

# ***Buchanan County Head Start Preschool***

*Where learning is fun!*



**2017-2018**

## **Parent Handbook And Resource Guide**

**BUCHANAN COUNTY HEAD START  
P. O. BOX 1167  
GRUNDY, VIRGINIA 24614  
PHONE: 935-2333  
FAX: 935-1943**

**CENTRAL OFFICE**

<b>Brenda Coleman, Director</b>	<b>244-1366</b>
<b>Pamela Gibson, ERSEA &amp; Nutrition Manager</b>	<b>244-1364</b>
<b>Carol Breeding, Education Manager</b>	<b>244-1365</b>
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<b>Martha Campbell, Parent Inv. /Transportation Manager</b>	<b>244-1369</b>

**HOME VISITOR**

<b>Beth Owens</b>	<b>244-1370</b>
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## **HEAD START CENTERS**

### **JM Bevins—259-0051**

**Teacher: Kayla Milhoan**  
**Teacher Assistant: Regina Owens**  
**Bus Driver: Britney Colley**

### **Twin Valley 1—498-4833**

**Teacher: Karen Street**  
**Teacher Assistant:**  
**Bus Driver: Kathy Street**  
**Monitor- Jolene Nickels**

### **Twin Valley 2-498-4833**

**Teacher: April Meadows**  
**Teacher Assistant: Rebekah Mullins**  
**Bus Driver: Carrie Compton**  
**Monitors—Tammy Street**

### **Riverview-244-1800**

**Teacher: Rhonda Griffey**  
**Teacher Assistant: Amy Swiney**  
**Bus Driver: Tony Emerick &**  
**Monitors—Dorothy Whited & Stephanie Charles**

### **Council—859-0053**

**Teacher: Amy Brown**  
**Teacher Assistant: Wendy Owens**  
**Bus Driver: Beulah Dye**

### **HURLEY 1: 566-4988**

**Teacher: Rita Justus**  
**Teacher Assistant: Lynn Rife**  
**Bus Driver: Becky Smith**  
**Bus Driver –Lisa Mounts**  
**Monitors—Melanie Cooper**

### **HURLEY 11: 566-4988**

**Teacher: Dana Hurley**  
**Teacher Assistant: Jeannie Broyles**

**Bus Driver: Sandra Bandy  
Monitor—Brittany Justus**

### **HEAD START – An Early Childhood Pre-school Development Program**

Since 1965, Head Start has provided comprehensive health, education, nutrition and social services to more than thirty (30) million preschool children. Head Start is a federal program that promotes the “school readiness” of children ages birth to five by enhancing their cognitive, social, and emotional development.

Head Start believes that the gains made by the child must be understood and built upon by the family and the community. To achieve this goal, parents and other members of the family are involved in the experiences each child receives. Head Start services are designed to be responsive to each child and family’s ethnic, cultural, and linguistic heritage.

To stimulate child growth and family development, Head Start focuses upon four component areas. These component areas and what each provides are outlined below:

- **Varied learning experiences appropriate to the child’s age. These experiences help children to develop socially, intellectually, physically, and emotionally.**
- **Medical, dental, and speech screenings and follow-up. Health, nutrition, and mental health education for children as well as for families.**
- **Increases a family’s awareness of community and social service agencies; helps to develop ways of meeting individual/family needs.**
- **Provides parents opportunities to participate in decision-making groups, develop parent activities, and work with children in cooperation with staff.**

### **PROGRAM OPERATIONS**

Buchanan County Head Start operates classroom and home-based options throughout Buchanan County, Virginia.

All classroom-based options are, with children attending school Monday-Friday from 8:00 am until 3:00 pm. Children in the classroom receive breakfast, lunch, and snack daily.

In the home-based program, a Home Visitor makes one weekly home visit (90 minutes) and brings the children together for a group socialization experience twice each month. Lunch will be provided. Home Visitors set up a schedule with their families so that each family’s home visit takes place the same day and time each week.

- **Classroom-staff work variety from (8:00 am until 4:00 pm.) Bus Driver’s, pick up the first child at 8:00 am and the last drop off at 4:00 pm.**

## CALLS TO CLASSROOMS

**WE KNOW EMERGENCIES DO ARISE**, we request that an emergency be the only reason for calling the classroom between the hours of 9:00 am and 3:00 pm. If you need to call the center, we would appreciate it if you would call the hours of 8:00 - 9:00 am or the hours of 3:00 - 3:30 pm. Should you call between the hours of 9:00 am and 3:00 pm a staff person will have to leave a group of children, in order to answer, the phone. Your cooperation with this request will help ensure that your child receives the attention and the supervision he/she needs from staff. If an emergency should occur at the classroom, you will be notified by phone. If you're not available then your contact person will be called from your child's emergency procedure. Please keep names and numbers of contact persons updated throughout the year.

If you should need to transport your child to the center, please note the following:

1. You must accompany your child to the center and sign him/her in, and sign child out whenever you pick him/her up.
2. During Head Start hours **NO** vehicles allowed on Head Start property. Vehicles park in parking area **ONLY!**
3. If your child's center is located in a public school building, you must go to the office, sign in, and get visitor's pass before you accompany child to his/her room. **REMEMBER** to sign child in and to sign child out when you pick him/her up. Also, **REMEMBER** only those authorized by the parent/guardian may pick up a child.

## PARENTS AND FAMILIES IN HEAD START

**WE NEED YOU!** Parents and families play a very big role in Head Start. We believe that you are the most important person in your child's life. **YOUR CHILD NEEDS YOU!** Studies show that children whose parents become involved in their child's preschool program have a more successful school experience.

**PARENT AND FAMILY ENGAGEMENT** in Head Start is about building relationships with families that support family well-being, supporting strong relationships between parents and their children, and nurturing ongoing learning and development for both parents and children. Parents and families will observe, guide, promote and participate in the everyday learning of their children at home, school, and in their communities. Parents and family advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals. Parent and family engagement will empower parents and families to be advocates for their child's life-long learning, participate in leadership, decision-making, and community to improve children's development and learning experiences. Parent, Family, and Community Engagement is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families.

Families play a critical role in helping their children to prepare for school and a lifetime of academic success. Head Start is required to consult with parents in establishing school readiness goals. School readiness goals are the expectations that children's status and progressions across domains of language and literacy, cognition and general knowledge, approaches toward learning physical, well-being and motor development, social and emotional development will improve their readiness for kindergarten. It matters to Head Start when parents and families are engaged in their children's development and learning.

**The Federal Government, believing that you are the prime educators of your children, requires opportunities for parent participation in the Head Start Program. The Performance Standards clearly defines the role and tasks of parents and indicates there are at least four areas of parent participation:**

- 1. Parent's as participants in the process of making decisions about the nature and operations of the program.**
- 2. Parents as paid staff, volunteers, and observers in the classroom.**
- 3. Activities for the parents, they have helped to develop.**
- 4. Parents working at home with their own children in cooperation with Head Start staff to support the child's Head Start experience.**

**Each center-based and home-based option together forms a Parent Center Committee (PCC), elects officers, and holds meetings to discuss such things as program policies and procedures, field trips, parent trainings, parent events, etc...**

**Each committee elects representatives to a group called the Policy Council (PC).**

**Governance training held each year for those elected to serve on the Policy Council. This training will acquaint the representatives more about what happens at Policy Council meetings and the roles and responsibilities of each person.**

**The representatives meet monthly to discuss the concerns of their local committees, consult with the Head Start Director, and approve or disapprove specific items such as the budget, program plans, the hiring and firing of personnel, policy changes, the grant applications, etc...**

**Monthly parent workshops provided for training on specific topics. In addition, we want to help you gain information on any topic that interests you. Please let it be known what topics or interests you have.**

**Head Start is not just a program for children it's designed to meet the needs of families! We encourage you to share your needs and skills with our staff. We will help you find ways of meeting those needs and of contributing your skills. In order to help you benefit from your experience, we are asking each parent and/or guardian to make every effort to volunteer a minimum of 8 hours each month in an activity of your choosing, such as volunteering in the classroom, attending parent meetings, parent support groups or parent trainings, and participating in home visits. Also, ask the Management Staff about opportunities to volunteer in the Central Office.**

**As volunteer, you sign a confidentiality form and get a TB screening. This is required for all Head Start volunteers and staff.**

**Permission form must be notarized before anyone other than Parent/Guardian can authorize services for child to the Head Start program.**

**REMEMBER! The more you do for your own program, the better your child's Head Start experience will be, and hopefully, the better you will be for having given of yourself to a worthwhile program!**

### **CREATING A LEARNING ENVIRONMENT FOR YOUNG CHILDREN**

**Successful pre-school classrooms are places where children feel loved and secure.**

**We currently use the Creative Curriculum, "Opening the World of Learning", Sing, Spell, Read and Write, and "Zoo Phonics" which shows how to implement developmentally appropriate practices in our preschool classrooms.**

The room is set up so that children can be active learners. You will see children busy playing. The teachers realize that their play is important, that play is children's work, and that children learn by doing! Developmentally appropriate practice means teaching in ways that match the way children develop and learn.

Teachers are providing experiences that will stimulate the child's thinking, and encourage language, social, physical and intellectual development.

Teachers are providing experiences that promote "excitement" about learning.

Children are given the opportunity to feel good about themselves and what they can do, to be independent and do as much as possible by themselves.

The room is divided up in "interest centers" or "learning areas" where there are a variety of grouped materials that children choose to play with in a variety of ways (art, dramatic play, math & science, block, library, and manipulative).

The children are actively involved with the materials and each other.

Children are encouraged to try new things, to try out their ideas, and to work at their own pace.

Children are encouraged to make choices and decisions about what they are going to do and how they are going to do it. (For example, a teacher may ask, "What are you going to use to make your airplane?" "Paper and glue." "Where in the room would you find the paper and glue?" "Yes, art area". What are you going to do then with your airplane after you make it?" "Play with it at outside time", etc.)

Children are encouraged to solve problems, and think for themselves. (For example, "Johnny, R.J. wants to know how you built steps for your house, maybe you could show him so he can do it, too." "Susie, how did you make all those balls with your play dough?") Children are encouraged to do things for themselves. They brush teeth, help set the table for lunch, choose materials and return them to the shelves, clean up their own spills (example, milk at lunch), etc.

Each day children have an opportunity to play alone, work in small groups, large groups, in quiet and active activities, and outdoors. Each classroom has a set daily routine so that children will know what will happen next.

**DAILY SCHEDULE** Example: (times may vary due to the bus schedules)

**8:00 – 8:30: Arrival – Greet children/families, help children store belongings, choose an activity, puzzles, books, etc.**

**8:30 – 9:00: Breakfast**

**9:00 – 9:15: Morning meeting – songs, finger plays, attendance, and introduce concepts of the day, talk about choices for the morning and activities for the day**

**9:15 – 9:30: Read aloud – small group time in which the theme based book (OWLS) is read for the week. Extensions are provided during small group and center time**

**9:30 – 10:30: Center time/Small group time – Observe/interact with individual children to expand play/learning. Lead a short, small-group activity that builds in children's skills and interests. Work with children engaged in study activities**

**10:30 – 10:40: Clean up – help children put away materials in each interest area. (have a consistent song or signal for clean up)**

**10:40 – 11:00: Whole group time – time will range according to developmental ages/time of year. Invite children to share what they did, music/movement activities, journal time etc.**  
**11:00 – 11:40: Outdoor playtime: Observe/interact with children as they play ball, jump rope, play games, teacher-directed games or free play on playground. Extend studies outdoors....Make nature discoveries**  
**11:40 – 11:50: Story time – Props, plays, finger plays, flannel boards**  
**11:50 – 12:00: Wash hands – prepare for lunch**  
**12:00 – 12:45: Lunch – encourage conversation during lunch time**  
**12:45 – 1:00: Music**  
**1:00 – 1:15: “Al’s Pal’s” – social emotional lesson**  
**1:15 – 1:30: Tooth-brushing / bathroom -prepare for rest time. Part day classrooms will leave for home**  
**1:30 – 2:45: Rest time**  
**2:45 - 3:00: Prepare for departure**

### **CLASSROOM MANAGEMENT**

**The goal of appropriate classroom management is to provide a secure and safe environment where children feel free to put their energy into exploring and learning. It is important to help children learn self-control, and learn to be responsible and manage their own behavior.**

**Teachers explain classroom rules to the children and remind them when needed (these are posted in the classroom for the volunteers’ information). Each center has an Emergency Preparedness Plan that is available for parents to review.**

**Teachers use positive suggestion of what the child can do. For example, to a child climbing on the shelves, “You need to keep your feet on the floor. If you want to climb on the shelves, they might break or tip over. If you want to climb you can climb on the climber at outside time.”**

**Teacher’s follow-up directions with action so that children learn to believe the adults around them will do what they say. If an adult reminds a child, for example, that he or she can cut with the scissors, but if you throw them, they will be taken, this “promise” should be kept. The teacher may say, “I guess you’ll need to choose something else to do right now maybe tomorrow you’ll decide to try again using the scissors.”**

**Teachers offer children choices to help them learn what they are capable of making decisions themselves. For example, “do you want to put away the blocks by yourself or would you like me to help you?” “You can sit beside me or there’s a space beside Susie.” The choices given are acceptable to the teacher and not given as threats.**

**Directions stated clearly so that children understand what is expected, for example, “Before we go outside we all need to put on our coats.”**

**Teachers are careful to give attention through praise and encouragement, and plenty of hugs and caring, throughout the day.**

**The teachers find one of the best ways of preventing misbehavior is to provide lot of interesting things for children to do and to show an interest in what the children are doing.**

## **FIELD TRIPS-EDUCATIONAL**

**Field trips planned for the enrichment and growth of enrolled children.**

**All children must have written permission from their parent or guardian before leaving home for any kind of field trip. (This includes for any reason and is required in addition to the emergency form). A field trip permission form is signed before the scheduled event. Forms signed prior of the event will allow parents time to attend trips if they so desire.**

**Parents who transport children to and from field trips in private cars are solely responsible for their children. The Head Start Program will not assume responsibility for children in private cars.**

**Parents on field trips will help supervise children if the need should arise. Children are not to leave the bus until adults are there to assist them and take them by the hand.**

**All adults and non-Head Start children will eat similar items as the children on field trips. Adults will not serve dessert unless the children receive dessert. Parents cannot purchase extra food for their children unless they purchase the same for all children. An exception, if a written permission submitted from a doctor or under special circumstances.**

## **ATTENDANCE POLICY**

**Classroom-Based:**

**Children need to attend pre-school every day. When children are absent, they do not take part in activities designed to meet their needs. We ask you, please, to send your child to the center each day except in situations of illness or family emergency.**

**In order to maintain our funding, we must try to maintain a 100% average daily attendance of children in the center. We are required to have an excuse signed by the parent for each absence. Please be prompt in getting these to us. Each bus carries excuse forms. All you must do is check the reason for the absence, sign it, and return it to the bus driver. Our staff will make every effort to work with you to resolve attendance problems, by contacting family when child is absent to see if assistance is needed.**

**Your cooperation toward good attendance for your child is necessary and appreciated. The more he/she attends, the greater growth is his/her development.**

## **DISCIPLINE**

**There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to assume an uncomfortable position; restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as a punishment. Children should not be shaken at any time. The center shall neither force nor withhold meals or snacks. Staff shall not be verbally abusive which would include, but not limited to, threats or belittling remarks about any child or the family. Buchanan County Head Start is required by the Virginia Board of Social Services Minimum Standards for Licensed Child Care Centers to inform parents of unacceptable discipline methods.**

**Unacceptable behavior and aggression of a child will be referred to for mental health evaluation with the consent of the parent/guardian. Buchanan County Head Start will work diligently with family and resources to foster positive behavior.**

**In most severe circumstance where an aggressive and or violent behavior is inflicted to self or to others, may require temporary exclusion from the classroom. Buchanan County Head Start will work with families and mental health professionals to adjust to appropriate behavior within the classroom.**

### **HOME BASE OPTION**

**Home Base is a partnership between parents and Home Visitors in which Home Visitors work with parents to help meet educational, social, nutrition, and health needs of the family. The Home Visitor is not a teacher; Home Visitors encourage parents to see themselves as teachers of their children. Home Visitors will take time during each home visit to talk about child development, how to use the home as a learning environment and parenting skills that address questions or concerns that parents of preschoolers often have. Parent and Home Visitors together will set goals for the enrolled child and other family members, and will plan activities or steps toward reaching those goals. Home Base is for the entire family.**

**Home Visitors will assist in setting goals and planning activities for any family member. A typical home visit includes:**

- 1. Greeting: time to talk about the past week and discuss anything the parent wants to talk about.**
- 2. Review of last week's activities.**
- 3. Activities to reach goals that were set for the current home visit, these can be for parent or child or both. Each home visit will include a story and exercise that parents help choose and carry out.**
- 4. Nutrition or health activity or information-this may include discussing a topic that the parent is interested in, such as herbs, low-salt diets, exercise tips, etc., plus making a nutritious snack.**
- 5. Parenting skill-to address situations, preschool children face, such as, sharing, watching TV, discipline, crying, etc.**
- 6. Social Services information-about services available to help the family reach their goals.**
- 7. Time to talk about appointments, special events, meetings, etc.**
- 8. Time to discuss what goals were met during the home visit and plan follow-up but will sometimes leave materials for the follow-up but will also discuss how parents can use their daily routine to teach their children. It is in the daily follow-up activities that parents will see an enormous amount of growth and learning take place.**
- 9. Time to set objectives for the next home visit. These may be based on key experiences, interests, needs, current events or continuing to work on past objective.**

### **SOCIALIZATION IN HOME BASE**

**Home Base parents and children also have opportunities to get together with other parents and children outside of the home at least twice a month. This is a time for them to meet and to interact with other children, to see what a classroom is like, to engage in active learning and to go on field trips to places of interest. Parents must attend socialization days.**

## ATTENDANCE POLICY

### **HOME-BASED:**

Your Home Visitor comes to your home each week. If your child is ill or an emergency arises, please contact your Home Visitor as soon as possible to plan to reschedule or make-up the visit. Should you miss home visits excessively, and unexcused, we will look for a solution. Home Visitors are required to make an amount of visits. Home Visitors will make up home visits on the first available Friday. Your cooperation is appreciated.

## SMOKING POLICY

At **NO** time is smoking allowed on any Head Start vehicle, or at any Head Start facility and or/grounds.

Field trips – No smoking in front of the children or around the children. Also, please refrain from smoking when bringing child to bus and getting child off bus. The smoke enters all through the bus. Children and adults have various allergies and the cigarette smoke triggers reactions.

## WHEN YOUR CHILD IS ILL

Many illnesses spread from one child to another. An ill child may not feel up to participating in Head Start activities. Should your child become ill, we ask that you:

### **Classroom-Based:**

1. Keep your child home from the center.
2. Call the center to tell them that the child is ill and will not be in the classroom. Staff will consult the Virginia State Dept. of Health Communicable Disease Chart to determine when the child may return to the classroom.

### **Home-Based:**

1. Contact the Home Visitor to tell her that your child is ill. Together you will decide if you will have the home visit.

An Infection Control Policy and Communicable Disease Reference Chart is enclosed for you.

Please take the time to read and follow the instructions of the Infection Control Policy and the Communicable Disease Reference Chart. The Infection Control Policy and the Communicable Disease Reference Chart are as follows:

## INFECTION CONTROL POLICY

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside that of their own families, they are in contact with germs and bacteria that are foreign to their bodies and they build immunities. We cannot, nor would we want to, shield a child

completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and simple cold could become a serious illness. We, however, want to protect a child from an unusually high exposure to germs all at once.

In a child-care setting, children are in contact with groups of other children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children, and staff members, if stringent measures are not taken.

For this reason, the staff at the center will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They spread by germs, which spread in several ways. Intestinal tract infections spread through stools. Respiratory tract infections spread through coughs, sneezes, and runny noses. Other diseases spread through direct contact. Careful hand washing by staff and children can eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well, taking extra precautions with diapered or toilet training children, and working to maintain sanitary conditions throughout the center.

You, the parents, can help us in our effort to keep your children healthy. We ask your cooperation in the following ways:

1. If your child is exposed, to any of the diseases listed on the accompanying chart, we ask that you notify us of the exposure.
2. If your child shows any of the symptoms listed below, you will be called to come immediately and get the child. Please help us to protect other children by responding promptly. If the child has any of the following symptoms at home, we ask that you keep him/her out of school until the symptoms are gone or until your physician says it is all right to return.

The symptoms include:

- Fever – 100 orally; 101 rectally (or higher)
- Severe coughing – child gets red or blue in the face, child makes high – pitched croupy or whooping sounds after the coughs
- Difficult or rapid breathing – especially in infants
- Yellowish skin or eyes
- Pinkeye – tears, redness or eyelid lining, followed by swelling and discharge of pus
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Crusty, bright yellow, dry, or gummy areas of skin – possibly accompanied by fever
- Unusually dark, tea colored urine– especially with a fever
- Gray or white stool
- Headache and stiff neck
- Vomiting/and or diarrhea
- Severe itching of body or scalp or scratching of scalp
- Chicken pox

If any of the above symptoms are present or if a child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, you are asked to look for any of the above symptoms or inform the child's teacher so that the child can be watched carefully for the development of symptoms. A communicable disease reference chart is located in each classroom for review.

**It is imperative that we all work together to keep all of the children who attend the center as healthy and happy as possible. We thank you for your cooperation.**

### **MENTAL HEALTH SERVICES TO CHILDREN IN HEAD START**

#### **OBJECTIVES:**

- **Enhance the understanding by teachers and parents of child growth and development;**
- **Provide the Brigance screening prior of child entering classroom**
- **Support mental health activities by staff and parents which are matched to children's needs and abilities;**
- **Assist all children in the program with emotional, cognitive, and social development;**
- **Provide Developmentally Delayed/Disability children with the necessary services to maximize their full potential;**
- **Ensure prevention and early identification of problems that may interfere with a child's development; and**
- **Serve as a link for staff and parents in obtaining and/or providing therapy and resources**

### **WARNING SIGNS FOR CHILDREN AT RISK FOR MENTAL HEALTH PROBLEMS**

- **Cannot play**
- **Fights a lot**
- **Withdrawn**
- **Very sad**
- **Sudden behavior changes**
- **Bizarre behaviors**
- **Extreme mood swings**
- **Fearful**
- **Inappropriate affect**
- **Very accident prone**
- **Destructive to self and others**
- **Incontinent**

### **HEAD START PARENTS/GUARDIANS AND MENTAL HEALTH**

**Parents/guardians are active participants in Head Start and benefit from a mental health program that promotes wellness in a multitude of ways. A significant benefit derived, through their interactions with staff, as they observe modeling of positive mental health skills. A good program will ensure that the staffs approach to parents/guardians is supportive, encourages independence and is respectful of cultural, language, and individual differences.**

**Specially designed training sessions and volunteer opportunities will offer parents/guardians information and skills that can promote good mental health for themselves and their families. A preventative program for parents/guardians provides opportunities for them to contribute their ideas and talents while at the same time receiving support.**

### **WEATHER CONDITIONS**

- 1. When public schools close due to bad weather, the Head Start Centers and Home Base is closed.**
- 2. When public schools are opening one (1) hour late, Head Start Centers will operate on a thirty-(30) minute delay. When schools are two (2) hour's late, Head Start will operate on a one (1) hour delay and go one (1) hour longer in afternoon.**
- 3. Sometime the public schools will open but, because of roads that our buses must travel, Head Start will not open. Please listen to your local radio station for announcements of closings. Your local radio station is WNRG-WMJD 940 AM and 100.7 FM on your radio. The teacher, teacher's assistant, or bus driver may call you to inform you of any cancellations. One call will be in operation also. See below for more information concerning one call.**
- 4. Excessive loss of classroom and home visit days due to weather conditions, make-up days, scheduled for Fridays. Families notified in advance in reference to changes in schedules.**

### **ONE CALL**

**Our program uses the one call system as soon as contact numbers have been installed into the telephone system. Please make a list of numbers where you can be notified in case of emergencies, cancellations or early dismissals and give them to the center teacher, teacher assistant or bus driver. Please keep telephone numbers up to date with the teachers in case of emergency.**

### **HEAD START TRANSPORTATION GUIDELINES**

**Classroom-based children transported daily to and from their Head Start center on the Head Start bus. All pick-up and drop-off locations shall be located on the bus route as designated by the Transportation Service Manager.**

**Exceptions to this policy handled on an individual basis provided the parent or legal guardian of an enrolled child shall:**

**Submit a written request to the Center Teacher including an explanation of the special circumstances necessitating an exception to the transportation policy.**

**Once a parent or guardian has submitted his written request for an exception, the Center Teacher will make a transportation recommendation subject to the final approval of the Transportation Service Manager.**

**Changes in pick-up or drop-off locations within the bus route considered after the parent or legal guardian has submitted a written request to the bus driver.**

### **TRANSPORTATION**

1. Parent/Guardian must bring child to the bus each morning and must come to the bus in the afternoon to receive child. Should you or an authorized person not come in the afternoon to get your child from the bus, your child will be returned to the center. It will then be your responsibility to pick him/her up from the center. If, by 3:00 pm you have not contacted the center or picked up your child, staff will notify Protective Services.
2. If possible, please notify the driver in advance if your child will not attend school that day. Staff is not to call and ask if child is riding bus.
3. Head Start buses are ONLY, for Head Start activities.
4. Eating, drinking and smoking prohibited on Head Start buses. Smoking prohibited at all Head Start activities.
5. Transportation to and from any Head Start activity will be provided whenever possible. Call the Parent Involvement Service Manger if you need assistance.
6. Seat belts and upper restraints used at all times. Please help us by discussing this safety measure with your child. The buses cannot run unless ALL riders are using proper safety equipment.
7. If you want staff to release your child to someone other than yourself, you must give staff your written permission. We will release your child only to those persons for whom we have your written authorization or those on the emergency procedure form. (no exceptions) Make sure you have all the names on the form of those you want to pick up child or get child off the bus.
8. Only enrolled Head Start children, Parent/Guardian or young siblings over 2 years of age may ride the bus. No public school age children allowed on bus.

### FOOD AND NUTRITION

An important objective of Head Start is to improve the nutritional value of children's diets. At the beginning of the program year, a diet history is obtained for the child's eating habits, or if your child has any special dietary needs or food allergies, please tell our staff so that we may make meal arrangements. Head start must have a written statement from the child's Doctor for special dietary needs.

Breakfast and lunch provided for the Classroom-Based children. Teachers and Home Visitors plan nutrition activities once a month and nutrition education is available to parents both individually and in-group parent trainings.

Since children eat their meals at the center, parents are discouraged from giving food to their children to bring to school. The parent who volunteers at the center is welcome to eat lunch with the staff and children. Again, our program discourages parents from bringing food from home because of health regulations, a general lack of storage space, refrigeration, and preparation facilities. Between 9:00 am and 1:00 pm we are permitted to serve food that has been prepared in a Department of Health approved kitchen.

Menus for food are designed to meet USDA requirements. Whenever possible we try to limit the amounts of fats, salt, and sugar in these foods as recommended by the Surgeon General's "Dietary Guidelines for Americans." We do not serve foods or drinks that contain caffeine and/or artificial sweeteners.

### PHYSICAL EXAMINATION AND IMMUNIZATION RECORD

It is important that every child enrolled in the Head Start Program receive a complete and thorough physical evaluation prior to entering the classroom or beginning home visits in the Home-Base option.

**Discuss your child's health with the doctor at the time of the examination. You, as a parent, can tell the doctor about your child's medical history.**

**State law requires that parents have their children immunized against diphtheria, tetanus (lock-jaw), pertussis (whooping cough), polio, rubella (measles), rubella (German measles), and mumps. Our program recommends that children have the HIB or PRP-D that immunizes against H. influenza. Therefore, every child must have documentation prior to enter the Head Start Program. We ask that you obtain a record of your child's immunizations for our program.**

**If a child is immunized earlier, periodic boosters may be needed to maintain immunity to the various diseases. If you have no regular doctor to give your child the immunizations and boosters, contact your local health department. The Head Start Program requires a parent to accompany their child when visiting a doctor's office or the health department for immunizations, and Head Start staff will be happy to assist in appointment making and providing transportation.**

**In order for programs to meet and comply with Head Start Program Performance Standards, Head Start programs must ensure that all children receive a lead toxicity screening. The Centers for Medicare & Medicaid Services (CMS) requires that all Medicaid-eligible children receive a screening blood test at 12 months and 24 months of age. If parents are unable to provide written documentation that their child received a lead screening blood test at ages 12 and 24 months, then CMS requires that the children receive a lead screening blood test between the ages of 36 months and 72 months. Head Start must work in partnership with parents to make sure every enrolled child receives this screening.**

### **MEDICATION AT THE CENTER**

**If your child has a medical condition that medicine is necessary, a Medication Authorization form from the Physician is REQUIRED. The following procedures observed:**

- 1. The Medication Authorization must be complete and signed by the physician and parent or guardian.**
- 2. Prescription medication must be in its original container with the child's name, name of medication date of prescription and instructions for administrating to the child.**
- 3. Staff will keep a record of the date and time each dose is given.**
- 4. We do not apply sunscreen, insect repellent or diaper ointment, unless prescribed and authorized by a physician.**
- 5. Two staff people will be present when or if any medication is given and if any sunscreen, repellent or ointment is applied to any child.**

### **CHILD ABUSE/NEGLECT SERVICES**

**Federal and State Law requires us (the Program) to report any suspected cases of child abuse and neglect to our Social Service Department.**

**Neglect defined as any caretaker not providing the basis needs of life to a child, such as food, clothing, shelter, medical treatment or education. Abuse defined is any type of physical, emotional or sexual harm to a minor by a person over 13 years.**

Parent training will be provided each year to help identify this and/or deal with this situation, should you ever come in contact with it. The Virginia Hot Line for reporting is tolled free and the number is 1-800-552-7096. Please make every effort to attend this training.

## **SEX OFFENDER REGISTRY NOTIFICATION**

Buchanan County Head Start recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from the center, attend school or are at school-related activities, each center in the Buchanan County Head Start Service Area shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the Head Start Center. Such requests and notifications shall be made according to the procedures established by the Virginia Department of State Police (State Police).

### **Prohibited Activities**

Some registered sex offenders cannot live within 500 feet of a primary, secondary, or high school, child day center or public park that shares a border with a school and is regularly used for school activities. Some registered sex offenders are prohibited from "loitering" within 100 feet of the premises of any place he knows or has reason to know is:

1. A primary, secondary or high school
2. A child day program, or
3. For the purpose of having any contact whatsoever with children that are not in his custody, of any place owned or operated by a locality that is a playground, athletic field or facility, or gymnasium.

Sexually Violent offenders can not enter or be present during school hours, and during school-related or school-sponsored activities upon any public or private elementary or secondary school or child day center property.

Sexually Violent offenders cannot be on any property (public or private) during hours when such property is solely being used by a public or private elementary or secondary school for a school-related or school-sponsored activity.

Sexually Violent offenders cannot enter onto a school bus.

The laws that govern a sex offender's residence, work location, and proximity to schools and daycare facilities can be found in full under the following statutes:

18.2-370.2 - Sex offenses prohibiting proximity to children; penalty

18.2-370.3 - Sex offenses prohibiting residing in proximity to children; penalty

18.2-370.4 - Sex offenses prohibiting working on school property; penalty

18.2-370.5 - Sex offenses prohibiting entry onto school property; penalty

If you or any family member is a registered sex offender, it is your responsibility to inform the classroom teacher. The procedure will be followed as defined in the Code of Va 18.2-370.5 / Buchanan County Head Start Sex Offender Registry Notification Policy.

**\*EMERGENCY NUMBERS\***

Sheriff's Department.....	(276) 935-2313
Virginia State Police.....	(276) 597-7440
Fire Department.....	(276) 935-2313
Grundy Ambulance Service.....	(276) 935-2313

**\*MEDICAL-HOSPITALS AND CLINICS\***

Buchanan County Health Department.....	(276) 935-4591
Bristol Regional Medical Center.....	(615) 968-1121
Buchanan General Hospital.....	(276) 935-1000
Dr. J.P. Sutherland, Jr. Clinic.....	(276) 935-7515
Clinch Valley Medical Center.....	(276) 596-6000
The Clinic-Claypool Hill.....	(276) 964-6771
Tri State Clinic.....	(276) 935-6055
Johnston Memorial Hospital.....	(276) 676-7000
Thompson Family Health Clinic.....	(276) 597-7081
Buchanan County Rural Health Clinic.....	(276) 935-1724

**\*DENTISTS\***

Dr. Ronald Householder.....	(276) 988-7522
Dr. Brooks Crumpton.....	(276) 498-7049
Dr. B. Coleman.....	(606) 835-2167
Dr. J. Brose.....	(606) 478-9311
Dr. Steve Ball.....	(276) 873-4003
Bland Dental Clinic.....	(276) 688-4701
Dr. L. Lawrence.....	(276) 935-4983
Dr. Al Pelphry.....	(606) 436-1461
Dr. Ralph Hagy.....	(276) 498-3034
Dr. F. Hackney.....	(276) 935-4565
Dr. Todd Pillion.....	(276) 963-8633
Dr. Marcus Buskill.....	(276) 963-3705
Dr. Glenn Catron.....	(276) 988-5554

**\*NATIONAL HOTLINE AND EMERGENCY NUMBERS\***

Alcohol Hotline.....	1-800-252-6465
American Council of the Blind.....	1-800-424-8666
American Kidney Fund.....	1-800-638-8299
American Lung Association.....	1-800-345-5864

**Buchanan County Dept. Social Services.....1-276-935-8105**  
**Buchanan County Chamber of Commerce.....1-276-935-4147**  
**Virginia Workforce.....1-276-597-2528**  
**Buchanan County Office of Emergency.....1-276-935-7419**  
**Blue Ridge Poison Center.....1-800-451-1428**  
**Child Abuse Hotline.....1-800-552-7096**  
**Domestic Violence Hotline.....1-276-935-3272**  
**Cumberland Mountain Community Mental Health Service.....1-276-935-7154**

