

# Five County Child Development Program, Inc.

This Institution is an Equal Opportunity Provider

## 2022-2023 PARENT HANDBOOK

Welcome to Five County Head Start and Early Head Start!!



Mrs. Janet Moak,  
Family Service/ERSEA Director  
Dr. Jonathan Bines,  
Executive Director  
Mr. Billy Craft,  
Board of Directors, Chairperson



Five County Child Development Program's Mission Statement  
"Improving the Quality of Life of Children, Families, and Communities."

Five County does not discriminate based on race, color, national origin, religion, sex, gender, sexual orientation, disability or age.

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**To stay up-to-date on information and events**

Visit our website at [www.fivecountyhs.org](http://www.fivecountyhs.org)



Like our Facebook page at [Five County Child Development Program Inc. 1965](#)

**Five County's Policies and Procedures are subject to change without notice.**

**Letter from Five County's Executive Director**

Dear Parents of Five County,

Five County Child Development Program, Inc. would like to take this opportunity, to welcome all of our Head Start Parents. Thank you for entrusting Five County Child Development Program, Inc. with your child's education. Our goal is to instill values and principles in the minds of every child and to bring about physical, mental, academic and social development skills needed to succeed in life.

Five County Child Development Program, Inc. employs highly qualified, caring teachers and staff, to make sure that your child/children are properly taken care of while in our facilities. Five County's mission statement is "Improving the Quality of Life of Children, Families, and Communities." Five County Child Development Program, Inc. would not be able to carry out our mission or the philosophy of Head Start without YOU.

We look forward to partnering with you as we work together to give your child a Head Start. Thank you for your continued support.

Yours truly,

Dr. Jonathan Bines  
Executive Director



**Head Start Programs**

Head Start programs prepare America's most vulnerable young children to succeed in school and in life beyond school. To achieve this, Head Start programs deliver services to children and families in core areas of early learning, health, and family well-being while engaging parents as partners every step of the way.

Head Start encompasses Head Start preschool programs, which primarily serve 3- and 4-year-old children, and Early Head Start programs for infants, toddlers, and pregnant women. Head Start services are delivered nationwide through 1,600 agencies which tailor the federal program to the local needs of families in their service area. Head Start programs promote the school readiness of children ages birth to 5 from low-income families by supporting their development in a comprehensive way.

**Early Head Start Program & Expectant Moms Program**

Currently, Five County is offering Early Head Start (EHS) services in Lincoln County only, this program will serve infants and toddlers under the age of 3, and pregnant women. EHS programs provide intensive comprehensive child development and family support services to low-income infants and toddlers and their families and to pregnant women and their families.

These programs support parents, both mothers and fathers, in their role as primary caregivers and teachers of their children. Early Head Start programs promotes the physical, cognitive, social and emotional development of infants and toddlers through safe and developmentally enriching caregiving. This prepares children for continued growth and development and eventual success in school and life.

Parents will have the opportunity to participate in a Research-Based Parenting Curriculum. The program will assign a Family Advocate that can assist the family in obtaining needed resources. The Early Head Start Pregnant Women Program assists pregnant women in obtaining proper prenatal care and education to ensure the growth and development of their unborn child.

# CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Health, Hygiene, and Safety	School-Age Care
Right of Entry and Violations	Nutrition and Meals	Summer Day Camp & School-Age
Facility Policies and Procedures	Discipline and Guidance	Programs
Personnel Requirements	Transportation	Hourly Child Care
Records	Diapering and Toileting	Hearings, Emergency
Reports	Rest Periods	Suspensions, Legal Action
Staff Requirements	Feeding of Infants and Toddlers	and Penalties
Program of Activities	Swimming and Water Activities	Release of Information
Equipment, Toys, and Materials	Children with Special Needs	
Building and Grounds	Night Care	

## Appendices

Appendix A - Child Abuse and Neglect Reporting Appendix F – Hand washing Procedure Statutes Appendix G - Diaper Changing Procedure Appendix B - Reportable Diseases Appendix H - Cleaning and Disinfection Procedure Appendix C - Nutritional Standards Appendix D –Playground Safety Appendix I - Communicable Disease/Conditions Appendix E - Dishwashing Procedure and Return to Child Care Guidelines Appendix J – Rules and Procedures for State Level Administrative Hearings

A full copy of the Child Care regulations should be located in the Director’s office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.healthymms.com](http://www.healthymms.com) (from the left menu, select Regulations and Licensure, then Child Care). You may direct your questions to the local licensing official, Kimberly Putman at 662-8417870 or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.

Post Office Box 1700 • Jackson, MS 39215-1700

1-866-HLTHY4U • [www.HealthyMS.com](http://www.HealthyMS.com) *Equal Opportunity in Employment and Services*

**Management Team**

**Executive Director**

**Jonathan Bines..... (601) 792-5191**

**Human Resource Manager**

**Regenald Byrd..... (601) 792-3251**

**Chief Fiscal Officer**

**Tangelia Reese..... (601) 792-3230**

**Child Health & Safety Services**

**Tanya Feazell..... (601) 792-3256**

**Family Service/ERSEA**

**Janet Moak..... (601) 792-5194**

**Education & Early Childhood**

**Latasha Harrien ..... (601) 792-3573**

**Transportation**

**Evelyn Strickland..... (601) 792-4196**

**Maintenance & Facilities**

**Clevie Brent..... (601) 441-1985**

**Nutrition**

**Hadassah Devine..... (601) 441-1163**

**Disabilities/Mental Health/Transition**

**Tina Johnson..... (601) 382-6263**

**Parent, Family & Community Engagement**

**Sheanda Ellis..... (601) 441-1574**

**Compliance Officer**

**Leshia Graves..... (601) 792-8162**

**Child Plus Manager**

**Lurine Price..... (601) 792-3235**

**Lincoln County Liaison**

**Robbin Dillion.....(601) 382-0567**

**Five County Head Start Centers and Phone Numbers**

**Collins-601-765-3386**

**New Hebron-601-694-2698**

**Hopewell-601-765-1070**

**New Zion- 601-265-5570**

**J.E. Johnson- 601-792-4243**

**Richardson- 601-382-0113**

**Magee-601-849-9105**

**Topeka- 601-587-0074**

**Monticello II-A- 601-587-5592**

*“Improving the Quality of Life of Children, Families, and Communities.”*





## Five County's History

The History of  
Head Start  
1965-Present



President Lyndon B. Johnson officially declared the “war on poverty” in his message to Congress on January 12, 1964. In that message he outlined the nature of the Federal Anti-Poverty program and the Community Services Administration, formerly called the Office of Economic Opportunity, was established. Five County Child Development Program, Inc., a non-profit Mississippi Charter Corporation, is an outgrowth of this act of the President and Congress.

Community leaders, such as Dr. S. L. Richmond, Reverend L. Z. Blankenship, Sr., Mr. Edgar Bridges, Sr., Mr. J. C. Burns and others pioneered the birth of Sophia Sutton Mission Head Start by organizing the community, mobilizing public and private resources. The purpose of Head Start was and still is to serve underprivileged children and families.

Sophia Sutton Mission Head Start was an eight-week summer pilot program started in March of 1965, in Jefferson Davis County under the directorship of Dr. S. L. Richmond. The Head Start program became full year in September 1966. In 1971, the program was chartered and the name was changed to Five County Child Development Program, Inc., serving the counties of Jones, Jefferson Davis, Covington, Simpson, and Lawrence. In the late 70's Five County discontinued services in Jones County.

The Board of Directors, directed the program from December 1971 through June 1972. In July of 1972, Ms. Magdalene White was selected as Head Start Director and served through June 1978. Mr. Preston White, Jr. served as interim Head Start Director from July 1, 1978 through June 1979, at which time Mr. Buford Graves was selected as Head Start Director and served from July 1979 through September 2000. Mr. Lee A. Frison, Sr. served as Head Start Director from October 2000 through May 2007. Five County was under the leadership of Dr. Jonathan Bines as Head Start Director since June 1, 2007. On June 30, 2014, Five County Head Start grant ended. The new Head Start grant was awarded to Five County as of July 1, 2014, with Dr. Jonathan Bines as Executive Director.

In July 2020 Lincoln County was awarded to Five County. Five County will serve 48 Early Head Start infants, toddlers and pregnant mothers in Lincoln County. The agency currently serves 905 three-to-five-year-old children and their families in five counties; Jefferson Davis, Covington, Lawrence, Lincoln and Simpson. Five County's mission statement is “Improving the Quality of Life of Children, Families and Communities”.

## PARENT NEWSLETTER

We are looking forward to a successful year with you and your child.

### Parent Involvement:

Parent Involvement is very important to the growth, development and success of your child. Throughout the year we will need your support and cooperation. We are available to you for conferences about your child/children and to help with any concerns that may arise. (Policies are subject to change due to COVID) In order for us to operate cooperatively and successfully this year, we ask you to please keep this handbook and make every effort to abide by these rules:

### CHILDREN ATTENDING SCHOOL DAILY:

Please send your child to school **every day** he/she is able. Attendance affects your child's outcomes and success. If for any reason your **child will be absent or late, please notify the Center Staff before 8:30 a.m.** It is the policy of Five County to attempt to make contact with the parent if the child is unexpectedly absent and the parent has not contacted the center by 8:30 a.m. Attendance also affects funding for our program.

### BE ON TIME:

Please have your child at school no later than 8:30 a.m. to assure that the child/children receive all of the day's activities. Children must be picked up no later than 3:30 p.m.

### ARRIVAL AND DEPARTURE:

Our Centers are open from 7:30 a.m. to 3:30 p.m. Children cannot be dropped off before 7:30 a.m. and **must** be picked-up before 3:30 p.m. When bringing your child to school please arrive before 8:30 a.m. Parents are required to sign their child in and out. Please have your child to school on time, this will allow the child/children the opportunity to eat breakfast (served promptly at 8:30 a.m.) and participate in a full day of activities. The afternoon bus departure will take place at 2:45 p.m. unless it is absolutely necessary to leave earlier or later in either case, parents will be notified. The parent or designee must abide by the dress code when entering the centers.

#### **MEALS AND SNACKS PROVIDED:**

Your child will be served a nutritious breakfast, lunch and snack daily. Please do not let your child bring food, toys or money to school unless specifically requested in writing from staff. We cannot be responsible for lost or stolen items.

#### **UPDATED CONTACT INFORMATION:**

Please keep all contact information *current at all times, this includes: phone numbers, addresses, and email addresses* and a number where you or someone authorized by you can be reached in case of emergency. If your child gets sick at school, please be sure someone is available to pick him/her up. Please share your email address with your family advocate, as this will be a needed form of communication.

#### **CHANGE OF CLOTHING:**

Please send a complete change of clothing including under garments and socks (clearly labeled) to leave at school in case of emergency. Mistakes do happen and we need to be prepared at all times. Please do not send your child to school in their best clothes (unless for special occasion). We do art, and other messy projects on a daily basis as well as get down on the floor or go outside for other activities. Your child should be able to feel comfortable and free to participate in all our learning activities. Please dress your child appropriately for the weather.

#### **SICK CHILD**

Please keep your child home if he or she is ill and notify the center. We are not equipped to care for sick children and some illnesses are highly contagious.

#### **PARENT INVOLVEMENT IN HEAD START**

Five County Child seeks to build an effective and supportive partnership with our families. We encourage parents to participate with their children in homebased activities. Parents are encouraged to work with their children in the home, collaborating with the center staff to support the child's Head Start experience. Parents are also encouraged to attend monthly parent meetings, to be involved in decision making about your child's center.

Five County Head Start seeks to:

1. Improve the quality of life of the children, families, and communities that we serve.
2. Support parents as the primary educator, nurturer, and advocates for their children.
3. Provide every parent an opportunity for a positive experience in Head Start.
4. Ensure that parents are involved in program policy making and decisions.

#### **PARTNER WITH US TO GIVE YOUR CHILD A HEAD START!!**

Be a part of the Five County Child Development team that endeavors to improve the quality of life for the children, families, and communities that we serve.

#### **INSURANCE COVERAGE:**

Five County Liability Insurance Risk Management Partners Insurance covers students, volunteers and staff.

#### **Parental Dress Code for Pick-Up/Drop-Off at Centers/Field Trips**

Parents, Guardians and Authorized Persons must dress in a manner for the school environment that is neither a distraction nor a safety issue to themselves or others and must abide by Five County Child Development Program, Inc. policies and procedures as written.

We respectfully request that parents and designated persons who drop off and pick-up children to and from school or attend the agency's field trips follow all policies and procedures regarding parental dress

code with the expectation of the following:

- **No sleepwear** to be worn (loungewear, pajamas, gowns, boxer shorts, etc.)
- No beach wears
- No clothing that reveals any inappropriate areas
- No clothing with profanity, obscene language or gestures
- No exposure of under garments



Center Director/Head Teacher will have complete and final judgment on all matters concerning the interpretation of the standardized dress policy. Matters concerning appearance and dress, not specifically covered in the policy, shall be within the discretion of the administration.

### **Policy and Procedures:**

1. Family Advocates or Family Engagement Staff will discuss with parent the dress code policy during interview/enrollment process.
2. Each parent will sign Parent Dress Code Policy and Parent Handbook Form stating they understand and will follow dress code policy.
3. Each parent will receive a copy of the Parent Handbook with policy outlined.

Dress code policy and procedure will be discussed during the Parent Orientation.

Parents not adhering to dress code policy and procedure must meet with Center Director/Head Teacher to address concerns. Parents and/or designated person(s) will be requested to vacate the premises and upon return be in full compliance of the dress code policy.

## **Janet Moak– Family Service/ERSEA Director**

1. Eligibility, Recruitment, Selection, Enrollment and Attendance activities shall be the operational responsibility of the Family Service/ERSEA Department. Recruitment activities shall be on-going to ensure that the neediest children and families are reached and receive priority.
2. Family Service and Education staff will work conjointly to monitor each child's attendance. If a child is at risk of missing ten percent (10%) of school days per year, the Family Service staff will work with the family to develop appropriate strategies to improve attendance. If your child will not be attending school or will be late, let the center staff know as soon as possible, or **before 8:30 a.m.**
3. The Family Service and PFCE Departments will collaborate with parents to establish individualized Family Partnership Agreements.

### **NON-DISCRIMINATION POLICY**

It is the policy of the Five County Head Start Program to implement affirmatively equal opportunity and non-discrimination to all qualified applicants, employees and clients without regard to race, creed, color, sex, national origin, or disabilities.

### **DRUG-FREE WORK PLACE**

It is the policy of the Five County Head Start Program to prohibit the use, sale, or dispensing of drugs and narcotics on agency premises. This policy covers all illegal drugs, alcohol, and legal drugs which impair an employee's ability to perform his/her job. The agency recognizes the harmful effects of drugs and narcotics on the individual user, abhors the unacceptable role model, such as persons present to the clients we serve, and will not tolerate or continue the employment of drug users.

### **SMOKING POLICY/SMOKE FREE ENVIRONMENT**

It is the policy of the Five County Head Start Program that no smoking is allowed at any time in all spaces utilized by the program. Employees found to be in violation of this policy will be subject to disciplinary action.

### **DISORDERLY AND DISRESPECTFUL CONDUCT**

It is the policy of Five County Head Start to provide an environment that is free of violence acts or threats. This includes, but is not limited to, intimidating or violent behaviors, maltreatment and bringing weapons onto the center's property. Additionally, offensive comments, actions, or behavior toward other



families, staff or children will not be tolerated. Center Director/Head Teacher will have complete and final judgment on all matters concerning interpretation on this policy and is authorized to call local law enforcement if needed. Violators of this policy may be banned from the Head Start property.

### **CHILD PICK-UP PROTOCOL POLICY**

It is the policy of Five County Head Start that only the parents/guardians or designated persons on the release form can pick-up their child from school or the bus drop-off points. We ask you to list ALL release names at the time of enrollment and include people that may need to pick up the child in case of an emergency. The centers close at 3:30 pm please make sure your child is picked up no later than 3:30 pm daily. (Mamie Martin's children must be picked-up by 3:00.) It is the policy of Five County to discuss the policy with the parent if a child is not picked up by 3:30, a 2nd occurrence, the parent will be given a written warning and on the 3rd occurrence, a child is not picked up by 3:30 pm a referral will be made to the Department of Child Protection Services.

### **MY RESPONSIBILITIES AS A HEAD START PARENT**

- To notify the center by 8:30 am. if your child will be late or absent.
- To learn as much as possible about the program to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my child/children's lives.
- To take part in the classroom as an observer or a volunteer worker and to contribute my services in any way I can toward enrichment of the total program. (Subject to Five County's Covid-19 Pandemic Policies and Procedures)
- To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
- To welcome teachers and staff into my home to discuss ways in which parents can help their children development at home in relation to school experience.
- To work with the family advocate, teachers, staff and other parents in a cooperative way.
- To guide my child/children with firmness, which is both loving and protective.
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs designed to increase my knowledge about child development and my skills in area of possible employment.
- To become involved in community programs which will help to improve health, education and recreation for all.

### **MY RIGHTS AS A HEAD START PARENT**

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

### **IMPORTANT PARENT INFORMATION**

- Parent, guardian, or designee must be at the drop-off location to receive the child/children.
- Parents are encouraged to send their child/children to school every day he/she is able on his/her scheduled days. The outcomes and success of your child is affected each day he/she is absent.
- If you bring your child to school, please have him/her at school by 8:30 a.m. so, the child/children can take part in a full day of activities. **Notify the center before 8:30 a.m. if your child will be late or absent.**
- Parents/guardians are asked to attend parent meetings by conference calls.

- Please do not send an unauthorized person to receive your child from the school.
- Please send **two large towels** by your child for rest and relaxation time.
- If your child is on medication that has to be taken at school, you must send written permission-dated and signed, and in the original container. Give the medication to a staff member.
- **Please do not send your child to school sick.**
- If your child is allergic to any foods/milk, the Nutrition Staff should be notified along with documentation from your family doctor.
- Food cannot be brought into or carried from the center.
- Volunteers must be eighteen (18) years and older.
- Volunteers must complete an application and sign an oath of confidentiality form and those who volunteer 120 hours must provide documentation of finger printing, criminal background check.

### **PARENT ACTIVITY POLICY:**

The Family Services and PFCE Departments will work in conjunction to assure “Parent Activities” are in compliance with the Head Start Performance Standards. The parent activity funds are allotted to provide parents the opportunity and experience in planning, developing and implementing their own projects. *As with other policies, parent activity is subject to change due to the Covid-19 pandemic.*

### **Parent Activity Funds Narrative**

Parent committees are allocated a specific amount from the Parent Activity Fund to develop and implement parent projects and activities. The Parent Activity Fund is money set aside in the program budget to provide parents the opportunity and experience in planning, developing and implementing their own projects. Parent Committee is allocated a specific amount from the Parent Activity Fund based on the number of children at their site. For example, with a \$5 per child parent activity fund, the fund would be \$300 for a center with 60 children. The Parent Committee decides how to spend the funds and then request approval from the Policy Council.

**Specific examples** of the kinds of activities supported by the Parent Activity Fund include:

- \* Pay a special speaker to present at a Parent Committee meeting and paying his/her fee.
- \* Including parents on a field trip to the zoo and paying their entrance fee.
- \* Paying the registration fee and expenses for a Parent of the Year to attend a state Head Start Association conference.
- \* Purchasing ingredients for a cooking class for parents on low-budget nutritious meals or Chinese cooking or some other special food interest.
- \* Including a family photo evening when the school photographer comes to take children's photos and using the parent activity dollars to pay some or a portion of the additional cost for the family portraits.
- \* The Parent Activity Fund should be spent on the basis of project relatedness. The Parent Activity Fund must not be used for activities that are *solely* for entertainment. Entertainment can be defined as cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. However, the Parent Activity Fund can be used for expenses where entertainment may play an incidental part in the activity. Spending must always be for program-related expenses or the spending would be unallowed.

Source: [eclkc.ohs.acf.hhs.gov/fiscal-management/article/parent-activity-funds-narrative](http://eclkc.ohs.acf.hhs.gov/fiscal-management/article/parent-activity-funds-narrative)

### **PROCEDURES FOR SCHEDULING EVENTS**

1. Parents at the center level will propose and vote for activities that provide parents the opportunity and experience in planning, developing and implementing their own projects.
2. The Center Supervisor or Family Advocate will contact Family Service/ERSEA Director for approval of activities to assure compliance within the Agency’s guidelines.
3. A request would then be made for approval from the Policy Council.
4. Parents will be notified by written communication of the schedule of activity.

### **MISSISSIPPI CHILD ABUSE LAW**

“In accordance with Section 43-21-105 of the Mississippi Code of 1972, Annotated, “Abused Child means a child whose parent, guardian or custodian or any person responsible for his care or support, whether legally obligated to do so or not, has caused or allowed to be caused upon said child sexual abuse, sexual exploitation, emotional abuse, mental injury, non-accidental physical injury or other maltreatment. Provided, however that physical discipline, including spanking, performed on a child by a parent, guardian or custodian in a reasonable manner shall not be deemed abuse under this section.”

Any person who knows or has reason to suspect abuse or neglect of a child by a parent, legal custodian, caregiver, or other person(s) responsible for the child’s care, is required by law to make a report to the Mississippi Department of Child Protection Services. See Section 43-21-105 and Section 43-21-353 of the [Mississippi Code](#) for more information.

### **FIVE COUNTY CHILD’S CHILD ABUSE AND NEGLECT POLICY**

All Head Start employees are required to report child abuse and/or neglect, no matter where the abuse occurred on or away from the Head Start premises, to the 1-800-222-8000 Hotline, in accordance with the agency’s Child Abuse Plan.

Accusations of child abuse or neglect, including corporal punishment and isolation, against a Head Start employee by a parent, staff, volunteer, etc. should be immediately reported to the Child Abuse Hotline at 1-800-222-8000 and then to the Family Service/ERSEA Director or Head Start Director. The agency must report each allegation to the Child Abuse Hotline, Licensure Agency and the Regional Office.

### **CHILD ABUSE AND NEGLECT -WHY HEAD START SHOULD BE INVOLVED?**

There are many reasons why early childhood program personnel becomes involved in child abuse and neglect, treatment and prevention. Among them are the facts that Head Start works with and for children. The law and policy require their involvement and professional responsibility demands it and that they have a deep sense of personal commitment to the children in their care.

**Child Abuse and Neglect is a community problem; its solution requires community action to report suspected child abuse to Mississippi Child Abuse Hotline 1-800-222-8000.**

### **DEFINITION AND RESPONSIBILITIES OF POLICY COUNCIL**

#### **A. What is a Policy Council Representative?**

A delegate from the local center who speaks for and voices the concerns and suggestions of the parents of the center they represent. The Policy Council is a board of parent representatives who help make decisions about the Head Start Program.

#### **B. Duties and Responsibilities of the Policy Council**

**Policy Council and a Policy Council Committee at the delegate level, must use ongoing monitoring results, data on school readiness goals and other information to conduct Its responsibilities.**

- “ The Policy Council shall approve and submit to the governing body decisions about each of the following activities:
- “ Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- “ Program recruitment, selection and enrollment priorities.
- “ Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- “ Budget planning for programs expenditures, including policies for reimbursement and participation in policy council activities.
- “ Bylaws for the operation of the policy council.
- “ Program personnel policies and decisions regarding the employment of program staff, consistent with

paragraph (1) (E) (iv) (IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

- Developing procedures for how members of the policy council of the Head Start agency will be elected.
- Recommendations on the selection of delegate agencies and the service area for such agencies.

### **WHO MAY/MAY NOT SERVE AS A POLICY COUNCIL MEMBER?**

Parents serving on the Policy council committee must be elected by the current Head Start Parents. In accordance with Revised Performance Standards, Subpart D 1304.50 (b) (6), no person can serve as a member of the Policy Council while any member of his/her immediate family (as defined below) is employed in the Head Start Program.

**HUSBAND, WIFE, FATHER, MOTHER, BROTHER, SISTER, SON, DAUGHTER, FATHER-IN-LAW, MOTHER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, SISTER-IN-LAW, BROTHER-IN-LAW, AUNT AND UNCLE.**

If you have a sibling employed at another center, you cannot serve.

An employee who has been terminated from the agency cannot serve on the Policy Council.

A person cannot serve more than (3) years on the Policy Council.

You must have a child currently enrolled in Head Start under you. (This includes those who are legal guardians)

### **POLICY REGARDING THE RIGHTS OF A PARENT TO VISIT AND REMOVE THEIR BIOLOGICAL CHILD FROM SCHOOL**

The following Head Start policy reflects the rights of parents as mandated by law and reduces the need for the school to interfere in the private circumstances of families.

Biological parents have the right to visit their child in school while participating in Head Start classroom activities and field trips. They also have the right to remove their child from school during the day or at the end of the day. **Only a court order specifically stating that a parent is not to visit or to remove a child can overrule such rights.**

The divorce of parents and the granting of custody to one of the parents does not overrule the right of the other parent to participate in classroom/program activities or to remove the child from school property.

### **GRIEVANCE PROCEDURE FOR PARENTS AND COMMUNITY CONCERNS**

The following steps will be taken to resolve parent or community concerns:

All Head Start parents or the community at-large shall have the right to present his/her complaint or grievance in accordance with the Policy Council By-Laws.

Steps:

- Report complaint or grievance to the Center Supervisor. Most conflicts can be resolved at the center level.
- If the issue is not resolved at the center level take the following steps:
- Report the complaint to Family Service/ERSEA Director.
- The Family Service/ERSEA Director will attempt to resolve all complaints or grievances with parents.
- If Family Service/ERSEA Director is unable to resolve a grievance or complaint, she must inform the Executive Director.
- The Executive Director will attempt to resolve all grievances.
- If unable, the Head Start Director will contact the Policy Council Chairperson, the Policy Council Chairperson then will make contact with the Policy Council Complainant/Grievance committee and make recommendation to resolve the complaints.
- The complainant will be notified in writing of the decision of the Policy Council Grievance



Committee. If complainant is not satisfied with this decision, it may be appealed to the Board of Directors.

## **PROMOTING REGULAR ATTENDANCE PROCEDURES**

The Head Start Performance Standards states that **we must track attendance**. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program staff must attempt to contact the parent to ensure the child's well-being.

**Parents are asked to notify the center by 8:30 a.m. if their child is going to be late or absent** and please let the staff know when the child is expected to return. If the parent does not notify the center by 8:30 a.m., the staff must attempt to contact the parent to ensure the safety of the child.

The following steps are to be adhered to, to comply with this performance standards.

- Teachers report to the Family Advocate when a child is absent or attendance is irregular.
- A program must implement strategies to promote attendance. At a minimum, a program must: (a) Provide information about the benefits of regular attendance; (b) Support families to promote the child's regular attendance; (c) Family Service staff will conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences).
- Staff shall inform parents of Average Daily Attendance (ADA) that must be maintained and the impact attendance has on the child and the program. And maintain contact case notes in child's folder.

### **Sheanda B. Ellis- Parent, Family and Community Engagement Director**

Family Engagement in Head Start is about building relationships with families that support family well-being, strong relationships between parents/guardians and their children, and ongoing learning and development for both parents/guardians and children. Research has shown that children whose families involve them in learning at home are more successful in school! In addition, parents/guardians personally benefit from involvement as well. We make every effort to involve both parents/guardians in all aspects in every service area of the program. Parents/guardians are the most important people in a child's life.

Parent, Family and Community Engagement Service Area will work with families to do the following:

- To complete a Family Training Needs Survey:
- Assigned Family Service Staff will work with families to complete the Family Intake Assessments
- Assigned Family Service Staff will work with families to establish and implement a Family Partnership Agreement process that is jointly developed to identify strength, needs, interests, and goals. Families will review their individual progress, revise goals and evaluate on an on-going basis until goal completion.
- Offer the opportunity for parents to participate in a research-based parenting curriculum
- To provide information about the importance of regular attendance of children
- To provide information and resources on the benefits of bilingualism

As a parent/guardian, you are so vitally important to your child, you are also vitally important to growth and excellence of the Head Start program. We want it to be the best it can be for your child. No one knows your child like you, so attend meetings, share your opinion and communicate with the program, the program staff and most of all, your child.

### **GET ENGAGED**

- Attend and participate in parent meetings
- Volunteering or observing in your child's classroom
- Get involved with Policy Council to become a part of decision-making process for the agency
- Participate in Parent/Teacher Conferences and Home Visits
- Participate in center Family Engagement Activities (Read-A-Book Day, Mom Monday, Father Friday, etc.)
- Reading the newsletters and information Head Start offers
- Partner with your assigned Family Service Staff about how you can become involved and develop parent/family and children's goals.

### **FATHER ENGAGEMENT**

Head Start encourages participation of the fathers/father figures involved in the lives of Head Start children. Our program will make efforts to reach out to and include fathers, supportive male family members and/or male caregivers in parent engagement activities. Throughout the year, there are numerous opportunities for men to

volunteer in the program, participation in father engagement activities and provide input on designing special initiatives to improve the interaction of men with children. Our program celebrates and enhances the male parenting role by:

- Encouraging responsible fathering/male role modeling;
- Helping children and men relate and connect;
- Educating men about parenting;
- Creating opportunities for individual and group male involvement and leadership.

#### **ENGAGING PARENTS WITH SCHOOL READINESS:**

As a parent, I promise to do the following:

- Participate in center parent activities and volunteering at the center when able. Read to my child daily and review and display my child's work.
- Keep teacher and family service staff informed of home, health or situations which may cause a change in my child's behavior or performance (Parents and Staff as partners).
- Give input in the development of my child's individualized education plan, carry out and reinforce appropriate activities in my home to help my child achieve listed goals.

#### **Tina Johnson, MHA-Mental Health/Disability/ Transition Director**

All children with disabilities have the right to a free, appropriate, public education and the child's parents have the right and responsibility to be involved in the decision-making process regarding their child's education. Parents and their children have the right to (a) non-discriminatory screening, (b) notification of any meetings concerning their child's placement, (c) placement of the child in the least restrictive environment, (d) appropriate educational and therapeutic services for their child, (e) a written Individualized Education Program (IEP) if the child has been diagnosed as having a disability, (f) due process hearing if their child is not receiving appropriate services. "Improving Head Start for School Readiness Act of 2007 defines "disability" as (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment. Head Start provides services to eligible children regardless of any disabling condition. The goals of the Disability Service Area are to:

1. Ensure that children with disabilities receive the full benefits of Head Start experience, including provision of required special education and related services and the opportunity to learn and develop in an inclusive setting with peers.
2. Ensure that at least ten percent of Head Start enrollment consists of children professionally diagnosed as having a disability.
3. Collaborate with state and local agencies to provide services for children with disabilities.

Children with disabilities should be identified before their parents enroll them in Head Start. For record keeping and reporting purposes Head Start has established the following categorical diagnosis: (1) Speech or Language Impairments, (2) Hearing Impairments, (3) Visual Impairments, (4) Health Impairments, (5) Orthopedic Impairments, (6) Emotional/Behavioral Disorders, (7) Mental Retardation, (8) Learning Disabilities, (9) Autism, (10) Traumatic Brain Injury, and (11) Other Impairments.

All first time Head Start Enrollees are screened within 45 days of enrollment for speech, language, hearing and vision.

#### **MENTAL HEALTH**

The overall goal of the Head Start program is to bring about a greater degree of social competence in children of low-income families. The mental health area promotes mental wellness by providing direct services which includes evaluation and treatment of Head Start children and their parents. Head Start through its innovative and comprehensive approach to the total needs of families, can promote positive mental health practices and therefore, enhance the self-esteem, self-sufficiency and independence of Head Start staff, parents and children through prevention, identification, referral and treatment.

Social/emotional development is key to school readiness. The agency has implemented a positive Behavior Intervention and Support (PBIS) to guide children in developing appropriate behaviors.

## TRANSITION

Head Start's vision is to assist children and their families in making smooth transitions from age three through five. Transition can be made easier by (a) talking to children about the transition, (b) reading books about transitions, (c) allowing children to visit the new setting(s) and (d) promoting high self-esteem in the child.

### **Latasha Harrien, Ed.S. - Education/Early Childhood Development Director**

The agency's goal is to ensure that our children possess readiness on the skills of cognition, language, language and literacy, approaches to learning, social and emotional development, and perceptual, motor, and physical development. Intentional and meaningful activities are offered throughout the learning environment. To ensure positive child outcomes and school readiness, the curriculum, the assessment tool, and teaching strategies are in alignment with the Head Start Early Learning Outcomes Framework and the Mississippi Early Learning Standards. Teachers ensure school readiness for our children entering Kindergarten by implementing goals from the school readiness domains by, effectively, helping our children acquire the social competence, which sets the foundation in acquiring all other school readiness domains.

When children enter our program, teachers administer the Denver II Screener to assess their performance on various age-appropriate tasks. Once they are acquainted with their teachers, the children are assessed three times per school year using the Learning Accomplish Profile (LAP-3).

The agency would like to encourage parents to:

- Develop a positive attitude toward their children's learning
- Establish sensible rules for your child to follow
- Teach your child positive social skills (good manners and respect for others)
- Communicate and interact, positively, with your child

## **BE ENGAGED AND INVOLVED IN YOUR CHILD'S EDUCATION**

**TITLE: Personnel Policies: Use of Corporal Punishment and Isolation as Disciplinary Measures in Head Start Classrooms** AUTHORITY: 1302.90 (c) Head Start Performance Standards.

### **PURPOSE:**

The Issuance sets forth the policy forbidding the use of corporal punishment and total or extended isolation as disciplinary measures in Head Start programs.

### **BACKGROUND:**

Corporal punishment is defined as the use of physical force as discipline measures. This includes, but is not limited to, spanking, slapping, pulling of hair, 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 to 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. Physical punishment and total isolation are not consistent with the Head Start Performance Standards. These Standards define goals of increased social competence, establishment of patterns and expectations of success for the child and the enhancement of dignity and self-worth within the child.

### **ACTION REQUIRED:**

The utilization of corporal punishment and total isolation of the child is not consistent with these objectives and cannot be tolerated in Head Start programs. Isolation in which the child is left totally unattended is unacceptable. If it is necessary to isolate a child from a group, adult supervision will be maintained and the isolation period will be minimal. Performance Standards prohibit the use of meals as punishment, thus isolation at meal times is forbidden. Conduct of preschool children which disrupts normal

classroom activities on a frequent or extended basis may be indicative of physical or emotional problems which the Head Start program must take steps to address.

## **SAMPLE DAILY SCHEDULE I**

**7:30-8:30 TEACHER PLANNING**

**7:45 -8:30 ARRIVAL:** Children participate in quiet activities and prepare for breakfast (**handwashing and toileting**).

**8:30-9:00 BREAKFAST and CLEAN-UP:** Children will assist with serving breakfast and they will be encouraged conversation.

**9:00-9:10 TOILET and TOOTH BRUSHING/HANDWASHING**

**9:10-9:25 MORNING MEETING:** Teachers brings the group together for singing songs and fingerplays, group discussion, and sharing news.

**9:25-10:25 WORK TIME:** Children will extend play and learning in selected interest area.

**10:25 – 10:30 CLEAN – UP:** Children put away toys and materials in each interest area and **TOILET/HANDWASHING**

**10:30 – 10:55 CIRCLE TIME/STORYTIME:** Teachers brings the group together to discuss and participate in theme related activities and read and discuss a storybook, using props to help children to retell stories.

**10:55 – 11:25 OUTDOOR PLAY:** Children extend learning outdoors through play, exploration, and discovery.

**11:25 – 11:30 PREPARATION FOR LUNCH:** Children toilet/wash hands, and assist teachers in setting table.

**11:30 – 12:00 LUNCH AND CLEAN – UP:** Children and teachers prepare tables for lunch. Teachers encourage conversations about the day’s events, the meal, and topics of interest to the children. Teachers guide children in cleaning up after lunch.

**12:00 – 12:15 TOILET AND TOOTHBRUSHING:** Children brush teeth, use bathrooms, wash hands, place cots, and prepare for rest.

**12:15-1:15 REST TIME:** Children rest on cots. Teacher will provide quiet activities for children who do not sleep.

**1:15 – 1:25 TOILET/HANDWASHING:** Children use bathroom and wash hands after getting up from resting.

**1:25 – 1:55 OUTDOOR PLAY:** Children extend learning outdoors through play, exploration, and discovery.

**1:55 – 2:15 GROUP TIME:** Help children reflect on the day’s activities and discuss plans for the next day.

**2:15 --2:30 SNACK TIME:** Children serve themselves and participate in conversation with each other. Children clean up and prepare for dismissal/departure.

**2:30 – 2:45 DISMISSAL/DEPARTURE:** Children load on the buses to go home (some children are picked – up by parents).

**2:45--3:30 TEACHER PLANNING**

### **Tanya Fezell, LPN -Health Services Director**

The goal of health services is to help identify and address any medical conditions that may hinder our children from reaching their potential in kindergarten readiness by collaborating with parents/guardians, center staff, and community partners. Health services provides support by addressing individual child health needs. Collaboration with parents and community partners is the foundation for the success of our children and health services. Parents are encouraged to join our Health Advisory Committee and be a voice for their child’s health and safety needs. Head Start must ensure a child’s health status is up to date. Parents or guardians must provide all appropriate health information concerning the child during the application process (ex. *Seizure Action Plan, Asthma Action Plan, Diabetes Medical Management Plan*). The child cannot be enrolled until documents have been received. If a child’s health status changes during the year, (ex. child is diagnosed with allergies or asthma), the parent is required to submit documentation reflecting these changes. If documents are not submitted, the child will be excluded from the program until they are received.

**Medical and Dental Home:** It is the goal of Five County Child Development Program, Inc. to ensure every child has an established medical and dental home. A medical and dental home are the health care and dental providers the child sees for a routine appointment. An After-Hours Clinic is not considered a medical or dental home. Information is collected at the time of enrollment. If a parent does not identify a medical or dental home source, Family Advocates will assist families in establishing a source of care or



one will be assigned.

Healthcare Coverage: Family Advocates will assist families with obtaining a source of healthcare coverage if one is not identified during enrollment. Parents are to inform their Family Advocates when there is a change in the status of the child's healthcare coverage.

Well Child Exams and Dental Exams: Head Start REQUIRES all children to have a current well child and dental exam. Parents are encouraged to submit documentation prior to enrollment. If you are having problems scheduling these or are without insurance, please call your family advocate. The agency will provide, through contractual services, any well child and dental exams not provided by the child's pediatrician or dentist. Parents are encouraged to accompany their child for these exams. Well child and dental exams must be updated annually from the date of service. Family Advocates, Center Supervisors, or the Health Services Director will send a written reminder to parents/guardians 30 days prior to expiration. Parents choosing not to receive services or provide required documentation must sign a denial form. This form releases Five County Child Development Program, Inc. of any responsibilities for services not rendered. Well child exams consist of the following:

- ❖ Growth assessment (height and weight)
- ❖ Blood pressure
- ❖ Lead test (not screening)- newly enrolled children only
- ❖ Hemoglobin (Iron) blood test- newly enrolled children only
- ❖ Hearing screening
- ❖ Vision screening

*\*\*\* Lead levels are checked at 12 & 24 months. Children ages 24-72 months who have not been previously tested must receive a blood lead test. Hemoglobin/Hematocrit- checks begin at 9 months and are repeated between 15 months and 4 years. If you child receives(ed) WIC, a copy of these results may be obtained from the local health department.*

Immunizations: Based upon the MS State Department of Health Regulations, a child may only be exempt from receiving required immunizations for medical reasons. Personal preference or religious exemptions **will not** be accepted. If a child is exempt from receiving immunizations due to medical reasons, a *Certificate of Medical Exemption* (Form 122) must be on file prior to enrollment. Form 122 **MUST** be signed by the District Health Officer or representative.

- ❖ If a child has a temporary *Certificate of Immunization* (Form 121) on file that expires during the school year, the child **MUST** receive all necessary immunizations and an up-to-date Form 121 must be submitted to the Center Director/ Head Teacher or Family Advocate. If an up-to-date Form 121 is not submitted, the child will be temporarily excluded until documentation or proof of a scheduled appointment has been submitted. If the child is unable to receive the immunizations at that time, a temporary Form 121 may be submitted until the child is able to receive the immunizations.

Medication Administration: If a child is **REQUIRED** to take medications during school hours, a *Medication Administration Form* and *Parental Consent for Medication Administration Form* **MUST** be completed **PRIOR** to any medication being given at school. The child's first dose of a medication must be given at home. Medication **MUST** be brought to the Head Start center by the parent/ guardian. Medication placed in the child's backpack or given to the bus monitor will not be accepted. Medication requirements are as follows:

- ❖ Medication must be in its original container.
- ❖ The prescription label must be intact and include the following:
  - Child's Name
  - Date
  - Time (how often to give it)
  - Dosage (how much)
  - Route (oral, injection etc.)

- Name of medication
- Name of physician prescribing medication
- ❖ Over the counter medications will not be administered to any child without a prescription from a physician. Prescribed over-the-counter medication must be brought to the head start center by the parent and must be in the original container.
- ❖ Only trained staff will give medications.
- ❖ Staff cannot give expired medication or give medication past the stop date, even if there is medication remaining.

### COVID-19 Response

If a child is ill, he or she should be kept home in order to avoid contact with other children. If a child comes to school ill or gets ill while at school, parents or guardians will be asked to take the child home. Please see the Center Director or Head Teacher for a complete listing of all exclusions. All children that enter our classrooms will receive a screening. Anyone with symptoms of fever (100.4°F and above), persistent cough, difficulty breathing, sore throat, recent loss of taste or smell, muscle aches, and/or chills, must be excluded until symptoms are gone for 72 hours. Screening will be done outside or curbside, before entering the center, and must allow for physical distancing (six feet apart). Parents are not permitted to enter the building. Only children with a full health screening may enter the classroom. If there is no other option, health screening can also be done in entryways and lobby areas but must allow for physical distancing. Child Screening Procedure- Children have temperature checks upon arrival, before nap time, and before leaving the site. Using face covering, no-touch thermometer, and COVID-19 Health Screening Form: Upon arrival, the parent will be asked if the child has had any of the symptoms or exposure listed on the COVID-19 Health Screening Form. Documentation of any pre-existing health conditions should be provided by the parent/guardian prior to or at enrollment. Symptoms that are typical for a child based on preexisting health conditions (allergies, asthma, etc.) should not be considered as a failed screening unless the symptoms have worsened, changed, or are in addition to a fever.

### Child Face Coverings

Five County will provide children with cloth face coverings or parents may provide a face covering for their child. Face coverings are not required but is recommended for children attending Head Start. Staff will offer children a face covering upon arrival to the center if one is not visible; however not mandatory. Children will not wear face coverings while eating, napping, or during active outdoor play. Staff will guide children in the appropriate use and care of face coverings. Disposable face coverings will be thrown away at the end of each day or when damaged/soiled during the day.

Communicable Diseases/Illnesses: Communicable diseases such as strep throat are common in any school setting. If your child contracts any communicable disease, please contact us immediately. All calls are kept confidential to ensure your child's privacy. State law requires the agency to report certain communicable diseases to the local health district. When exposure notices are sent home, they will inform you that your child may have been exposed to an infectious illness, what symptoms to look for, and appropriate treatment guidance. At no time, will we ever disclose a child or family's name in an exposure letter. The following are symptoms suggestive of common communicable diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while the child is in school, teachers will contact the parents immediately; and the child will be excluded from school until symptom free. The child may be placed in a separate area where he/she will be supervised until the parent arrives to take him/her home. Items and facilities used by the ill child including toilets, toys, and other classroom items, shall not be used by any other person until those items and facilities have been thoroughly cleaned. Children with the following symptoms will be excluded:

- ❖ Fever of at least 100°F under arm (axillary) or 101°F orally AND who also have one or more of the following: ♣Headache ♣Earache ♣Sore throat ♣Rash ♣Fatigue ♣Cough
- ❖ Vomiting on 2 or more occasions within 24 hours.
- ❖ Diarrhea- Frequent (3 or more episodes in a 24-hour period) runny, watery, or bloody stools. A

child who is not completely toilet trained and has diarrhea will be excluded regardless of the cause.

- ❖ Any suspected communicable infection of the skin or eyes such as impetigo, MRSA, Pinkeye, and scabies.
- ❖ Open or oozing sores, unless properly covered and 24 hours have passed since starting treatment if treatment is necessary per doctor's orders.
- ❖ Fatigue, irritability, continuous crying, or confusion that prevents participation in regular activities, such as sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities, due to being too uncomfortable.

Following an illness or injury, children will be readmitted to the program when:

- ❖ They no longer have any of the above symptoms.
- ❖ They have been without fever for 24 hours without being treated by fever reducing medications such as acetaminophen (Tylenol) or ibuprofen.
- ❖ 24 hours have passed since starting appropriate treatment for the condition.
- ❖ They no longer have significant discomfort and can participate in regular activities.

Following surgery or injury requiring medical care, a note from the physician stating that the child may return to routine activities is required.

Medical and Dental Emergencies: Parent/Guardian will give consent for emergency treatment during enrollment. (Head Start Permissions Form) must be maintained on all children. Parents will be notified in case of an emergency involving their child. Each Center Supervisor shall ensure that all staff understands and follows policies and procedures relating to illness, injuries, first aid and emergencies. All staff, whose main responsibility is working with children, must be currently certified in Adult and Pediatric First Aid/CPR/AED through the American Red Cross. One staff person currently certified in pediatric First Aid/CPR must be with the children at all times. It is recommended that substitute staff and parents/guardians who volunteer on a regular basis be currently certified in Adult and Pediatric First Aid/CPR/AED. In a serious or life-threatening emergency, one staff member will stay with the child and, if necessary, provide First Aid or CPR. Another staff member will contact 911 and try contacting the parent. If the parent cannot be reached, staff will try to contact the child's alternate emergency contact person. In the event of an emergency, staff will implement the Emergency Procedures Plan. As a parent or guardian, it is important that you provide correct contact information for your child; and communicate any changes in contact information to program staff at your child's center. A copy of the Emergency Procedures Plan is available at each center if you would like to view the plan.

Accident/ Incidents: Situations that occur at Head Start are reported the same day by staff to the center supervisor and the parent or guardian by phone call or note if unable to reach the parent by phone. Health checks are performed daily by staff to ensure no child enters the center with cuts, bruises, or unexplained medical conditions.

**NUTRITION**  
**HADASSAH DEVINE, NUTRITION DIRECTOR**

Meal Schedule for all Centers

Breakfast.....	8:30 A.M.
Lunch.....	11:30 A.M.
Supplemental Snack.....	2:00 A.M.

- \*Five County nutrition services identify the nutrition history of each child. Our objective is to promote healthy child development through nutrition-related assessment, family eating patterns, children's feeding schedules and preferences and Community nutritional issues. (1302.44)
- \*Five County ensures that families are provided a variety of information related to identifying nutritional needs. (1302.44) (a) (2) (vii). It is also our objective to provide for the determination, referral and follow-up for children to identify a nutrition deficiency. (1302.44)
- \*Five County respects cultural and religious food preferences. (1302.44) (a)
- \*Five County Nutrition serves two nutritious meals and one supplemental snack each day that follows the strict guidelines of the CACFP, Regulations Governing Licensure of Child Care facilities and the Head Start Performance Standard.
- \*If a child is diagnosed with allergies and requires a special diet, parents must provide a written statement from their medical specialist prior to the first day of school or at the time of diagnosis. This must be done each calendar school year.
- \*A 4 to 12 weeks cycle menu is approved by Child Care licensure to ensure the quality of meals served at all centers.
- \*A Nutrition Assessment and a CACFP enrollment form is required for all Head Start children.
- \*All of our nutrition staff is ServSafe certified which ensures that all guidelines are followed to ensure that our children receive a healthy and nutritious meal.
- \*Parents are invited to join our annual Menu Planning Committee each Spring. Their input is both welcome and vital to the success of our nutrition program.
- \*In Head Start all meals are served family-style and all children, staff and volunteers will eat together while socializing in a relaxed atmosphere.(exception; meals will be altered during a pandemic at which time proper protocols will be followed) .
- \*All Planned Parent committee or agency school trips must be approved by the Mississippi Department of Education Office of Child Nutrition and a permission to travel request must be submitted to the nutrition director outlining the destination of the trip, departure time, lunch and return schedule. Once received the request will be forwarded to MDE/OCN for approval.
- \*Food should never be used as reward or punishment in any of our centers. This is strictly prohibited.
- \* Good nutrition helps cultivate good dietary habits at an early age, promoting a better quality of life.
- \*Five County nutrition supports and encourages families to make healthy food choices that include a variety of fruits and vegetables, lean nutrients, rich sources of protein such as poultry, fish, beans, eggs, low-fat dairy, and whole grains that should be served throughout the day.



## **TRANSPORTATION**

### **Evelyn Strickland, Transportation Services Director**

1. Head Start children will be returned to the place they were picked up. If there is to be a change in pick-up or drop-off location a written notice must be given one day in advance, except in case of an emergency.
2. Parents should notify the center when a child will not be attending class.
3. Should the child miss the bus; the parents must transport child to the next pick-up location or center. No bus will stop in route to load or unload children.
4. When a child is returned to the authorized destination, the parent or an adult must meet the bus to assure proper release of the child. The authorized person must sign "School Bus Attendance Record" before the child is released.
5. If there is no one at the authorized location, the child will return to the center and it will be the parent's responsibility to pick their child/children up at the center no later than 3:30 pm.
6. If a child has to cross the street to load or unload the bus, he/she must be accompanied by an adult.
7. The child must cross in front of the school bus at all times.
8. There will be no eating food, drinking or smoking on the bus.
9. Toys should **not** be sent to school with the child.
10. There will be a bus monitor on the bus at all times while transporting children.
11. All bus passengers must wear seatbelts/child restraints.
12. Parents who transport their child to Head Start must accompany the child into the building for proper release.
13. The bus monitor may determine if a child is ill at the time, he or she boards the bus. A sick child will not be permitted to ride the bus until the condition of the child has improved.

## **MAINTENANCE & FACILITIES**

### **Clevie Brent, Maintenance Director**

### **Ronnie Walker, Head Custodian**

1. Assure that outdoor play area is arranged to prevent any child from leaving the premises and getting into unsafe and unsupervised areas.
2. Conduct a safety inspection weekly to ensure that each facility's space; lighting, ventilation, heating and other physical arrangements are consistent with the health, safety and developmental needs of children.
3. Assure that all facilities meet licensing requirements.
4. Provide center-based environment free of toxins and other air pollutants as well as soil and water contaminants.
5. Provide for maintenance, repair, safety and security of all Head Start facilities, materials and equipment.
6. Assure that no child is present during spraying of pesticides or herbicides.
7. Provide appropriate indoor and outdoor space that is conducive for all program activities.
8. Assure that all roofs are in good condition.
9. Assure that all bathrooms are ventilated from sewage gas.
10. Assure that all facilities have smoke and carbon dioxide detectors installed.

# **Five County Child Development Program**

## **Privacy Policy and Procedures Annual Notice**

### **Protecting Families Personally Identifiable Information (PII)**

#### **Privacy of Children and family's Records**

- Five County Child Development Program has established this privacy policy and procedures to protect the confidentiality of any personally identifiable information (referred to as PII hereafter) of the families and children we serve.
- It is the practice of this agency to ensure our children and families PII is protected at all times. When not in use, the children and families paper records are stored in locked file cabinets at the centers and the Family Service Office. Paper records are maintained for one year after the child leaves the program. After the one-year time period all paper records are destroyed.
- Five County staff and other agencies reviewing PII will sign an oath of confidentiality form. This form is an oath to refrain from discussing PII, written or verbally to unauthorized persons or agencies without written consent of the parent/guardian. Termination may result if Five County staff violates this oath.
- Five County uses the ChildPlus Data System to ensure that the digital PII pertaining to our children and families are protected and secure with two step login, strong passwords, inactive timeouts, firewalls and monitoring.
- Five County requires a signed and dated consent form from the parent or guardian before releasing any PII at the parent's request. The parent or guardian will be required to show identification to Head Start staff. The consent form must include specifically which documents may be disclosed, reason of discloser, and to whom it may be disclosed. Granting consent is voluntary on the part of the parent and may be revoked at any time.
- Five County does disclose information without parental consent on a need-to-know basis with Head Start staff and other contractors that help us to provide services for the children and families; such as public school staff, Head Start consultants (dietician, mental health, medical, education, disability), Emergency Management System, police, Health Department, Department of Human Service, Child Protective Services, foster care workers, caseworker, qualified auditors, researchers or reviewers.
- In case of a health emergency, such as a food allergy, PII may be disclosed to protect the health and safety of the child or family.
- Five County must report to appropriate agencies suspected or known child abuse and neglect.
- Additionally, if requested through subpoenas, federal or state entities or court orders, Five County must comply with said orders.
- Parents have the right to inspect his/her child's records on site and amend inaccurate information. Parents are not allowed to take original documents of their child's records off-site, copies only.
- Five County will only disclose the information that is deemed necessary for the purpose of the disclosure.

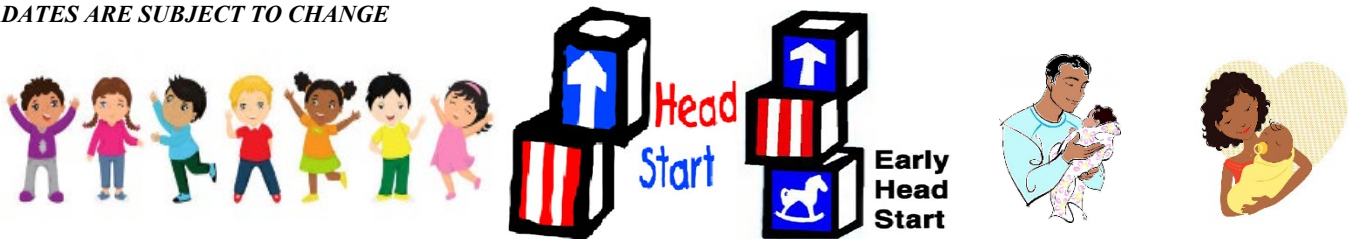
# FIVE COUNTY CHILD DEVELOPMENT PROGRAM, INC.

This institution is an Equal Opportunity Provider

## 2022-2023 School Calendar

September 5.....	Labor Day Holiday
September 6 & 7.....	Pre-Service Training (All Staff)
September 9.....	1 <sup>st</sup> Home Visit
<u>September 12.....</u>	<u>First Day of School (Children)</u>
September 26-October 21 .....	Denver II Developmental Screener
October 31-November 11.....	Pre-Learning Assessment Profile-Diagnostic (LAP-3)
November 14-18.....	1 <sup>st</sup> Parent/Teacher Conference
November 21-25.....	Thanksgiving Holidays
November 24.....	Thanksgiving Day
December 19-20.....	In-Service Training (All Staff)
December 19-January 2, 2023.....	Christmas Holidays
January 3.....	Classes Resume
January 9-31.....	Mid-Learning Assessment Profile-Diagnostic (LAP-3)
January 16.....	Dr. Martin Luther King, Jr. Holiday
February 20.....	President Day
March 6-10.....	2 <sup>nd</sup> Parent/Teacher Conference
March 13.....	In-Service Training (All Staff)
March 14.....	2 <sup>nd</sup> Home Visit
March 13-17.....	Spring Break
April 7.....	Good Friday
April 7-10.....	Easter Holiday
April 11-April 28.....	Post-Learning Assessment Profile-Diagnostic (LAP-3)
<u>May 26, 2023.....</u>	<u>Last Day of School (Children)</u>
May 29.....	Memorial Day Holiday
July 4.....	Independence Day Holiday
September 4.....	Labor Day Holiday

*DATES ARE SUBJECT TO CHANGE*



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