

**Clay-Wilkin Head Start**  
**HOME BASE**  
**Parent Handbook**  
**2009-2010**



# COMMUNICATION IS THE KEY!

My Child's Program Option: \_\_\_\_\_

My Child's Teacher's Name: \_\_\_\_\_

Teacher's Phone: \_\_\_\_\_

Socialization Times: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

## **Home Base Home Visitor**

715 11<sup>th</sup> Street N, Moorhead MN 56560

**(218) 299-7241 or (218) 329-6381**

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

### **Breckenridge Head Start Office:**

Lakes & Prairies Community Action Partnership  
Clay-Wilkin Head Start  
505 8<sup>th</sup> St. So.  
Breckenridge, MN 56520  
Phone 218-643-2888 or 1-800-568-6588

### **Head Start Administrative Staff**

Joe P., Executive Director – 218-299-7019, [joep@lakesandprairies.net](mailto:joep@lakesandprairies.net)

Pam B., Head Start Director – 218-299-7017, [pamb@lakesandprairies.net](mailto:pamb@lakesandprairies.net)

Patty M., Receptionist – 218-299-7021, [patriciam@lakesandprairies.net](mailto:patriciam@lakesandprairies.net)

Kimberly B., Nutrition Coordinator – 218-299-7013, [kimberlyb@lakesandprairies.net](mailto:kimberlyb@lakesandprairies.net)

Shanna G., Transportation/Parent Involvement Coordinator – 218-299-7034, [shannag@lakesandprairies.net](mailto:shannag@lakesandprairies.net)

Nicole N., Early Childhood Education Coordinator – 218-299-7037, [nicolen@lakesandprairies.net](mailto:nicolen@lakesandprairies.net)

Colleen M., ERSEA/Family Support Coordinator – 218-299-7782, [colleenm@lakesandprairies.net](mailto:colleenm@lakesandprairies.net)

Sue U., Health/Wellness Coordinator – 218-299-7016, [sue@lakesandprairies.net](mailto:sue@lakesandprairies.net)

Kristin P., Special Services/Partnerships Coordinator – 218-299-7028, [kristinp@lakesandprairies.net](mailto:kristinp@lakesandprairies.net)

Linda D., Program Support Coordinator – 218-299-7015, [linda@lakesandprairies.net](mailto: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, parenting groups, 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*

Teaching Children  Supporting Families

### *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 "DWWSSWWDD" (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.*

## Attendance Policies

Head Start requires regular attendance. By doing this we can give children the best possible education and can insure a consistent educational experience.

- Parents are expected to call their teacher if they cannot keep their scheduled home visit.  
**Excused Visits** include visits missed due to child or parent illness, family emergency or travel. Your Home Visit will be rescheduled whenever possible.  
**Unexcused Visits:** Your child's visit will be unexcused if you fail to notify your Home Visitor prior to the visit. Unexcused visits will not be rescheduled.
- If your child has missed a home visit without notice or contact, you will be contacted by a Head Start staff member to find out if and when you are able to continue with your home visits.
- If your child has missed 2 home visits without notice or contact, your child may be dropped from the program and another child enrolled in your child's place.
- If your home visit is cancelled by your Home Visitor, the visit will be rescheduled.



### What to do in case of Severe Weather

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



Your local public school district cancels school before 8:00am.



**Head Start home visits are cancelled.**

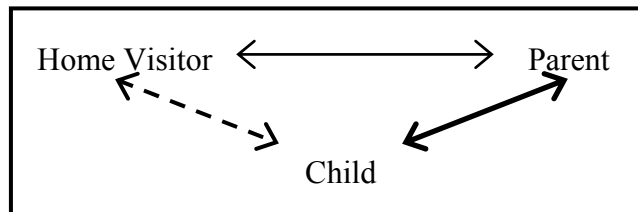
The local public school district is delayed or closes early due to weather conditions.



**The Home Visitor will contact you if your home visit is cancelled.**

If the home visit needs to be cancelled, your Home Visitor will contact you to reschedule.

## Home Base Head Start Philosophy



Head Start believes that **the parent is the child’s first and most important teacher, nurturer, and advocate.** A school teacher generally teaches a child for one year, but a parent teaches a child for a lifetime.

Head Start believes that **the home is the child’s first, safest and most comfortable classroom.** Research shows that home learning, reading, and parent involvement are the greatest predictors of success in school.

Head Start believes that **children need to learn and play together to develop the skills they need to get along in life.** By joining in group socialization activities, children can make friends, learn to share, and feel like they belong.

Head Start believes that **all families are unique and have individual strengths, needs and interests.** By setting short and long-term goals and taking the action steps to make goals happen, families will experience success – and that is good for children!

### Tips for a Successful Home Visit

- 🕒 Prepare your child. *Remind your child that their teacher will be visiting and will be bringing some special things for you to do together.*
- ❤ Prepare yourself. *Home Visits are a special time for you to focus on your child and their education. Relax and enjoy the activities together.*
- 🏠 Don’t clean the whole house! *Just a clear space at the kitchen table or on the floor will do. Your Home Visitor does not care what your house looks like and besides “cleaning the house while children are growing is like shoveling snow while it’s still snowing!”*
- 😊 Include the whole family. *Brothers and sisters are welcome to join the fun. This can be tricky, but we try to include the whole family. Planning your visit for while an infant or toddler is napping can be helpful if you want more one-on-one time for your preschooler. Grandparents and other caregivers are welcome at the visit.*
- 📺 Turn off the TV and phone. *Do the best you can to limit distractions. Often children are used to having the TV on so you may have to slowly get them used to the idea of turning it off. If you have callers, just let them know this is your child’s special time and you will call them back.*
- 👂 Be a partner. *Share what you know about your child. Ask questions, share concerns and share celebrations. It’s not easy to be a parent these days. Your Home Visitor is a listening ear—a person who cares, and, while she does not have all the answers, has information and experience to share with you. Together you will grow along with your child.*

## Laugh. Learn. Grow. Home Visit Schedule



### ARRIVAL (10 min) Greeting Time

**Child:** Reads a book or plays independently

**Parent & Home Visitor:** Discuss briefly

- *How the week went for the family*
- *Check up on any appointments*
- *Look over Head Start Homework together*



### PARENT/CHILD ACTIVITY (20 min)

**Parent & Child:** Spend time on an activity chosen the previous week using items from the home.

**Home Visitor:** Offer support to the parent by helping to plan the activity, by offering encouraging words to both parent and child, and by suggesting tips or ideas to make the activity enjoyable for everyone.



### FAMILY/HOME VISITOR ACTIVITY (30 min)

**Home Visitor:** Share activities with the parent and child from one or more of the eight Head Start learning domains. Give ideas on how to teach the skills in the home using everyday items.

**Parent & Child:** Join in the activity together to learn new skills!



### PARENT/HOME VISITOR TIME (30 min)

**Child:** Plays independently

**Home Visitor & Parent:** Take time to discuss:

- *How the day's visit went—any surprises?*
- *What skills the family will focus on during the next week*
- *Plan for next week's Parent/Child Activity*
- *Family Strengths, Needs, and Goals*
- *Plan for next week's visit!*

## Curriculum



The Clay-Wilkin Head Start 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.

**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. 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.

## **Home Base children enjoy getting together each month!**

Two Family Fun events will be planned each month. They are a time for all the children and parents in home base Head Start to get together. Parents can meet each other and talk. Children can play with each other, explore, experiment, solve problems, create, and learn self-control. All the things children need to learn for kindergarten. You and your Home Visitor will work out times that work for the group and activities that will be fun for everyone.



## **What kinds of things will children and parents do at Family Fun events?**

Some possible activities include:

- Joining with the Early Childhood Family Education (ECFE) program for a trip to the Pumpkin Patch, the Fire Hall, and other community activities.
- Classroom Play Days – an opportunity for children and parents to experience all the play materials, child-sized furniture, and other activities at “school.”
- Field Trips to places like the Red River Zoo, the Children’s Museum at Yunker Farm
- Cooperative Games
- Cooking with Kids
- “I Love to Read” events

Parents and children will attend together, but there may be times when parents gather to learn and visit together while children are with a caregiver. Parents will have an opportunity to:

- Observe how their child interacts with other children
- Learn more about the ages and stages of development
- Gather ideas on how to support the child as he or she plays in a group
- Have fun and make friends!
- Explore the community



## Assessment/Screening

You and your child will attend a screening and orientation event 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 your weekly home visits.

- **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.

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**.



### 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

## **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 home visitor if you would like more information on how to use our Mental Health consultant services.

## **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.

## 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 to 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.



## 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 lives.*



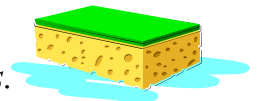
**2. Children need the security of a safe home where their basic needs are met.**

*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.*



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

As we gather as a group twice each month at our Family Fun events we will also take time to share our ideas and insights. What will we talk about when we get together?

- You will learn more about what is happening in the home base option. What are the children interested in learning about? Help plan activities, field trips, and special events to share with your children both during home visits and at socializations.
- You can talk with your Home Visitor and other Head Start staff 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.



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



Seeking 1 Parent Representative and one alternate from the home base option.  
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 '08-09!

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



## **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, cultures 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 with monthly socializations, both planning and leading activities. You know your community and its resources best! Please help us discover new and exciting ways to introduce the children to the world around them. Perhaps you may have a special skill to share with the larger group or an idea to share with other parents that has worked for your family. The more parent volunteers we have, the richer the children's Head Start 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 program and to help 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.

## POTLUCK Policy

It is the policy of Clay Wilkin Head Start that individual units may hold potluck events if the following procedures are followed:

- Potluck event food will not be prepared in or brought into a licensed food establishment kitchen. This also excludes the use of all microwaves, refrigerators, etc. within the establishment. This is for liability purposes in case of food borne-illness.
- All attendees are aware they are eating at their own risk.
- Safe food handling and sanitation is enforced.

This policy is based on Minnesota Statutes, section 157.22, which states:

A potluck is a meal at which one or more of the attendees bring food that is donated and shared by the attendees. Any fundraising efforts must be separate from the potluck event. Events that are sponsored by a licensed food establishment or for which food is prepared or held in the kitchen of a licensed food establishment is not a potluck event.

### Nutrition Screenings

**Height/Weight measurements** – Your child will be weighed and measured in the fall and spring to help you see 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 given by you. You will receive a summary of how well your child is eating, along with other nutrition and physical activity ideas and information.

### 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 socialization activities. Weekly home visits will continue to be made to your home by your child's teacher. 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 each twelve months. Your dentist may want see your child every six months.



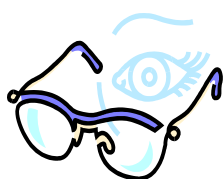
## Keeping Appointments is Important

Head Start is a partnership. 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 home visitor 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 on home visits and at socializations such as healthy eating, washing hands and brushing teeth.



## CPR/First Aid

Your home visitor is trained in CPR and First Aid. Head Start will plan safe activities for you and your child.

## Pet Policy



Please notify your home visitor if you plan to bring a pet to a Family Fun event. Children who have allergies or asthma will be considered.. Some pets need proper shots and licenses. Your home visitor will help you make a safe plan. We will ask you to remain with your pet and keep it on a leash or in a cage.

## “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 has a communicable or “catchy” childhood disease such as strep throat, head lice, impetigo, pinkeye please let your home visitor know prior to a visit or an event. We care about the health of all Head Start children. Letting us know when your child is ill will help prevent the spread of disease to others.

## 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

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.

## **When Your Child Is Sick...**

Head Start home visits and group events are busy times and it's hard for your child to keep up if he/she is not feeling well. Please call to reschedule your visit and do not attend group events if your child has 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 has live lice in the hair. 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 is ill and a home visit is scheduled for that day,  
please call the home visitor 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.**

## What should my child wear for Head Start activities?

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. **We may play outdoors** so have warm outdoor clothes including mittens, hat, boots, snow pants and a scarf.



## 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
- ☞ Restrooms
- ☞ Hallways
- ☞ Parent and staff meeting rooms
- ☞ Outdoor play areas
- ☞ Vehicles used for transporting children
- ☞ Parent/child activities



**Thank you for not smoking!**

## 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](mailto:vitalrec@state.nd.us)

or you can order on-line at [www.vitalnd.com](http://www.vitalnd.com).

If your 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](http://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 initiatives