

Clay-Wilkin Head Start
CLAY COUNTY
Parent Handbook
2009-2010



COMMUNICATION IS THE KEY!

My Child's Site/Classroom Name: _____

Classroom Times: _____

Enrollment Date: _____

My Child's Teachers: _____

Classroom Phone: _____

Bus Phone: _____

The Head Start office is open Monday through Friday, from 8:00am - 4:30pm.
If you have questions about any aspect of the Head Start program, please call our office at:

Moorhead Head Start Office:

Lakes & Prairies Community Action Partnership
Clay-Wilkin Head Start
Family Service Center
715 11th St North, Suite 104
Moorhead, MN 56560
Phone 218-299-7021 or 1-800-452-3646

Head Start Administrative Staff

Joe P., Executive Director – 218-299-7019, joep@lakesandprairies.net

Pam B., Head Start Director – 218-299-7017, pamb@lakesandprairies.net

Patty M., Receptionist – 218-299-7021, patriciam@lakesandprairies.net

Kimberly B., Nutrition Coordinator – 218-299-7013, kimberlyb@lakesandprairies.net

Shanna G., Transportation/Parent Involvement Coordinator – 218-299-7034, shannag@lakesandprairies.net

Nicole N., Early Childhood Education Coordinator – 218-299-7037, nicolen@lakesandprairies.net

Colleen M., ERSEA/Family Support Coordinator – 218-299-7782, colleenm@lakesandprairies.net

Sue U., Health/Wellness Coordinator – 218-299-7016, sue@lakesandprairies.net

Kristin P., Special Services/Partnerships Coordinator – 218-299-7028, kristinp@lakesandprairies.net

Linda D., Program Support Coordinator – 218-299-7015, linda@lakesandprairies.net

Minnesota Department of Human Services Licensing Division 1-651-296-3971

Welcome to Head Start!

On behalf of the entire Head Start staff I would like to welcome each of you to Head Start. Each child, parent, grandparent, aunt, uncle and friend to your family is welcome to join us! You will find many chances to become involved. Parent meetings, home visits, parent teacher conferences, Policy Council, classroom visits, volunteering --- We need you! We count on you! You are your child's first and most important teacher. Welcome to Head Start. We are so very glad you are here.

Pam Bernstein

Mission and Vision



Clay-Wilkin Head Start Guiding Principles

*Head Start is a safe place, emotionally, socially and physically
for all children, families and staff.*

Respect, trust and good listening skills will be practiced in every relationship.

*Children, families and staff are always treated in an equitable manner.
No one will be judged and everyone will be supported in their quest to be successful.*

*At Head Start everyone belongs. All children, families and staff
are welcome and we respect each other by calling each other by name.*

*At Head Start, staff count on each other and children and families rely on us. We must remember to
"DWWSSWW" (Do What We Say We Will Do).*

*At Head Start we are solution focused.
We assume the best of ourselves and others.*

*At Head Start we stay positive and remember to keep our
sense of humor during times of stress.*

*We never forget that our mission is to be the best we can be for
the children and families at HEAD START.*



Clay-Wilkin Head Start Classrooms 2009-2010



Dilworth

112 1st Ave SE, Dilworth MN 56529
(218) 284-6148

Monday-Thursday 8:00-11:30 or 11:30-3:00
(Licensed Capacity 22, 3-5 year olds per session)

Early Learning Center (ELC)

2410 14th Street S, Moorhead MN 56560
Classroom ELC 1 – (218) 284-3868
Classroom ELC 2 – (218) 284-3869
Classroom ELC 3 – (218) 284-3845

Monday-Thursday 8:00-11:30 or 11:30-3:00
(Licensed Capacity 20, 3-5 year olds per session)

Family Service Center (FSC)

715 11th Street N, Moorhead MN 56560
Classroom FSC 1 – (218) 299-7032
Classroom FSC 2 – (218) 299-7030
Classroom FSC 3 – (218) 299-7318

Monday-Thursday 8:30-12:00 or 12:00-3:30
(Licensed Capacity 22, 3-5 year olds per session)

Home Base

715 11th Street N, Moorhead MN 56560
Home Visitor – (218) 299-7241

Monday-Friday, Weekly Home Visits

Breckenridge

810 Beede Ave, Breckenridge MN 56520
(218) 641-4036

Monday-Thursday 8:15-11:45
(Licensed Capacity 20, 3-5 year olds per session)

Campbell

430 Connecticut Ave, Campbell MN 56522
(218) 630-5329

Monday-Thursday 8:15-3:15
(Licensed Capacity 22, 3-5 year olds per session)

Attendance Policies

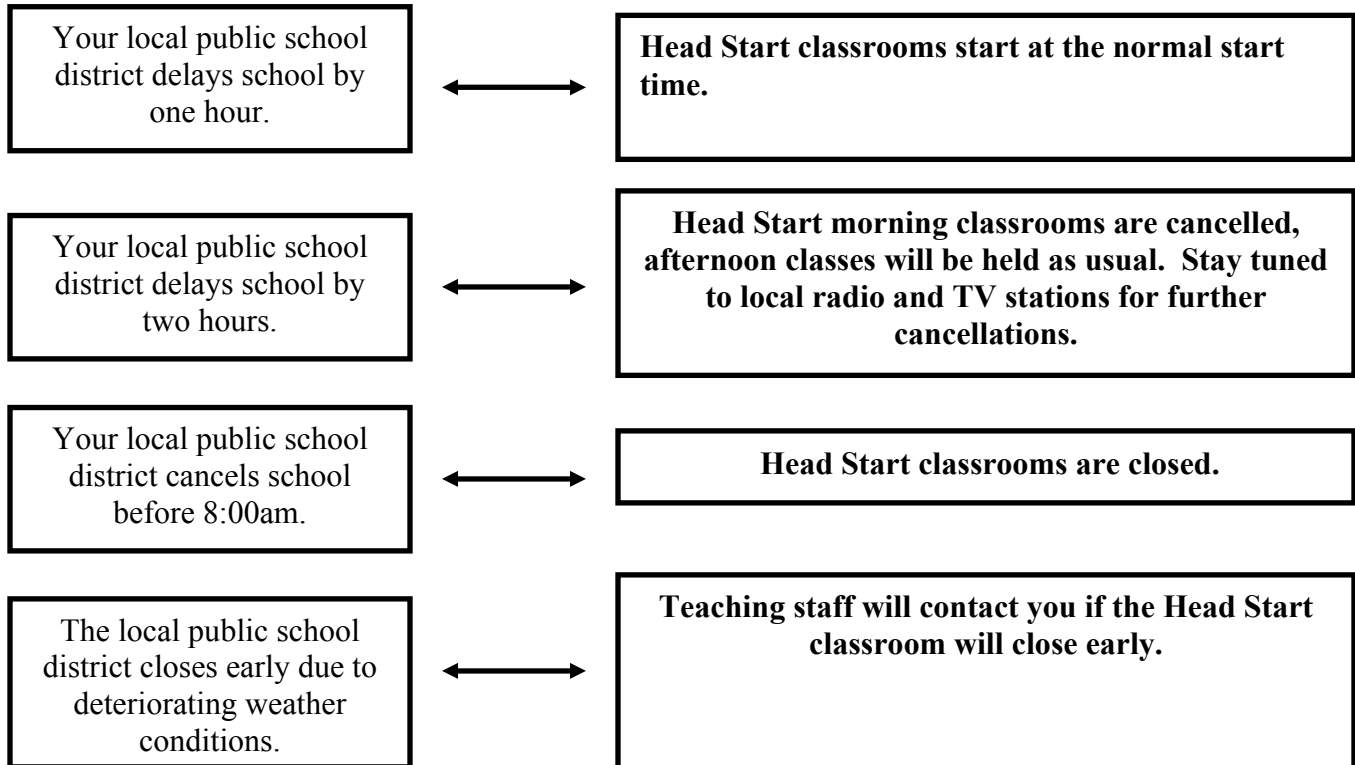
Head Start requires regular attendance. When children come to school every day they get the best possible education and a consistent educational experience.

- ★ Please call or send a note if your child cannot attend Head Start on a school day. Please explain why your child cannot attend and when your child will return.
- ★ If your child is absent for 3 days in a row without explanation, you will be contacted by letter or by a Head Start Staff member to find out if and when your child will be returning to school.
- ★ **If your child has missed 3 consecutive school days without notice or contact or if your child's attendance drops below 85%, your child may be dropped from the program and another child enrolled in your child's place.**
- ★ Please contact your child's teacher if you need support to help keep your child in Head Start.
- ★ **Bus Attendance Policy:** We have limited transportation space available for children. In order to make the best use of space on the bus it is important that your child use his or her seat. If your child does not ride the bus regularly (at least 85% of the time) or does not have an excused absence, your child's place on the bus route will be given to child who is on the waiting list for transportation.



What to do in case of Severe Weather

Always listen to your local radio and television stations for announcements!



In the case of a tornado warning, safety procedures will be implemented. All Head Start children and staff will move to their designated safe location.





Clay-Wilkin Head Start Transportation



Our goal is to provide children with safe and timely transportation to and from Head Start. With the support and cooperation of parents, teachers, and transportation staff we can meet this goal. **We expect parents to transport children themselves if they are able. If parents are unable to provide daily transportation due to work schedules, no car, or for any other reason, Head Start will provide a ride on the Head Start bus whenever possible.**

Pick-Up



- Stop and Go signs: **GO** means – “Keep going, my child **will not** be going to school today.” **STOP** means – “Please stop the bus, my child **will** be going to school today.”
- Please be ready and waiting for the bus 5 minutes before your bus time. Travel time may vary from day to day so please be patient if the bus is a little early or late. The bus will wait at your stop for 30 seconds.
- **Make sure to dress your child for the weather.** The buses do have heat but in case of a breakdown, children should be dressed appropriately for the weather. During the winter, this includes boots, coats, hats, mittens, scarves and snow pants.

****PARENT TRANSPORT:** It is important that your child arrive for class on time and be picked up on time. If you arrive early you will need to wait with your child until the class session begins. **YOU MUST WALK YOUR CHILD TO THE CLASSROOM AND MAKE SURE THAT THE TEACHER KNOWS YOUR CHILD IS THERE.** Please be sure other adults who help with bringing your child to school understand this important rule. Never leave young children unattended in your vehicle or in the Head Start building.



Drop Off

- You are responsible for picking up and/or dropping off your child within the scheduled classroom operation times, and from the bus when applicable.
- For the safety of your child, an **authorized person age 14 or older must greet the bus or pick up your child at the classroom.** This person may be required to show identification.
- **In case of an emergency where you are unable to pick up or drop off your child or meet your child off the bus, the following steps should be taken.**
 1. Arrange for your identified **EMERGENCY CONTACT** to pick up your child at the classroom or be at your home to meet the bus.
 2. Contact the classroom immediately to inform the teachers of your emergency situation and who will be picking up your child or meeting the bus.
 3. If no one is home to meet the bus or you fail to pick up your child at the close of the center session and no one has made contact with the Head Start staff, we will assume that you/your family is in a crisis situation and we will notify law enforcement to help find you and assure your child's safety.

*****KEEP YOUR EMERGENCY CARD UP-TO-DATE! Be sure to notify Head Start staff in advance if you are moving, changing jobs, or making different pick up or drop off arrangements.**

Educational Philosophy

Clay-Wilkin Head Start believes that children will develop and thrive in an environment where their ideas are respected and play is encouraged. We recognize that we can serve the children's best interests by planning a safe learning environment that integrates all developmental areas: Physical Motor, Social/Emotional, Cognitive/Language, and Creative Development.

We believe that each child is unique and has his/her own way of learning. Adults working in the classroom will support and guide children's different learning styles through large group time, small group time, as well as providing time for children's free choice play experiences. Adults working with children will display respect of each child's beliefs, customs, and traditions. It is crucial that parents and adults working in the classroom work together in meeting the needs of the individual child as well as the group.



We believe that consistent routines are essential in building a trusting relationship between adults and children. Limits are needed to keep children safe and to help them become respectful towards their peers, adults working in the classroom and their parents.

Educational Goals

1. To create a room environment for preschoolers that integrates all domains of learning and provides them with a variety of age-appropriate learning centers.
2. To develop a daily schedule that is respectful to the individual and group needs of preschool children.
3. To support and facilitate preschoolers' play.
4. To plan "hands-on" focused activities for preschoolers to be engaged in.
5. To integrate all domains throughout the curriculum.



Curriculum



The Clay-Wilkin Head Start classroom curriculum is *High/Scope*. The central idea of High/Scope is active learning. Teachers will plan hands-on experiences for the children. The day will be full of chances to develop language, pre-reading skills, math and science. Children will also learn to express themselves through creative arts. Friendships will encourage social development. A consistent routine and caring teachers will encourage emotional development. Outdoor play and other opportunities to use muscles will encourage physical health and development. All of these together will create a fun and exciting environment where children will develop a positive approach to learning.

Clay-Wilkin Head Start Daily Schedule/Routine



Each classroom will have posted their daily schedule. Make sure to check them so you are aware of the approximate times that each curriculum area will be happening in the room.

Arrival and Welcome Time – Classroom staff help children transition from home to school.

Free Play – Children have the opportunity to choose where they would like to play in the classroom. Some children might stay in one area during their time at Head Start and others may choose more than one area to play in.

Large Group Time – A teacher led activity. It might involve singing songs, reading book(s), asking children questions, letting children answer questions, having a special visitor, etc.

Read Alouds – A teacher led activity. Children have the opportunity to learn about a story. Children will learn vocabulary words, learn about the characters in the story, learn about the illustrations in the story, and many other ways books can teach children.

Small Group Time – A teacher led activity. Children will have the opportunity to learn in a small group setting (5-7 children). Usually the small group activity is planned to help children achieve their child goal or individual learning plan goal(s).

Large Motor/Outdoor Time – A time in the day when children can run, jump, ride trikes, play ball, climb, dig, etc.

Meal/Snack Time – Classroom staff will help children practice “healthy habits”. Children will wash hands before/after eating and brush their teeth after meal/snack times.

Departure Time – Classroom staff will help children transition from school to home.

***Check the specific *weekly lesson plan* to know which skills will be worked on each day.



I am Moving, I am Learning (IMIL), is a term used at Head Start to remind staff and families that children’s brains develop through movement. The children will be led in moderate to vigorous physical activity throughout the day. Preschoolers should have a minimum of one hour of structured and several hours of unstructured physical activity per day. Families are asked to partner with Head Start to keep their children and family active at home. For physical activity ideas contact your child’s teacher.

Guiding Children's Behavior

Clay-Wilkin Head Start uses guidance as a means of helping children learn acceptable ways to deal with their feelings and wants. Our goal is to help children develop a healthy self-esteem and self-control. We teach children to show respect for themselves, others, and property.

We use the following guidance methods to aid in a smooth running classroom:

- praising, encouraging, and modeling positive behaviors
- setting clear, reasonable, and consistent rules and explaining them to the children
- planning developmentally appropriate activities
- observing the environment and children for possible causes of behavior
- allowing flexibility within routines
- encouraging problem-solving skills in children
- being aware of possible causes of behavior
- anticipating and eliminating potential problems

If and when an unacceptable behavior occurs, teachers will use one or a combination of the following guidance techniques:

- ignoring minor misbehaviors
- reminding children of rules and their rationale
- redirecting children to a more acceptable behavior or activity
- providing natural and logical consequences
- respectfully listening, acknowledging and responding to children's feelings and frustrations
- working with parents in a partnership to develop specific guidance techniques to help your child succeed in the classroom

The Minnesota Department of Human Services licenses all of our Head Start sites. Due to Minnesota Child Care Regulations, **separation from the group** is only used when less intrusive methods of guiding a child's behavior have been ineffective and the behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person. All separations from the group are noted on a **daily separation log**. Parents are notified if a separation from the group occurs.

Individual Guidance Plan

When children have difficulty regulating emotions, forming friendships, and exploring and learning in the classroom teachers will develop an individual guidance plan to help children learn those skills. Parents will be asked to provide observation from home, attend a meeting, and share in developing appropriate behaviors. Teachers and parents will work together in teaching problem-solving skills to help children be more successful at home, child care, and Head Start.

Mental Health

Parents are their child's first teachers and that is a big responsibility. Both children and parents grow and develop over time and there are many things that influence their overall health. Everyone is different, yet we are all similar in many ways.

Clay-Wilkin Head Start contracts with a Mental Health Professional who is available to assist and support children and families. Contact your Classroom Teacher if you would like more information on how to use our Mental Health consultant services.

Assessment/Screening

You and your child will attend a screening and orientation appointment soon after enrolling in the Head Start program. This is a special day to learn more about your child's health and development. We will measure and weigh your child and check your child's vision and hearing.

The following **screening tools** will be used with your child:

- **Ages and Stages Questionnaire: Social Emotional (ASQ-S/E):** A screening tool used to provide a brief look into the social emotional development of your preschool child. This tool is filled out interview style with the parent providing answers.
- **Brigance Developmental:** A screening tool to provide developmental information of your child in the areas of: speech and language, social skills, cognitive (thinking skills), and motor skills.



The following **assessment tools** will be used in the classrooms:

- **Preschool Child Observation Record (COR):** A tool based on typical child development that identifies what skills your child has learned, and helps teachers plan for the skills they will develop next.
- **Portfolio:** A record of your child's achievements in the classroom. This will include observations from COR, as well as photographs of your child in the classroom, their IGDI scores and any other materials the teacher thinks might give a complete picture of your child's development.
- **IGDIS:** Individual Growth and Development Indicators. This assessment looks at pre-reading skills and helps you and your child's teacher know what opportunities will help your child be ready to start learning to read in Kindergarten.

If there is a concern about any area of development, your child's teacher will communicate with you about any further assessments which might be helpful in making a plan for your child.

Clay-Wilkin Head Start believes early intervention makes it possible for children with special needs to be identified and have their individual educational needs met. We believe that children thrive in environments that are accepting of differences and where adults work towards meeting each child's needs. If you have any questions about this process, feel free to talk to your child's teacher or contact Kristin Phillips the **Head Start Special Services/Partnership Coordinator at 299-7028**.

Parent – Teacher Communication

Open Door Policy

- We have an “open door” policy for families in Head Start. This means you are welcome to stop in at any time to visit and play with your child.

Education Home Visits

- Two visits will take place in your home with one or both of the parents/guardians at a time convenient for your family. You are your child’s first and most important teacher. The purpose of an education home visit is for the teacher to work with you to provide learning opportunities at home. It also helps the teacher learn more about you and your child and your unique relationship. We also want to provide any information or support you may need for your family, check in on your progress toward your family goal, and connect you with any resources in the community that you may be interested in.

Take Home Folders

- A folder will be sent home each week in your child’s Head Start Bag. There will be important information for you to read. You will need to return Field Trip Permission Forms, Surveys, RSVP’s for events and other information to Head Start. You will also receive the *Connections* newsletter four times during the school year. It contains information on parenting, child development, health and safety, and other topics. Classroom newsletters provide you with information about what is happening in your child’s classroom each week. Teachers may also send written notes to you in the folder. **BE SURE TO LOOK AT YOUR CHILD’S FOLDER EACH WEEK!**

Parent Information Bulletin Boards

- These are located either in your child’s classroom or outside in the hallway. Information regarding the children’s curriculum will be displayed along with any classroom notices or program information.

Parent-Teacher Conferences

- Regularly scheduled conferences are held. Conference dates are on your school calendar. Conferences are an opportunity for parents and teachers to discuss your child’s progress, accomplishments, daily routines, and concerns. Other meetings may be held throughout the year at either the parent or teacher’s request.

Phone Contacts

- Classroom teachers would be very happy to talk with you or return your phone call to let you know how your child is doing or answer any questions you may have. Please be sure to let your Head Start teacher know if your phone number changes.

E-mail

- On occasion e-mail is used to inform or remind you of Head Start events. Please be sure we have your current e-mail address if this is a helpful way to communicate with you.

Toys from Home



Clay-Wilkin Head Start has a large variety of developmentally appropriate toys/materials for preschool age children. **Please do not send toys from home** as they are too easily broken or lost and are extra hard to share. It is not safe for the children to have toys on the bus. An exception to this policy is when children have special attachments to blankets or soft toys. We understand that adjustment to the classroom and new situations may create the need for extra comfort for the child. If these items provide extra security they are welcome.

Field Trips

Field trips are planned for the children throughout the school year at Clay-Wilkin Head Start. A field trip is considered any supervised trip with the children away from the Head Start site. Classroom staff will inform parents of the field trip by posting a notice on the room door with the destination, departure and return times. Classroom staff will provide you with a permission slip which you will need to sign and return to your child's teacher before he/she can go on the field trip. Parents may be asked to pay a small field trip fee for special outings. Please come along on field trips whenever you can!



Backpack Buddies, Math and Writing Backpacks

Your child will have the opportunity to bring home a "Backpack Buddy" through out the school year. They will also have chances to bring home backpacks with fun writing or math activities in them. The backpack allows you and your child to play with the items over the weekend. Please return the backpack on **Mondays** so your child can share their work with the other children. In order for all children to get an opportunity with the backpacks, it is important for you to help your child return the backpacks on Monday with all of the backpack items.

Family Partnerships

Head Start is committed to supporting your family. One of the ways in which we will support you throughout the year is through the Family Partnership Agreement. The Family Partnership Agreement is a tool that we will work on together. It will help us identify your family's strengths, and assist you in setting and working to achieve a goal.

By setting goals and following a plan to meet them, you are able to realize your hopes and dreams for your family. Head Start staff will support you in reaching your goals by providing you with the following services:

Information: We will provide information about available resources in the community that your family may be interested in.

Referral: We will provide you with the contact information for resources in the community that you are interested in accessing to assist you in meeting your needs and goals.

Advocacy: We will work alongside you or on your behalf to help you better access services provided by community resources.

Support: We will check in with you throughout the year to see if your family needs are being met and offer you encouragement in working toward your goals.

Community Resources

Head Start believes in assisting families to meet their basic needs so we will provide you information about community resources that provide assistance with information about the following topics:

- Emergency and crisis needs
- Counseling and education
- Child care
- Child support
- Health care
- Employment
- Housing
- Legal assistance
- Financial and budgeting needs
- Transportation
- Parenting information

Please contact us if you would like additional information or resources to help your family grow to their fullest potential.



Child Abuse and Neglect Policy/Mandated Reporting

At Head Start, we strongly believe that children should grow up in a community where adults care about them and keep them safe. Providing this safe community takes the determination and commitment on the part of everyone involved in your child's life. The law for the state of Minnesota (Mn Statute, Chapter 6626.556) mandates a professional or his delegate who is engaged in the practice of child care, education, social services, or the healing arts to report known and suspected child abuse or neglect cases to Law Enforcement. Therefore all Head Start staff members are mandated reporters. Failure to report is a misdemeanor and punishable by law. If you suspect a child is being abused or neglected, please call child protection services. In **Clay County**, the number is **299-5200**, and in **Wilkin County** the number is **643-8561**. If you feel that a child is in **IMMEDIATE JEOPARDY** report directly to **Law Enforcement** (Clay County 299-5111, Wilkin County 643-5506).

In keeping with the Department of Human Services (DHS) licensing and Head Start policies, withholding of food, light, warmth, clothing, or medication will not be used as a form of punishment. Corporal punishment which includes but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking is **PROHIBITED**. A child will not be punished for toileting accidents.

Private hot lines for parenting questions and concerns at no charge to you:

Hot Line: 235-SEEK (7335)

Child Abuse Hot Line: 1-800-422-4453

Please call the Head Start Family Support Coordinator at 299-7782 with any questions.

Confidentiality

**The word confidentiality comes from the words ability and confidence:
able to keep information held in confidence.**

It is our obligation at Head Start to respect the integrity and promote the welfare of your family. At your child's intake visit, you signed a release of information to make your child's records available to specific agencies. No additional information is shared with other agencies unless we have your written consent. Only information that is essential for providing services to your family is shared within Head Start. As a parent, you have a right to access your child's file at any time throughout the program year

Liability Coverage

Lakes & Prairies Community Action Partnership, Inc. carries liability insurance with Auto Owners Insurance. Our liability coverage per occurrence is one million dollars. For more information, please contact the Head Start Program Director.

Outdoor Play Policy

Head Start believes that outdoor play is valuable to children's well being. Children will play outdoors when weather does not pose a significant health risk. All children will play outside. If your child is not feeling well and needs to stay indoors, please care for your child at home until they are well enough to participate.

- **Children will not go outside when the wind chill is at or below 0 degrees F or heat index is at or above 90 degrees F, as identified by the National Weather Service.**

What should my child wear to school?

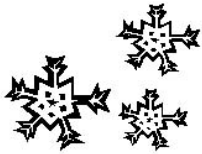
1. Comfortable, simple clothes that the child can play in and get "messy" in.
2. Non-skid shoes that the child can wear to run, jump, and climb.
3. Warm outdoor clothes including mittens, hat, boots, snow pants and a scarf. **Children do play outdoors!**
4. **Label your child's outdoor clothes** and sweaters to prevent mix-ups and losses. Write your child's name on jackets and boots.
5. **Please send an extra set of clothes to school**, in case of accidents. This includes pants, shirt, underwear, and socks (all labeled). It is a good idea to send older clothes since you may not see them for awhile.



If you need help finding needed clothes/coats etc. for your child, call your child's teacher.

In cold weather, many layers will help keep your child warm and dry. Teachers will check children's noses and fingers for normal color and warmth regularly when children are outdoors in cold weather.

In warm weather, children will be protected from the sun by using shade, sunscreen and sun-protective clothing. Sunscreen with minimal SPF 30 will be used.



**I like to go outside & play
at Head Start!
Please send my**

**Watch for this
reminder in
your child's bag.**



Shoes



Boots



Coat



Hat



Mittens



Warm Pants



Clay-Wilkin Head Start Parent Education Framework

1. Every child is special and unique.

Parents know their children best and have hopes and dreams for their future.

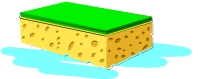


2. Children need the security of a safe home where their basic needs are met.

Parents need the resources to provide for their families.



3. Children are like sponges, soaking up whatever they see and hear. Parent must cope with stress and promote wellness within their families.



4. Learning builds a child's self-esteem. Parents who read and play with their children are laying a foundation for school success.



5. Children need TIME.

Parents must balance work and family every day by making choices and setting limits.



6. The future belongs to the children. By advocating for fair wages, affordable housing, quality child care, and early childhood education, parents can insure a bright tomorrow for everyone.





GET INVOLVED! For your child! For you!



You are your child's first and most important teacher!
There are many ways for you to share your child's Head Start experience:

Parenting: Teachers and other staff can help you learn about child development and parenting – how to set up rules and routines that will make your home more peaceful. You can help teachers learn more about your family background, culture, and goals for your child.

Communicating: Communication goes both ways. Teachers want to share information with you at Home Visits and Conferences, through newsletters, phone calls or notes home. Never hesitate to call or ask to visit.

Volunteering: We need you! We need volunteers to help children with coats and shoes, to help at mealtimes, to read to the children, to stuff take-home folders, to share a special skill or to share a cultural experience. The more parent volunteers we have, the richer the children's classroom experience. You will have many wonderful opportunities this year!

Learning at Home: You and your child have homework to do together! It is important to spend time looking at and reading books every day. By talking together and sharing household jobs with your child you are helping him or her learn. All you have to do is TAKE TIME—we will offer lots of ideas!

Decision Making: We expect parents to attend monthly parent meetings to hear about what is happening in the Head Start classroom and to help teachers plan experiences for the children. Parents are elected to serve on our monthly Policy Council to share decisions on how the money is spent, who is hired to work in the program, and what the goals are for the program. You know your family best, partner with us to do the best.

Collaborating With the Community: "It takes a village to raise a child." Join us as we get out in the community to let others know more about our program – about Early Childhood and what all families need to be successful. Together we will find places to make our voices known.

**The greatest predictor of student achievement is family involvement!
Research says that to help children be successful in school the family must...**

- 1) Have HIGH EXPECTATIONS for their child's future.
- 2) Offer opportunities to LEARN AT HOME.
- 3) BECOME INVOLVED in their child's education.



**Getting aHEAD in life depends on where you START.
Clay-Wilkin Head Start
Policy Council**



Seeking 1 Parent Representatives and one alternate from each classroom session.
Attend meetings in Moorhead the 3rd Tuesday of each month.

TOP 10 REASONS TO SERVE ON POLICY COUNCIL!

1. Be a leader!
2. Your family will be so proud of you.
3. Learn job skills to put on your resume.
4. Eat a homemade meal from the Head Start kitchen.
5. Be part of the village that it takes to raise a child.
6. Hang out with the Head Start director.
7. Help balance a million dollar budget.
8. Meet new friends and influence people.
9. Get involved at the highest level.
10. Put your heart into Head Start!

If this sounds like the place for you, please talk to your teacher or call Shanna at 299-7034 or 1-800-452-3646 to learn more today. New representatives are now being recruited and will be elected in October to sit on POLICY COUNCIL '09-10!

All representatives will be trained and equipped for service to their classroom and the Head Start program. Reimbursement for child care or mileages costs for participation will be provided. Be a part of a winning team!

You are invited...to a PARENT MEETING once a month!

When you come to the Head Start classroom or center you are showing your child that you value education. Head Start staff and children and families will get together to have some FUN monthly! We will enjoy activities that help our children learn to read and write, learn about math and science, and develop all of their large and small muscles. Most importantly, you will learn about what you can do to teach your child at home. What else will happen at the meeting?

- You will learn more about what is happening in the classroom. What are the children interested in learning about? Help plan activities, field trips, and special events to share with your children both in the classroom and at home.
- You can talk with teachers about what is working for you in the Head Start program and what isn't working. We need your ideas, opinions, and feedback to make sure we are providing a quality experience for children and families.
- You will get parenting support from Head Start staff and other parents who are experiencing some of the same things you are. We don't have all the answers, but we have information, experience and practical ideas for you to try.

Cultural Diversity

Head Start families represent many different cultures and religious beliefs. Because of this, we recognize the diversity in and amongst our families. Children and parents will have the opportunity to learn about how alike and different we all are.

In a classroom you will see:

- Many books, pictures, and music accessible to children showing people of different races, cultures, ages, cultures, and genders in acceptable roles.
- Learning opportunities planned that involve the cultures within Head Start and our communities. This might include children seeing different languages printed in their classroom and hearing different languages spoken, cooking activities featuring the different foods eaten in children's homes, and learning about different family traditions.
- Dramatic play toys include dolls from different races, ethnic clothing, cooking and eating utensils from various cultural groups.



Dual Language Learners Philosophy:

Clay Wilkin Head Start believes that:

- Parents must be acknowledged and valued as the first teachers of language and culture for their children
- To succeed in reading, children need a strong foundation in oral language
- That culture should be represented through listening, speaking, writing, and reading experiences.

Child and Adult Care Food Program (CACFP)

Clay-Wilkin Head Start participates in the Child and Adult Care Food Program. The primary goal of CACFP is to improve the diets of children under age 12. To meet this goal, reimbursement for meals and snacks meeting CACFP standards is provided to participating programs. CACFP standards include nutritious, well-balanced meals, appropriate serving sizes, and safe food handling and sanitation practices. Food prepared off site for consumption by the children is done by a licensed food handler. Food prepared on site is done by employees with safe food handling certification.



In accordance with Federal law and U.S. Department of Agriculture policy, Clay-Wilkin Head Start is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, call (800) 795-3272 or (202) 720-6382 (TTY) or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410. USDA is an equal opportunity provider and employer.

Head Start believes in family-style eating. What does that mean?

Family-style means that food is served in serving bowls and passed around the table just like a family does! Children help set-up and clean-up meals. They also serve their own food and pour their own beverages. Serving family-style meals allows children to practice self help skills, develop social and language skills, and practice good eating habits.

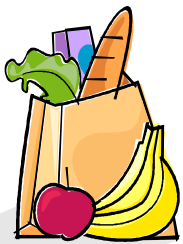


How much will my child eat at Head Start?

Children in morning classrooms will receive breakfast and lunch. Children in afternoon classrooms will receive lunch and snack. Portion sizes of foods served are appropriate for children ages 3-5 years old. Children are encouraged to taste all foods served at meals but are not forced to eat. Monthly menus are sent home at the beginning of each month. On the back of the menus you will find tips, recipes and information for family meal planning.

Special Diets/Food Allergies: Please inform your child's teacher or Kim Bailey, Nutrition Coordinator at 299-7013, if your child has any special dietary needs due to religious or medical reasons. Food substitutions for children with food allergies will be provided upon written notice from the child's doctor. Special diet lists are posted in food preparation areas and kept in the child's classroom.

Local Wellness Policy



Clay-Wilkin Head Start believes that children need healthy foods and physical activity in order to grow and learn. **The purpose of the Local Wellness Policy is to support each child's health, well-being, and ability to learn by encouraging healthy eating and physical activity.** Foods served at Clay-Wilkin Head Start will be healthy and meet the CACFP food program nutrition guidelines. Physical activity opportunities will be offered every day, either in the classroom, the gym, or outside. Children will learn about healthy eating and physical activity by eating family-style meals, classroom projects, visits from University of Minnesota Extension, going on field trips, and more! Parents are encouraged to help by being good role models, providing menus ideas, and participating in their child's Head Start experience!

Classroom Food Treats

The State of Minnesota safety regulations discourage serving homemade foods in public places, therefore homemade foods are not allowed in the classrooms. **Classroom treats must be purchased from a store and packaged in order to be served at Head Start.** Fruits and vegetables are allowed, but must be washed prior to eating. Some of the children in your child's class might have special diet needs, so please contact your child's teacher before bringing treats to make sure all children can eat them. Please keep in mind our Local Wellness Policy when choosing classroom treats. If you need some ideas for classroom treats, your child's teacher or the Nutrition Coordinator will be happy to share healthy recipes and treat ideas!

Nutrition Screenings



Height/Weight Measurements – Your child will be weighed and measured in the fall and spring to monitor the rate at which your child is growing.

Hemoglobin – All children must have record of one hemoglobin screening. Hemoglobin is an important lab test because it can tell us if your child has enough iron in his/her blood. Children who are on WIC will have this done there and those not on WIC should have it completed at the doctor.

Nutrition Assessment – If your child is not on the WIC program, our Nutrition Coordinator will review your child's diet using information provided by you at the intake appointment. You will receive a summary of your child's diet, along with other nutrition and physical activity information.

Health Requirements

There are several health requirements for you to complete for your child's Head Start enrollment. The exams and tests listed on the next few pages are basic preventive care. Completing these things will assure that your child is healthy and ready to learn!! If you have any questions about health in Head Start call Sue, the Head Start nurse at 218-299-7016 or 1-800-452-3646.

Physical Exam

Every child enrolled in Head Start needs a check-up or physical exam in the first 30 days of school or sometime in the 12 months before starting Head Start. You will be asked to take your child in for a check-up every 12 months while they are enrolled in Head Start

When you go to the doctor, ask for a **Child and Teen Checkup** exam including all of the items listed below. It will save you a trip back to the doctor! A **Child and Teen Checkup** includes:

- A doctor looking at your child's whole body
- Height, weight and blood pressure measurements
- A check of your child's development
- Hemoglobin (blood test for iron) if never done before
- Lead (a blood test for lead poisoning) if not done since 15 months of age
- Immunization – a check to see if shots are needed
- Vision and Hearing Screening



We'll help remind you to see the doctor once a year!

Physical Exam Policy

All enrolled children need a complete physical exam on file within 30 days of the Head Start enrollment date. You will receive many reminders that the physical is due. If 30 days goes by and the exam is not complete, you will be notified that your child will not be allowed to come to school or other socialization activities. This is a licensing requirement. Weekly home visits will be made to your home by your child's teacher to continue your Head Start services. As soon as the physical is complete, your child may return to full activities!

Dental Exam

We believe in healthy smiles, so Head Start requires that your child see the dentist too. Your child's teeth are important for their speech, their chewing ability and their self esteem! Be positive about your child's visit to the dentist. All Head Start students see the dentist once a year. Your dentist may want see your child every six months.



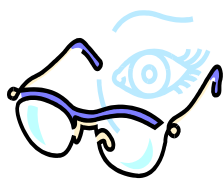
Keeping Appointments is Important

Head Start is a partnership between staff and you, the parents. Keeping all of the doctor and dental appointments for your child is part of your responsibility in the partnership. Head Start will help by calling to remind you of appointment dates. If you are unable to keep an appointment please reschedule it and tell your teacher the reschedule date. We will assist you if you need help making appointments or finding transportation to appointments. Head Start will be there to help until all follow-up appointments at the doctor or dentist are complete.

Immunizations or Shots

Shots protect your child from preventable diseases. Head Start must keep a record of your child's shots on file. According to the Minnesota Department of Health, a complete immunization record for a preschool child consists of 4 DTAP, 3 Polio, 1 MMR, 1 HIB and 1 Varicella. At a minimum, your child must have at least one dose of the required vaccines before entering into Head Start. We will help to see that your child has all the shots they need. You also have a choice to object to all or certain shots. Please provide a notarized statement to Head Start if you object to immunizations. We will be glad to help if you have questions.

Vision/Hearing Screening



Your child's ability to see and hear well is very important to their success in school. Your child may have their vision and hearing checked at the doctor. If not, Head Start staff will do the vision and/or hearing screening with your permission. We'll talk with your child ahead of time and make it fun! We will share the results with you and if we have any concerns, we will help you find the resources to meet your child's vision and hearing needs.



Lead Screening

A blood test for lead after the age of 15 months is required for every enrolled Head Start child. This test is required to be sure that no child has been poisoned by lead. Lead poisoning can come from peeling paint, old pipes or occupations involved with lead. There are no symptoms of lead poisoning until a child is very sick. Lead poisoning can cause short attention span, aggressive behavior and learning disabilities. If your child doesn't have a lead test on file at your doctor's office we will ask you to schedule a time to get the test done.

Healthy Habits

At Head Start we believe in supporting your child's good health. Your child will experience healthy habits such as eating healthy meals, washing hands frequently and brushing teeth. We keep our classrooms clean to stop the spread of germs too!!



Safety



Head Start staff work to make Head Start a safe place for your child. All children wear bike helmets when on a riding toy, they learn about and practice fire drills and wear safety harnesses if riding the school bus. We have safety rules in the classroom too!

Emergency/Sick Care

If your child becomes ill while in school, we will call you. Head Start staff will care for your child until you can be called. Your child may be separated from the group if the illness may be catchy to others. We will ask you to come and get your child to take him/her home. If you cannot be reached, we will call your emergency contacts. Please be sure your emergency contacts are aware of this responsibility. Head Start staff will care for your child until help arrives.

If your child has a non-life threatening emergency, staff will utilize their first aid skills to care for your child. You will be called to make further decisions. If we cannot reach you, we will call the emergency contacts you have given us. We will stay with your child and make him/her as comfortable as possible until help arrives.



If the situation requires medical attention but is not life threatening, you will be called to make further decisions. If you cannot be reached, your emergency contacts will be called. If they cannot be reached, staff will access care for your child. If safe transportation is available (bus with restraints or proper car seat) staff may transport the child to the medical facility. If safe transportation is not available, we will call 911 for an ambulance.

If the emergency is life threatening, 911 will be called first. First aid will be given until help arrives. 911 will also be called if a serious injury (e.g., fracture) is suspected.

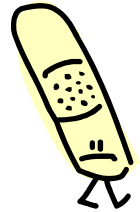


CPR/First Aid

Head Start staff are trained in CPR and First Aid. We take every precaution to keep your child safe at Head Start. Should an incident or emergency occur, Head Start staff will use their training to care for your child. We will keep a first aid kit nearby at all times.

Incident Reports

Sometimes minor injuries happen in the classroom or on the playground. If your child is injured while in school, the Head Start staff will record it on an incident report. They will send a copy of the report home with your child. You will be called if necessary. The report will tell you how your child was injured. It will also tell you about the first aid and compassionate care that was given. There will be a phone number at the bottom of the report for you to call if you have questions.



Head Injuries

During active play sometimes children bump heads together or fall and bump their head. If this happens, we will take it very seriously and call you immediately. You may want to come to school and get your child. You may want to watch your child for 24 hours after a bump to the head for signs of serious head injury. Some of those signs might be seizure, dizziness, headache, vomiting three times or more, abnormal breathing or unconsciousness. 911 will always be called in a life threatening emergency.

Medications at School

It is best if you can give needed medications at home. If it is necessary for medications to be given during the Head Start day, staff will work with you to make a safe plan. You, as the parent, will have the responsibility to complete a form with your doctor and provide a prescription to be left at school. Your Head Start teacher will give you the form. A Head Start Health Consultant has the responsibility to review the form you've completed and check the prescription bottle before we begin to give the medicine in school. Head Start classroom staff will have the responsibility of giving the medicine each day and storing it safely. They will let you know if the medication is causing side affects. Let your child's teacher know as soon as you know that your child will need a medication at school. The medication policy is used for over-the-counter medications as well as doctor ordered prescriptions. **Your child's safety is our #1 goal!!**



Pet Policy



Our staff will notify you in writing before considering a classroom pet. They will take into consideration those children who have allergies or asthma. If you wish to bring a household pet to the school, contact your teacher ahead of time. She will check if your pet needs proper shots and licenses to be at school. We will ask you to remain with your pet and keep it on a leash or in a cage.

Smoke Free

Head Start promotes healthy children and families so we have adopted a Smoke Free Environment policy. The purpose of this policy is to eliminate child, staff and parent exposure to tobacco smoke at any Head Start site.

Smoking will not happen in:

- Classrooms
- Offices
- Kitchens
- Rest rooms
- Hallways
- Parent and staff meeting rooms
- Outdoor play areas
- Vehicles used for transporting children
- Parent/child activities



“Care for Their Air”

Head Start is participating in a national campaign called “Care for Their Air”. Children are greatly affected by second hand smoke. It can cause asthma, ear infections and is a cancer risk for later life. If you would like to pledge to have a smoke free car, smoke free home or you would like to stop smoking let your Head Start teacher help you find the resources!

Communicable/Childhood Diseases

If your child is diagnosed with a catchy disease like pink eye, lice, impetigo or strep throat please let your teacher know within 24 hours (not counting weekends and holidays). We will send out a letter to all parents telling them to watch for possible symptoms in their children. The letter will tell parents about the signs, symptoms and treatment for each condition. Getting a letter doesn't mean that your child will get sick but it does let you know it's a possibility!

Head Lice

Head lice are tiny insects that live on the human head. They feed on human blood. They are tan-colored and very small, about the size of a sesame seed. Lice lay eggs (nits) that are tiny, and gray/white in color. They can be found glued to the hair shaft close to the head.

Adult lice do not hop, jump or fly. Sharing clothing or personal items with an infected person can spread them but this is not common. Most lice found on combs are injured or dead. A healthy louse is unlikely to leave a healthy head. Anyone can get head lice. It does not matter where you live, what race or age you are, or how often you clean your hair.

Head lice usually survive for less than 1 day away from the scalp at normal room temperature. Their eggs cannot hatch where the usual temperature is lower than that near the scalp. They do not transmit any diseases.

If Head Start is made aware that a child in your child's classroom has head lice, we will send a letter home to each family. The letter will explain how lice are spread, what the symptoms are, and how to treat them. The letter doesn't mean that your child has lice, only that he/she has been exposed to it. Please call if you have any questions.



Head Start Lice Policy

If a Head Start staff person sees live lice on your child's head, we will call you and ask you to pick up your child to take him or her home for treatment. We will ask that you treat him/her with a lice product and remove as many nits as possible. After treatment is complete, you or a friend/relative can transport the child to school the next day. We will ask you to explain the treatment that you used and we will check the head together. If no live lice are found, your child may stay at school.

To follow-up, the Head Start staff will check the child's head on Monday and Thursday for the next two weeks to assure there is not a reinfestation.

When Your Child Is Sick...

Teachers will watch each day to see that your child looks healthy. If your child arrives at school too ill to participate, we will call you. Head Start is a busy place and it's hard for your child to keep up if he/she is not feeling well. Your child should stay home if they have any of the following conditions:



Chicken Pox – All of the lesions are not crusted over or the child has a fever.

Vomiting – He/she has had two or more episodes of vomiting in the last 24 hours.

Diarrhea – He/she has had two or more abnormally loose stools since coming to school.

Conjunctivitis (pinkeye) with white or yellow pus draining from the eye, often with matted eyelids after sleep and including eye pain or redness of the eyelids or skin surrounding the eye – He/she has not completed 24 hours of antibiotics.

Strep Throat – He/she has not completed 24 hours of antibiotics.

Impetigo – He/she has not completed 24 hours of antibiotics.

Lack of Energy – He/she is unexplainably tired.

Lice – He/she is untreated and contagious to others. The hair should be treated and the hair should be free of lice for the child to return to school.

Ringworm, Scabies – It has not been 24 hours since treatment began.

Fever – He/she has a 100 degree Fahrenheit or higher axillary (underarm) temperature of unknown cause before fever-reducing medication is given.

Rash – He/she has an undiagnosed rash or a rash caused by an illness or condition.

Breathing Problems – Difficulty breathing.

A Contagious Disease – He/she has a contagious (catchy) condition as told by the doctor and has not had sufficient treatment to reduce the health risk to others.

Other – He/she cannot participate in the program with reasonable comfort or he/she requires more care than the program staff can provide without compromising the health and safety of other children.

If your child stays home due to illness and a home visit is scheduled for that day, please call the teacher to reschedule.

Payment for Exams

Head Start will assist you with payment of your child's health and dental exams if:

1. You **are not eligible** for any sort of insurance coverage or
2. Your insurance **does not pay** for the requirements of the Head Start exams/follow-up treatments and you **are unable to pay and**
3. You write a short request for payment help **before** the exams are done.

If you are eligible for coverage and have not applied, Head Start staff will help you to apply. If you refuse to apply or allow your coverage to lapse during your eligibility, Head Start is not responsible for payment.

Health Records

Head Start will collect copies of health records:

- To help in evaluation, diagnosis, treatment and/or programming for your child
- To help transition your child into the public school after Head Start
- To provide a health summary for you at the end of the year

Your child's records are confidential and will only be released with your written permission except in cases of mandated reporting. You may view your own child's file at any time

Birth Certificates

You will need your child's birth certificate to register them for kindergarten. If you do not have one, please order one now. There is generally a charge for birth certificates, so make sure to find out how much it costs.

If your child was born in Minnesota, please contact the following office based on where you live:

Clay County Recorder

807 11th St N
PO Box 280
Moorhead, Minnesota 56560
Phone 218-299-5031
Fax 218-299-7500

Wilkin County Treasurer: Rose Ann Hulne

300 South 5th Street, 1st Floor, Courthouse
PO Box 368
Breckenridge, MN
Phone: 218-643-7112 Fax: 218-643-7169
Office Hours: 8:00am - 4:30pm (M-F)

If your child was born in North Dakota, you can contact the Bismarck office at:

Division of Vital Records

600 E. Boulevard Ave., Dept. 301
Bismarck, ND 58505-0200
Phone: (701) 328-2360 M-F, 7:30-5:00, Fax:(701) 328-1850
E-mail: vitalrec@state.nd.us

or you can order on-line at www.vitalnd.com.

If you child was born in another state, you can either contact your local office for more information or look on-line at www.cdc.gov/nchs (click help, then how to and choose obtain a birth certificate).



Lakes & Prairies Community Action Partnership, Inc.

All the things that enhance your life are good for your child!



Head Start – A comprehensive child and family development program. There are four major components in Head Start: Education, Health, Parent Involvement and Social Services.



Child Care Resource and Referral – A community-based organization that delivers person-to-person services which include comprehensive information, child care referrals and training for parents and child care providers.

Clay County Seniors

Clay County Seniors Program – Provides services to Clay County residents age 55 or older or handicapped.



Rainbow Bridge – A safe child exchange/visitation program for families who have a history of domestic violence, abuse or neglect.



Family & Community Services – To assist you in your goal of achieving financial stability and family security through a variety of programs and initiative