by a health care provider or by Head Start staff. Results of your child's screenings will be provided to you but otherwise kept confidential.

OUTCOMES

Your child's progress will be assessed throughout the school year in the child outcomes framework. Teachers work with your child to complete checklists, rating scales and record observations. Results from these assessments are shared with you throughout the year and also are used to plan educational experience's based on your child's strengths, needs, and interests.

BEHAVIOR MANAGEMENT POLICY

Head Start has adopted the Positive Behavior Support frame work that is used to teach young children appropriate behavior while simultaneously decreasing the incidence of inappropriate or challenging behavior. Children are taught to assume responsibility for their actions and appropriate behavior is encouraged. Our goal is to provide an accepting classroom environment where all children are aware of behavioral expectations and given sufficient support in able to be successful in developing social emotional competencies. Each classroom teacher will develop rules with their children at the beginning of each school year. These rules will be posted in the classroom and will be reviewed with the children and their families. These rules and expectations are done with the help of the broad expectations for the entire Head Start program that are as follows:

We Are Respectful

We Are Responsible

We Are Team Players

	When we are on the bus we	When we are in our classroom we	When we are in the hallway we	When we are in the gym or on the playground we	When we are on a field trip we	When we are in the bathroom we
<u>Respectful</u> (Polite, Caring, Understanding)	<p>Use kind words</p> <p>Listen to the bus driver & bus aide</p> <p>Use inside voices</p> <p>Use manners: please, thank you, excuse me</p> <p>Keep our hands to ourselves</p>	<p>Use kind words</p> <p>Follow directions</p> <p>Use inside voices</p> <p>Use gentle hands</p> <p>Have listening ears & wait for turn when someone else is talking</p> <p>Use manners like please, thank you, excuse me</p>	<p>Follow directions</p> <p>Use inside voices</p> <p>Use looking wyes</p> <p>Use our waling feet</p> <p>Keep our hands to our self</p> <p>Try not to bump others</p> <p>Stay away from doors</p>	<p>Use kind words</p> <p>Use looking eyes</p> <p>Use listening ears</p> <p>Have gentle Hands</p> <p>Let others take turns on equipment</p> <p>Use manners like please, thank you, excuse me</p>	<p>Follow directions</p> <p>Listen to adults</p> <p>Ask permission to touch things</p> <p>Use manners: please, thank you, excuse me</p> <p>Raise hand to ask a question</p>	<p>Use words when we need help</p> <p>Use the bathroom one at a time since it is a private time</p> <p>Knock on the door if it is closed</p> <p>Keep bathroom words in the bathroom</p>
<u>Responsible</u> (Safe, Honest, Careful)	<p>Keep food, gum, candy and drinks at home</p> <p>Keep belongings in our backpack</p> <p>Keep coat on</p> <p>Try to buckle our own seatbelt</p> <p>Sit in seat with our nametag</p> <p>Stay buckled until the bus stops</p> <p>Say in out seat until an adult says it is safe to get up</p>	<p>Help each other</p> <p>Clean up our area</p> <p>Keep hands, feet and objects to our self</p> <p>Try our best and try something new</p> <p>Wash hands</p> <p>Sit down when writing or cutting with scissors</p> <p>Keep shoes and socks on our walking feet</p> <p>Do our jobs when asked</p> <p>Brush teeth at the sink</p>	<p>Hold the rope and stay in line</p> <p>Use walking feet</p>	<p>Slide feet first</p> <p>Have gentle hands</p> <p>Stay where adults can see us</p> <p>Come inside when it is time</p> <p>Use the steps to climb the equipment</p> <p>Stay off the fence</p>	<p>Walk with the rope</p> <p>Stay with the group</p> <p>Use listening ears</p>	<p>Shut the door quietly</p> <p>Use the bathroom one at a time</p> <p>Sit on the toilet</p> <p>Wipe yourself and put paper into toilet</p> <p>Flush the toilet</p> <p>Wash hands</p>
<u>Team Players</u> (Friendly, Kind, Helpful)	<p>Keep hands and feet to ourselves</p> <p>Help others get unbuckled when asked</p> <p>Talk quietly with your neighbor</p>	<p>Play together</p> <p>Share</p> <p>Help each other</p> <p>Take turns</p> <p>Try to solve problems</p>	<p>Take turns for line leader</p> <p>Help each other</p>	<p>Play together</p> <p>Take turns</p> <p>Share equipment</p> <p>Watch out for our friends' safety</p>	<p>Stay together</p> <p>Help each other</p>	<p>Wait our turn</p>
Each of these expectations has helpful examples for the staff and Head Start parents to understand in each setting of the program. These are stated on the graphic:						

Firm positive statements and redirection of inappropriate behaviors shall be the accepted techniques used in the classroom. In some instances, a child may need to spend some time away from the rest of the group in order to regain control of his/her behavior. No physical discipline, verbal humiliation, demeaning or other inappropriate language shall be tolerated at any time.

Parents and teachers will discuss the child's behavior at parent/teacher conferences, home visits, and whenever the teacher or parent feels a discussion is necessary. Head Start will request a parent conference to inform and work with the parent in developing a plan of action for children who continually exhibit challenging and disruptive classroom behaviors.

Through social/emotional screening, curriculum activities, positive behavior support strategies, and general classroom observations, which are performed periodically throughout the year, we ensure that our classroom environments are supportive, responsive, and positive in meeting children's needs. Parents will complete a social/emotional screening to provide observations on their child to determine the need for any additional services.

At times a teacher may feel a child is experiencing difficulties or showing concerning behaviors in the classrooms and would benefit from behavioral health services. Parents will be contacted to discuss the situation and be assisted with obtaining or exploring options for services.

HOME VISITS & PARENT/TEACHER CONFERENCES

Parents of children enrolled in Head Start will receive a minimum of two home visits by teaching staff during the year. Teacher home visits are an in-depth opportunity for parents and teachers to:

- Develop/share individualized learning goal for your child
- Share observations about your child's strengths, need, and interests
- Hear about the classroom schedule and activities
- Provide teachers with suggestions for possible curriculum ideas

Teachers will have information, such as screenings and progress reports to be reviewed. Home visits are important so that teachers and parents can work as a team to enhance learning both at school and in the home.

Parent/Teacher Conferences are also offered a minimum of twice annually by teaching staff. Conferences are generally held at the center. Parents are asked to share information about their child's progress, ask questions, give input into the curriculum and learn more about their child's educational progress from the teacher's observations. At each visit or conference, teachers will share assessment data to show the child's progress made since the last contact. These conferences are highly encouraged so teachers and parents as a team can enhance learning both at school and in the home. Parents as well as teachers are encouraged to keep scheduled appointments to ensure that all home visits and conferences are completed in a timely manner.

NEWSLETTERS

Parents will receive a newsletter each week which may contain: classroom activities, field trips, parenting tips, Head Start news, home activity suggestions, and agency/center announcements and activities. Please read this newsletter as part of your parent responsibilities.

FIELD TRIPS

To enrich our curriculum, spark the child's interest, and provide an opportunity for children to practice and develop social skills in a variety of settings, field trips are included in our teaching instructional program.

Written permission will be obtained during enrollment from parent/guardian on the consent form. You will be notified of each scheduled trip. Parents are encouraged to attend with their child.

DAILY MEALS AND SNACKS

Head Start's nutrition program is designed to help meet your child's daily nutritional needs. Head Start participates in the Child and Adult Care Food Program (CACFP) which requires children to receive at least 1/3 of their recommended daily allowances.

- Morning children will receive breakfast and lunch.
- Mid-day children will receive a morning snack and lunch.
- Afternoon children will receive lunch and an afternoon snack.

Staff is trained on how to create a pleasant meal atmosphere, which develops acceptance to a variety of foods and creates positive attitudes towards eating. Nutrition activities for children are conducted in the classroom on a regular basis.

Head Start requires that all meals and snacks be served family style. Meal times are viewed as an opportunity for learning and developing good health habits, socialization skills, self-help skills, decision-making skills, and communication skills. The Head Start Program adheres to strict requirements including the types of foods served, amounts served, and style in which meals and snacks are presented to children. Identifying specific nutrition needs of individual children is one of the program's responsibilities. Special dietary needs and feeding problems will be given individual attention.



INVOLVING PARENTS IN HEAD START

Parents, you are your child's first teacher! The Head Start program is family-centered and is designed to support parents as the most important influence in their child's life. Head Start encourages parents to become actively involved in their child's education, including direct involvement in decision making groups within Head Start. The Head Start program strives to meet the needs and interests of the families enrolled.

The Head Start program works with the family as a whole and provides opportunities for parents to learn and grow. Staff will work with families on achieving more formal goals as requested.

VOLUNTEER IN-KIND

In order to operate, Head Start is required annually to generate 25% of its funding from volunteer hours and donations, which is called in-kind. We rely on parents to help us meet this federal grant requirement.

Parents need to fill out an in-kind sheet each month to document services provided so that their volunteer hours can be counted.

PARENT PARTICIPATION

Parents are highly encouraged to volunteer anytime the center is open. However, volunteering by parents is not required in order for a child to attend. Some ways parents can choose to participate are:

- Working in your home with your child.
- Participating in home visits and parent teacher conferences.
- Planning, developing and attending parent activities.
- In the governance of the Head Start classroom and program by:
 1. Attending and supporting the monthly Parent Committee meetings.
 2. Serving as officers of the Parent Committee.
 3. Serving as elected members of the Policy Council.
 4. Electing parents to represent them at Parent Committee meetings and Head Start Policy Council meetings.
 5. Serving on the Health Advisory Committee or Positive Behavior Support Committee.
- Volunteering at Head Start Centers in the following ways:
 - In the Classroom
 1. Help teachers with children in the classroom during group time, center time, playground time, mealtime, etc. To carry out daily activities.
 2. Serve as additional adult supervising children on field trips.
 3. Present cultural activities to children. Assist teacher with bulletin boards.
 4. Assist teachers in the preparation of classroom materials. (i.e. clean toys, label items, organize classroom materials, prepare classroom displays for teachers).
 5. Read Stories to children.
 6. Assist with restroom breaks and brushing teeth.
 7. Discipline children only under the direction and approval of Head Start Staff.

All discipline of the children is to be consistent with Head Start's Discipline Statement.

8. Assist with setting up meal.
9. Assist with washing tables.
10. Assist with cleaning.

On the Bus

1. Receive training to serve as a bus monitor
2. Ensure all children are buckles in seat belts and backpacks stowed safely under seats.
3. Ensure children remain seated on the bus.
4. Maintain an appropriate noise level so as not to disrupt the driver.

In the Community

1. Help recruit children Head Start by telling other parents of preschool children about Head Start.
2. Assist staff in posting flyers in the community.

If you are interested in volunteering in one of these activities please contact your center's coordinator/teacher/Parents come from diverse backgrounds and have a variety of educational training levels and skills. **The education, training, or skill level of a parent does not make a difference in whether a parent can volunteer at Head Start!**

PARENT/VOLUNTEER REQUIREMENTS

Head Start staff support and supervise all parent volunteers, working closely with parents to make sure that standards are followed and parents succeed with volunteer experiences.

To ensure a safe and healthy environment for children, staff must obtain TB clearance and obtain a pre-employment physical examination. Volunteers and parents who will regularly volunteer in the classroom must obtain TB clearance.

In addition, a background check and/or fingerprinting are required for parent volunteers who will be used as replacement or supplemental staff.

The program has outlined the following as general requirements and responsibilities for parent volunteers.

- Demonstrate respect for children and adults.
- Seek guidance from classroom teacher/coordinator.
- Keep all information about children and families confidential.

CENTER COMMITTEE MEETING

All parents who have children in our Head Start are members of the Head Start Center Committee. A parent at Head Start is defined as a Head Start child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree. Center Committees meet once a month from September through April, and are usually referred to as parent meetings. The Center Committees are established at each site.

The three main functions of the Center Committees are:

1) Participate in the governance of the Head Start classroom and program by:

- Attending and supporting the Center Committee meetings
- Serving as officers on the Center Committee
- Serving as elected members of the Policy Council
- Electing representative(s) to the Policy Council per the established guidelines

At the September parent meeting, parents will elect officers for the remainder of the year and select their representative(s) to the Policy Council. Offices include chairperson, vice-chairperson and secretary.

2) Advise staff in developing and implementing local program policies, activities and services.

3) Plan, conduct and participate in informal as well as formal programs and activities for parents and staff.

HEAD START POLICY COUNCIL



The Head Start Policy Council is made up of current Head Start parents and community representatives.

Members are elected annually to serve as members of the BBNA Head Start Policy Council. Elected representatives serve a one-year term, from October to September and no member may serve more than three total terms.

No BBNA Head Start employees, or members of their immediate families, may serve on Policy Council except parents who occasionally substitute for regular staff.

Policy Council meetings are held monthly via teleconference.

The direct functions of the Policy Council are:

1. Serve as a link to the Center Committees, grantee governing body, public and private organizations and the communities they serve.
2. Assist Center Committees in communicating with parents enrolled in all program options to ensure they understand their rights, responsibilities and opportunities in Head Start and to encourage participation in the program.
3. Assist Head Start Director in program planning functions including: program eligibility; program locations and options; annual self-assessment; and long term goals and outcomes.
4. Establish and maintain procedures for working with the Head Start Program to resolve community complaints about the program.
- 5.

CHILDCARE SERVICES

Head Start will provide childcare services to Head Start parents attending authorized and appropriate meetings, i.e., Center Committee meetings and Policy Council meetings as necessary.

FAMILY SUPPORT SERVICES

The primary role of the Family and Community partnership staff is to support families in their growth and development. The Head Start program serves as a link between families and the community.

BBNA staff will:

- Assist your family in obtaining health requirements for Head Start attendance.
- Support your family in setting and reaching goals and overcoming challenges.
- Inform you of community resources and how to access them.
- Encourage you to volunteer in the program.
- Help you in crisis or emergency situations - please call in times of crisis.
- Help you obtain special Head Start services, such as helping families learn about nutrition, good health, appropriate childhood development & more.
- Keep you informed of parent involvement, volunteer and employment opportunities at Head Start.
- Work with you on your child's absenteeism & develop a plan to ensure good attendance.
- Provide information about early childhood development.

COMMUNITY RESOURCE GUIDE

Head Start staff compiles and makes available a Community Resource Guide to all enrolled families. This guide is a comprehensive listing of community resources, agencies, programs and services available to individuals, families and children in their community & regional area.

Staff, upon request, will help you locate resources and provide confidential referrals to agencies providing services, such as food stamps, clothing, employment assistance, housing, mental health, domestic violence, substance abuse, counseling, etc.

REFERRALS

Referrals requesting services for children and their families may come from Head Start staff and/or our agency to other community agencies. Head Start must receive a Release of Information authorization from parents/guardians before sharing any information with any outside community agency. Any information is considered confidential.

CONFIDENTIALITY

All family information and children's files are kept strictly confidential. Only authorized Head Start personnel have access to files. Head Start is obligated to receive written consent from parents, prior to sharing information with anyone.

RECORDS

BBNA Head Start Policy regarding official child records is as follows:

Review and/or copy of records:

Parents and legal guardian who wish to review or obtain copies of their child's file should contact the central office in Dillingham to make the request and to complete necessary paperwork. All requests to **review** the child's folder will be processed within one week. All requests to **copy** the child's folder will be processed within (2) weeks

Transfer of records to public/private/parochial school:

Records of children who are age-eligible for kindergarten are normally provided to the respective school district.

*No records will be released to any outside agency without the express **written consent** of a child's parent and /or guardian.*

EMPLOYMENT OPPORTUNITIES

Parents may, when qualified, be considered for employment in positions in the Head Start program. Former and current parents are encouraged to apply for vacant positions, and their Head Start background will be considered when positions are filled. Positions are listed in the newsletter, on the website (www.bbnahs.com) and posted at each center.