



PARENT HANDBOOK 2020-2021

Illinois Valley Economic Development Corporation

HEAD START

Serving Birth to Five





Illinois Valley Economic Development Corporation

HEAD START/EARLY HEAD START PROGRAM

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CALENDAR

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 First Day

September 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day - No Attendance

October 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 No Attendance

31 Halloween

CALENDAR

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No Attendance
3 No Attendance
11 No Attendance
26-27 No Attendance

December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24-31 No Attendance
25 No Attendance

January 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-5 No Attendance
6 Attendance Resumes
18 No Attendance

February 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 No Attendance
15 No Attendance
18-19 No Attendance

CALENDAR

March 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 No Attendance

April 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 No Attendance

5 No Attendance

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TBA - Last Day of Attendance

31 Agency Holiday

June 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

ILLINOIS VALLEY EDUCATIONAL PHILOSOPHY

This is a child's first experience with school. It is our goal to make this experience a positive one that creates a love for learning that lasts a lifetime. Children should have positive social experiences, appreciate and accept differences in people, and feel good about themselves. We recognize the uniqueness and individuality of each child and ensure children recognize their own self-worth.

We know that children learn best and the most through play. Our classrooms and home visits are carefully designed with learning activities that children can explore and experience. Children become actively involved in their own learning. As children grow in an environment of choices, they learn to make decisions, resolve conflicts, and use time and space wisely. Our developmentally appropriate practices allow for growth of the whole child.

Parents are the first teacher of their child. We believe it is important for parents to become involved in all aspects of Head Start/Early Head Start. We encourage parents to join in as teachers and observers in the classroom, during home visits, and on field trips. A wealth of resources are available for parents. Through their involvement in our program, we hope the parents will extend their efforts into the community and become more active citizens.

For Head Start/Early Head Start to be successful, children and parents - the whole family - need to be successful. Our goal is to make sure that they are offered every opportunity to achieve their full potential.



CENTER BASED INFORMATION



Curriculum

IVEDC Head Start uses “Creative Curriculum” from Teaching Strategies, Inc. This play-based curriculum allows the children to engage in fun activities at various centers that help them learn academic skills at their developmental levels. Learning is focused on six important areas: social-emotional development, language development, literacy, cognitive development (thinking skills), physical development, and mathematics. The following ‘centers’ are set up in each classroom: dramatic play, blocks, discovery, library, art, toys and games, and music and movement. Children are allowed to choose where they ‘play’ and teachers will be available to support learning and language development. Teachers will regularly meet with parents/guardians to share information about how well each child is learning. Families are able to view lesson plans in child’s classroom.

Social Emotional Curriculum

Conscious Discipline is a research based social emotional curriculum that is designed to help children learn to self-regulate. This curriculum teaches children to connect with their school family to encourage impulse control and teaches self-regulation skills in context. Conscious Discipline teaches children different breathing techniques to calm, and each classroom offers a safe place for students. The students seek the safe place when they need a quiet place to self-regulate.

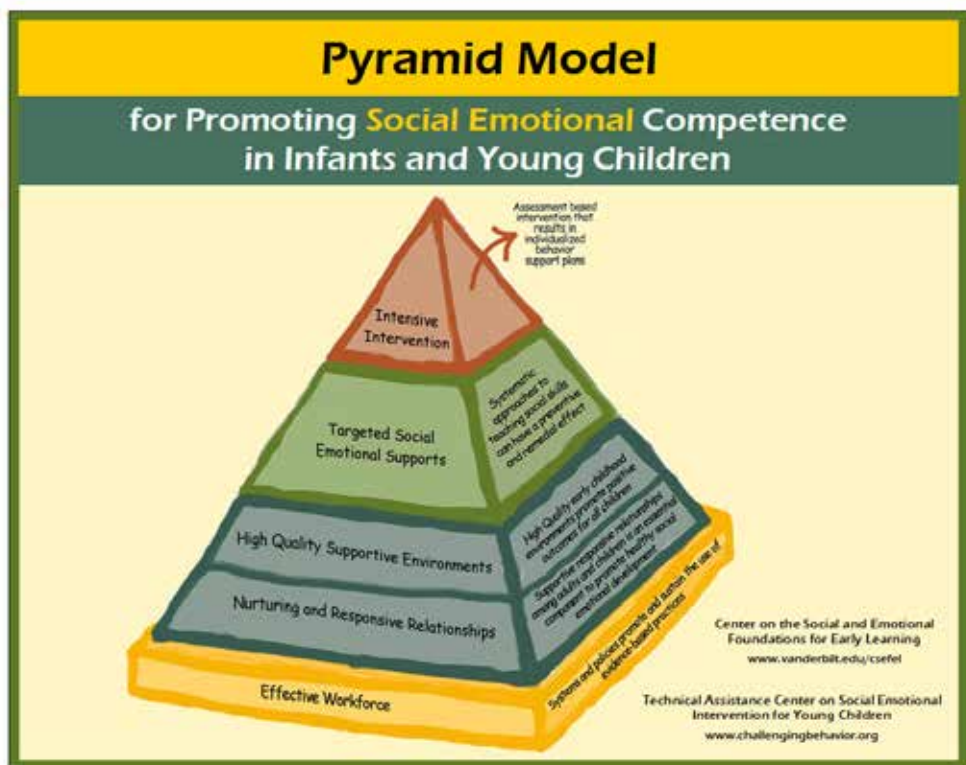
<https://consciousdiscipline.com/>

 Drain Extend arms out, pretending your arms are faucets. Tighten arm, shoulder, and face muscles. Exhale slowly making a “sssshhh” sound and release all your muscles, draining out the stress.	 S.T.A.R. S mile, T ake a deep breath A nd R elax. Encourage belly breathing where the tummy goes out when the air goes in, and in when the air goes out. Also help children learn to exhale slower than they inhale.
 Pretzel Standing up, cross your ankles. Now cross your right wrist over left, turn your hands so your thumbs are facing the floor, put palms together and interlace fingers. Bend your elbows out and gently turn your hands down and toward your body until they rest on the center of your chest. Put your tongue on the roof of your mouth. Relax and breathe.	 Balloon Place your hands on top of your head and interlace your fingers. Breathe in through your nose as you raise your arms, inflating an imaginary balloon. Release the air in the balloon by pursing your lips, exhaling slowly, lowering your arms and making a “pbppbpbppb” sound.

CENTER BASED INFORMATION

In addition to Conscious Discipline, our staff is also trained on the Center on the Social Emotional Foundations for Early (CSEFEL) Learning Pyramid Model. This model also teaches children strategies for self-regulation and impulse control through relationships, learning environments, social stories, problem solving task cards, and behavior plans. www.pyramidmodel.org or csefel.vanderbilt.edu.

IVEDC Head Start also utilizes Second Step Curriculum. This curriculum supports Conscious Discipline and the pyramid model. Second Step is a research based social-emotional learning curriculum with units for learning, empathy, emotion management, friendship skills and problem solving.



Parenting Curriculum

Ready Rosie is a researched based parenting curriculum that builds on parent's knowledge. Ready Rosie harnesses the power of video and mobile technology to empower families and schools to work together to promote school readiness. Parents are invited to join with an email address and/or cell phone number. Each week Ready Rosie sends out videos with strategies to work on with your child. Your child's teacher will also send out a monthly play list of videos related to classroom themes. www.readyrosie.com

Additional parental training will be provided through parent meetings provided by Head Start staff or outside agencies. Trainings range in a variety of topics including: Setting Routines, Money Management, Positive Discipline, and Transition to Kindergarten. Additional training that meets a need of the parents may be provided at any time.

Hours of Operation

IVEDC Head Start's general hours of operation are 8:00-2:00. Each center will share their specific hours of operation with families at Home Visit #1.

Sample Schedule of the Day

8:00-8:15	Arrival
8:15:-8:45	Breakfast
8:45-9:00	Morning Meeting
9:00-10:15	Work Time (Centers)
10:15-10:30	Clean Up
10:30-10:45	Circle Time
10:45-11:00	Music and Movement
11:00 - 11:30	Lunch
11:30 - 11:45	Story Time
11:45 - 12:15	Quiet Time
12:15-12:45	Outdoor Time
12:45 - 1:15	Work Time
1:15 – 1:30	Clean Up/Dismissal

Each classroom will have a schedule very similar to this. You will receive a daily schedule with the specific times and activities from your child's teacher within the first few weeks of school. Please note that important activities for your child's learning occur early in the morning, so it is very important for your child to arrive on time each day.

CENTER BASED INFORMATION

Guidelines for Classrooms

- Gum, candy, mints or cough drops are not allowed at school (this is a safety issue).
- Money, electronics and toys must be left at home (please check back-packs for these items).
- Extra clothing for accidents needs to be sent to school and updated as seasons change or your child grows.
- Healthy, pre-packaged treats may be brought for your child's birthday (check with your child's teacher first).
- Medicine (prescription and over the counter) may not be sent in child's backpack.

Due to DCFS guidelines, we are not licensed for siblings; therefore, they cannot be in attendance in classrooms.

What to wear-Children and Parents

Your child will be involved in active play and will use messy materials including paint and play dough. Please do not send your child to school in dress clothes. We offer smocks or aprons for messy activities, but we cannot guarantee that there won't be accidental spills. Comfortable clothes and shoes that fit well are very important for your child's safety. Non-skid 'tennis shoes' are the best choice for Head Start. Please do not send your child in 'flip-flops' or other open-toed sandals. Shoes should be equipped with an ankle strap to hold the shoe on the foot.

We play outside every day unless there is rain or the temperature is extreme (cold or hot). Your child will need to wear clothing that is appropriate for the weather (example: a light jacket or sweater for cool weather and a winter coat, hat and mittens for cold weather).

If you will be visiting the classroom or attending a field trip, please dress in comfortable clothing that can get dirty.

We ask that you do not wear clothing with references to drugs/alcohol/smoking or offensive language or graphics when you visit our Head Start classrooms.



Visits, trips, or excursions off the premises

As part of our program, the children may participate in two (2) major field trips. Field trips are limited to a 60-mile radius. Such as Kidzeum, Edwardsville Children's Museum, and Ergadooie. Local field trips such as the nursing home, pumpkin farm, apple orchard, fire station, library, ambulance service and other points of local interests are not included in the two (2) major field trips. Parents are informed about field trips and must sign a parent permission slip in order for their child to participate in the field trip. IVEDC Head Start highly recommend that parents use a field trip to spend special time with their Head Start child. Parents may be required to attend field trips with their child to ensure safety. Children are required to ride the bus to each field trip. At the end of each field trip, children may be released to parents and not be required to return to the center. Parents must sign the child out on the Parent Sign In/Out form for the day. No smoking/vaping/drinking alcohol is permitted on field trips. Any child who is in the process of toilet training should have a parent available to attend each field trip.

Guidance and Discipline Policy for Head Start Classrooms

Our discipline policy is designed to help your child learn to make good choices in a safe, positive and nurturing environment. Your child will develop self-control and positive decision-making skills. Teachers and staff will provide guidance to help your child develop these very important skills.

1. IVEDC Head Start uses Conscious Discipline, developed by Dr. Becky Bailey, as a guide for providing discipline and guidance in our classrooms.
2. A primary role of the IVEDC Head Start staff is to help the children learn the rules and expectations in the classroom and the school through establishing a structured environment, following routines, and re-directing misbehavior. Rules and expectations, including good (green) and bad (red) choices, will be reviewed consistently and regularly as needed.
3. Disciplinary action will be developmentally appropriate and

CENTER BASED INFORMATION

- related to the misbehavior. For example, if a child dumps a box of toys on the floor, then he will be asked to help clean it up. The staff will help your child understand that his choices have 'consequences'
4. Whenever possible, misbehaving children will be re-directed to an appropriate activity.
 5. If a child's behavior is dangerous to himself or others, he will be removed from the group and attended to by a staff member. The staff member will use calming activities and discussion with the child. At no time will a child be left unsupervised.
 6. The staff will use positive statements and point out appropriate behaviors to help the children understand what is expected of them.
 7. No child shall be subjected, under any circumstances, to corporal punishment or verbal abuse. No child shall be deprived of regularly scheduled meals or any part of meals as a punishment. No child shall be punished for toilet accidents.
 8. An acceptable reward for appropriate behavior is praise or acknowledgement (hug, high five, fist bump, etc.). Food will not be used as a reward or punishment.
 9. Teachers and other adults will model appropriate behavior in the classroom. Teachers are encouraged to use books on positive behavior during story time and to use plays and puppets to teach appropriate behavior and the results of misbehavior.
 10. Staff members will communicate with parents/guardians about misbehavior through phone calls or notes home. Serious misbehavior will be documented by staff and specific steps will be taken to guide children and families through the discipline policy. Head Start Performance Standard section 1302.17 (a) (b) requires that there will be very limited suspension and no expulsion of children from the Head Start program.
 11. DCFS policy requires parents/guardians to sign a copy of the Discipline and Guidance Policy for each child's file.

CENTER BASED INFORMATION

All students receive these supports under the Guidance and Discipline Policy.

Tier One	
All Students	
<ul style="list-style-type: none">• Creative Curriculum beginning of year study.• Social stories• I love You rituals• Brain breaks• Wiggle jar• Mighty Minutes• Conscious Discipline Breathing• Book Nooks• Green/Red choices	<ul style="list-style-type: none">• Safe place• Calm down techniques• Personal picture schedules• Sensory path• Trampoline• IMIL• CSEFEL pyramid module 1• Second Step Social Emotional Curriculum• Smiley face behavior chart/ calendar

Serious Disruptive Behavior Policy

It is our responsibility to provide ample opportunities for each child to learn and participate in a safe, secure and well-managed classroom. We support ongoing teacher training, positive reinforcement of children, graduated discipline practices, and on occasion, special intervention plans to create successful experiences for children both educationally and behaviorally. At some Head Start sites, an Educational Assistant is available to assist with children with diagnosed disabilities and/or behavioral issues. This person may provide one-on-one guidance as needed for children with individualized needs.

Behaviors which may be considered seriously disruptive include but are not limited to:

- Aggression toward other children, staff, volunteers, or parents
- Running away from the group/or classroom where the likelihood of danger exists
- Climbing onto/into areas where a physical danger exists
- Destruction, breaking, throwing of classroom items, which may cause physical injury

CENTER BASED INFORMATION

For the purposes of the above procedure Serious Disruptive Behavior is NOT:

- yelling,
- cursing,
- tearing paper,
- poking or tapping,
- verbal teasing or name-calling.

Alternative classroom/teacher behavioral interventions will be used in these instances. However, continued issues in these areas may become serious disruptive behaviors.

Should a child exhibit serious disruptive behavior that interferes with the ability to maintain a safe and secure environment for themselves, other children in the classroom and staff, the following steps will be taken:

Tier 2*
Students with Challenging Behaviors
<ul style="list-style-type: none">• All of Tier 1 Supports Plus:• Individual Observations<ul style="list-style-type: none">▪ Education Coordinator▪ Special Services Coordinator▪ Mental Health Consultant• Incident Reports/Teacher Documentation• Classroom assistive Materials<ul style="list-style-type: none">▪ First/Then Chart▪ Picture Schedule▪ Daily Journal between Teacher and Parent

*All of these supports are offered to parents as well.

Students will move into Tier 3 based on the severity of behavior or the inability to manage behavior with Tier 2 supports.

CENTER BASED INFORMATION

Tier 3
Students with Extreme Behaviors
<ul style="list-style-type: none">• Behavior Plan created with input from all stakeholders. (Education Coordinator, Special Services Coordinator, Mental Health Consultant, Head Start Director, etc.)• Referral to local Special Education District for assistance/screening

Head Start Performance Standards and Illinois State Law prohibits the suspension and/or expulsion of children from any DCFS licensed child-care program. IVEDC Head Start may request a child with extreme behaviors to move from a center based classroom to home based option until child shows readiness for center based classroom.

Documentation

Each behavior will be documented with a smiley face chart sent home daily that will be signed by the parent/guardian. Supports are provided to teachers and parents on a case by case basis.



EHS-HOME BASED INFORMATION

Home Visits

The EHS and Home Based Program is very unique. Head Start services are provided directly in your child's home environment. A Home Visitor will visit your home once a week for approximately 1-½ hours. The visit will be on the same day and time each week. During these weekly visits, the Home Visitor and the parent work together on an individual education program designed specifically to meet the needs of your child. Parents work with the child on selected developmental activities, socialization, and motor skills. Learning activities in the areas of health and nutrition are also provided as part of the program. Each child progresses at his/her own rate within the structure of the education program.

During these home visits, the Home Visitor also provides parents with information on topics relating to parenting and other areas of need, or interest expressed by individual parents. The home visit also includes an activity in which other family members, such as older and younger siblings, may participate.

Curriculum

Parents as Teachers is the chosen curriculum for all home based programs. Home Visitors use this evidence-based model to deliver parent education through weekly visits and socializations. Parents will be equipped with knowledge and resources to be their child's first teacher and prepare their children, from prenatal through kindergarten, for a stronger start in life and greater success in school. Curriculum is individualized for each child and family based on the child's age, developmental assessment, and on-going assessment data.

Social Emotional Curriculum

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EHS-HOME BASED INFORMATION

safe place when they need a quiet place to self-regulate. <https://consciousdiscipline.com/> (See Appendix for more information.)

In addition to Conscious Discipline, our staff is also trained on the Center on the Social Emotional Foundations for Early Learning Pyramid Model. This model also teaches children strategies for self-regulation and impulse control through relationships, learning environments, social stories, problem solving task cards, and behavior plans. www.pyramidmodel.org or csefel.vanderbilt.edu (See Appendix for more information.)

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Additional parental training will be provided through parent meetings provided by Head Start staff or outside agencies. Trainings range in a variety of topics including: Setting Routines, Money Management, Positive Discipline, and Transition to Kindergarten. Additional training that meets a need of the parents may be provided at any time.

Guidelines for Home Visits

1. Be home at the time of the visit.
2. If you cannot be home, call the office or leave a note on the door.
3. Have all members of the household dressed.
4. Have the kitchen table cleared and washed.
5. Have a clean area (on floor) ready.
6. Have all Head Start materials ready (crayons, pencils, scissors, glue, activity charts, etc.).
7. Turn off TV.
8. Children should be fed before the visit.
9. Animals must be put away.

EHS-HOME BASED INFORMATION

10. Parents should be ready to participate in the Home Visit.
- 11. To prevent the spread of illness, if your child or anyone in the home is ill, please notify the home visitor.**
12. All missed visits will be made up.

Learn and Play Activities

In addition to weekly visits by the Home Visitor, Home Based children also have the opportunity to participate in Learn and Play activities, which are held twice each month. Learn and Play provide an opportunity for the children to interact with others from their age group and to develop socialization skills.

Guidelines for Learn and Play

Learn and Plays are not only a time for your child to interact with other children, but also a time for parents to build relationships. There are a few guidelines we ask of all EHS and Home Based parents during Learn and Plays.

- Plan on attending and interacting with your child while at the Learn and Play. Play, talk, and share in all activities with your child. Learn and Play are not just for the children.
- We ask that you refrain from bringing in your cell phone, or at least keep it on silent, as to not interfere with the activities.
- Please refrain from bringing soda or other treats into Learn and Play. Our goal is to help teach good nutrition choices to children while in attendance.
- Don't allow children to bring special toys from home. The Learn and Play area is well equipped with toys and materials for the activities. Speak with your Home Visitor if your child would like to share something at the Learn and Play.

TRANSPORTATION SERVICES

IVEDC Head Start will provide bus transportation to and from the Head Start center via pick-up and drop-off locations whenever possible; however, the location of some Head Start children may require parents to transport their own child. Family needs will be assessed to determine priority for busing of each child.

Parent's cooperation and promptness are expected in order to retain bus privileges. Head Start bus routes are limited to 1 hour each except in cases of inclement weather when, for the sake of safety the route may take longer.

Transportation Schedule

It is the intention of IVEDC Head Start to always provide safe and secure transportation to and from school. To keep your child safe and secure, we need the support of our families by keeping a consistent pattern of transportation for their child. When children are inconsistently moved from riding the bus to being picked up from the Head Start center, it is difficult for our staff to make sure each child is where he needs to be. This inconsistency in schedule may create an opportunity for a child to be incorrectly placed on a bus or left at a center. Although the children are always supervised, this also creates a problem for parents who now have to meet their child in a place not expected.



TRANSPORTATION SERVICES

It is very important that you keep a schedule of pick-up at the Head Start center **OR** bus transportation daily. This keeps our bus routes secure and timely for other families. If a situation should arise that you need to change your child's schedule, please contact the Head Start center as soon as possible. We understand emergencies happen and those situations will be considered. Failure to comply with a transportation schedule for your child may result in changes to your child's transportation services.

Bus Pick-Up & Drop-off Locations & Times

Bus pick-up and drop-off locations and times are determined by each bus driver. These locations and times are decided on a year-to-year basis and in some instances may even change throughout the year, depending on children leaving and entering the program as well as families moving. Bus drivers will notify each parent with accurate pick-up and drop-off locations and times for their child.

AM Pick-Up

Parents of children riding the bus should watch for the bus drivers to arrive at the pick-up location 10 minutes before and 10 minutes after the usual pick-up times, and then accompany their child to the bus.

PM Drop-off

When the children are delivered to the designated drop-off location, **ONLY** the parent or those individuals designated on the Child Pick Up Form must accompany their child from the bus. Children will NOT be released to an individual under the age of 16.

Bus drivers are on a very tight schedule that allows only for a short window of time for them to wait for families at pick-up and drop-off locations. As a courtesy to other Head Start families, please be on time at your child's assigned pick-up and drop-off location. When a family is late, the entire bus route is late, affecting other families.

Remember that anyone who comes to pick your child up from the bus or from the center must be a listed contact on file with Head Start. Children will not be released to anyone other than those listed contacts. Parents must notify staff of any change of designated pick up person daily.

TRANSPORTATION SERVICES

Releasing Procedures

Bus drivers and bus monitors can ONLY release a child to those names listed on the Child Pick-Up Form. Any changes to the Child Pick Up Form must be made in person at the site. Parents or those individuals designated on the Child Pick-Up Form must retrieve their child from the bus. Parents are required to notify bus staff of any change of pick up person in writing. This may be a note or an email. If a new individual is picking up the child from the bus, an ID must be provided before the staff can release the child to them. Please remember that all IVEDC Head Start employees are mandated reporters. Anyone visibly impaired will not be permitted to pick up children.

Safety Restraints

Each of our buses are equipped with 5-point safety restraints. All children are required to wear a safety restraint while on the bus. The bus monitor will be responsible for helping each child to buckle up and unbuckle their restraint. If a child repeatedly unbuckles their restraint and/or refuses to stay buckled, transportation services may be temporarily suspended.

Loading & Unloading

Children will be instructed by the bus monitor to use the handrail when loading and unloading from the bus.

Conduct on the Bus

The bus monitor will be responsible for developing and maintaining the appropriate level of conduct of all children while on the bus. Children **MUST** remain buckled in their safety harness while on the bus. Children may **NOT** have any food, gum, or candy while on the bus as it becomes a choking hazard. Please do not send any of these items with your child. All show & tell items brought on the bus must be in sack or backpack with your child's name on it. Children must remain quiet at all railroad crossings.

All efforts will be made to enforce the rules; however, if all attempts fail, the bus driver and bus monitor will be required to complete a Bus

TRANSPORTATION SERVICES

Incident Report. This will be used to monitor the severity of behavior and help in making decisions for continued transportation services for each child.

Bus Evacuations

Children will participate in at least three bus evacuations throughout the year to practice in the event of an emergency. Evacuations occur from the front and rear doors to prepare children for actual emergencies.

Bus Absences

If a child is ill or not going to ride the bus for any reason, parents must call the Head Start center or bus phone before 7:00 am to inform Head Start not to pick up their child. If bus drivers are not properly notified of a child's absence or there becomes a pattern of unreported absences, transportation services may be temporarily suspended.

Special Needs Children

IVEDC Head Start can transport children with specialized needs to and from the Head Start center to a designated location or the child's home. For accommodations, please contact the Transportation Coordinator.

Children who will be leaving Head Start to receive specialized services from another provider will be signed out the care of the provider.

Weather

In the event of weather that would make it unsafe for children to be transported on buses safely, but school is still in session, transportation may be canceled for the day. Parents may choose to transport children to and from the center. If severe weather begins after children have already arrived at school for the day, Site Directors, along with bus drivers, will monitor the weather to determine if an early dismissal is necessary. Electronic messages will be sent to alert parents of any weather-related emergencies regarding transportation.

All safety rules and guidelines apply to Home Based children as well.

TRANSPORTATION SERVICES

Sign-In/Sign-Out

All parents or individuals bringing or picking their child up from the Head Start center or from the school bus will be required to sign the child in and out on the Sign In/Out form.

IVEDC Head Start staff can **ONLY** release a child to those names listed on the Child Pick-Up Form. Any changes to the Child Pick Up Form must be made in person at the site. Parents are required to notify classroom staff of any change of pick up person in writing. This may be a note or an email. If a new individual is picking up the child from the center or the bus, an ID must be provided before the staff can release the child to them. Please remember that all IVEDC Head Start employees are mandated reporters. Anyone visibly impaired will not be permitted to pick up children.

Policy for Children Who Are Not Picked Up on Time

If a child is not picked up from school on time or from a bus stop; the following procedures will be followed.

- A. If the individuals on the Child Pick-Up Form are not available at the pick-up point, the child will be returned to the Center.
- B. The teacher will then try to call the parents or guardians. If no answer, emergency contacts will be called next.
- C. Calls will be made until one hour after dismissal time. At that time, the teacher will contact the local police department and the child will be left with someone at the department.
- D. Staff will notify parents of who picked child up or if child went to the police department.
- E. It will be the discretion of the police department on how to handle the case or to contact the Department of Children and Family Services.
- F. Staff will emphasize on the importance of having up-to-date emergency contact numbers on file.

TRANSPORTATION SERVICES

- G. Staff acknowledges the provider's responsibility for the child's protection and well-being until the parent or outside authorities arrive.
- H. The staff shall follow policy and not hold the child responsible for the situation and that discussion of the issue will only be with the parent or guardian and never with the child.



ATTENDANCE CENTER BASED

Regular attendance at IVEDC Head Start/Early Head Start is very important. Each day is filled with learning and fun activities and your child's learning will be impacted by his attendance. It is also important to start preparing your child for school, and attendance at public school will be mandatory.

If your child enrolled in a **center based program** is sick and must miss school, please call the bus driver or leave a message at the center the night before (if possible) or before 7:00 am. If we do not receive a phone call stating the reason for your child's absence, a staff member will contact you through a phone call or a ChildPlus email or text message. This is also known as a well child check.

Your child should not attend school, home visits, field trips, if he has an oral temperature of 100.0 F or higher, is vomiting, or has diarrhea because he could have a contagious illness. **Your child will not be able to attend any center events or return to school until he has been free of fever, vomiting and diarrhea for 24 hours, without the use of medication.**

If a child becomes ill during the school day, you will be contacted to come to the center and pick him up. If you are unable to pick your child up, the staff will contact a person from your emergency contact list. If our staff does not know this person, he/she will be asked to show identification before receiving your child.

After three consecutive unexplained absences or participants with less than 85% attendance, the FCD Specialist will make a home visit with the family by the end of the third day. The FCD Specialist will create an Attendance Improvement Action Plan. Once the Attendance Improvement Action Plan is implemented and attendance does not improve, the family will receive a letter giving the family a deadline to improve attendance. If attendance still does not improve, the family will receive a letter stating that a decision has been made to remove the participant from enrollment.

Remember that anyone who comes to pick your child up from the bus or from the center must be a listed contact the Child Pick Up Form. Children will not be released to anyone other than those listed contacts. Parents must notify staff of any change in writing of designated pick up person daily.

Children arriving 15 or more minutes after the start of the school day are considered tardy. After four (4) tardies, a letter is sent to the family giving them a deadline to improve tardiness.

ATTENDANCE CENTER BASED



Help Your Child Succeed in Preschool:
Build the Habit of Good Attendance
Early School Success goes hand in hand with good attendance!

DID YOU KNOW?

Showing up on time every day is important to your child's success and learning from preschool forward.

Missing 10 percent of preschool (one or two days every few weeks) can

- Make it harder to develop early reading skills.
- Make it harder to get ready for kindergarten and first grade.
- Develop a poor attendance pattern that's hard to break.

High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!

WHAT YOU CAN DO

Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.

Talk about it – sing about it – make it an adventure!

- Set a regular bed time and morning routine
- Lay out clothes and pack backpacks the night before
- Share ideas with other parents for getting out the door on time

Before the school year starts:

- Find out what day preschool starts and start the exciting count down!
- Make sure your child has the required shots.
- Attend orientation with your child to meet the teachers and classmates.

Ready – Set GO!

- Develop back-up plans for getting to preschool if something comes up
- Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child
- Schedule medical appointments and extended trips when preschool is not in session
- If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.



ATTENDANCE EHS-HOME BASED

If your child enrolled in the EHS-home based program is sick and must miss a home visit, please call your home visitor as soon as possible so she knows not to come to your home.

The EHS FCD Specialist will make a home visit with the family after one missed visit or two consecutive re-schedules without reason. The EHS FCD Specialist will complete an Attendance Improvement Action Plan. Once the Attendance Improvement Action Plan is implemented and attendance does not improve, the family receives letter giving them a deadline to improve attendance. If attendance still does not improve, the family receives a letter stating that a decision has been made to remove the participant from enrollment.

Your child should not attend Learn and Plays if he has an oral temperature of 100.0 F or higher, is vomiting, or has diarrhea because he could have a contagious illness. **Your child will not be able to attend any EHS and home based events or return to regular visits until he has been free of fever, vomiting and diarrhea for 24 hours, without the use of medication.**



PARENT VOLUNTEERS

Volunteering in the Classroom

We welcome all parents to come and help in our classroom, during Learn and Play, and on field trips. It's important that you see your child learning and growing and you will learn new ideas, games, songs and activities too. The classroom is often a place where several activities are going on at the same time. As a parent volunteer, you may be needed to help with a particular activity, to supervise an area of the room or to work with an individual child.

When you are doing an activity, you should invite a few children at a time to come over and participate with you. No one needs to be forced to do a particular project. Encourage reluctant children. As much as possible, children are encouraged to do things for themselves and talk about what they are doing. We are not as interested in "perfect artwork" or a project just like the "teacher's" as we are in the child having the experience of creating something of his own. Being a good listener is as important as asking questions and giving directions.

You can help the children share materials, talk with them about whatever they are doing, make sure things are put away when they are done with them, and manage the number of children in the area. Be sure to always ask if you have a question or don't understand something.

If you notice any special problems when working with the children, mention the problem to the teacher or aide at a later time. In keeping confidentiality, please limit comments about children to the appropriate personnel only. As referenced on Guidelines for Volunteers (Form HV 005) failure to comply with any of the guidelines listed will result with in the termination of any ability to volunteer in the classroom. We do not talk about children in front of them or to other parents. We respect each child as an individual and expect you will do the same.

General Volunteer Guidelines

1. Please remember as a volunteer, you may hear or see things that **MUST** remain confidential. Volunteers will sign Confidentiality Agreement (ADM 026). Children's behavior, skill, family situations, etc. should not be discussed outside the classroom. If another parent has a question or wants information, please

PARENT VOLUNTEERS

- refer them to a classroom teacher.
2. Be punctual and reliable when riding the bus.
 3. Be friendly and courteous when working with other adults and children at the Center.
 4. Ask the staff any questions to which you are not sure of the right answer.
 5. If you enjoy doing a special activity with children, please let the teacher know.
 6. Make suggestions for the classroom or let us know about a fun or interesting field trip. They are welcome as a means of improving our program.
 7. Our smoking policy is: **No smoking/vaping in the building or on the buses or any space utilized by Head Start children.**
 8. Always encourage children to help themselves.
 9. Sit down with the children during breakfast and lunch and encourage a warm conversational atmosphere.
 10. Discipline in the classroom is a learning experience. Staff will model positive reinforcement methods and should handle all discipline.
 11. Be constantly aware of the safety of children. Station yourself near where children are climbing, sliding and swinging.
 12. There are many ways that all parents can participate with Head Start activities, such as participating in the classroom, being a representative for Policy Council, being a Parent Ambassador, attending Parent Committee Meetings, going on field trips, and doing at home activities. Contact the Parent and Family Engagement Coordinator at (217) 839-4431 for more opportunities available to you.
 13. Parents need to read and sign the Guidelines for Volunteers before participating in Head Start activities. A copy of the guidelines will be given to each parent at Home Visit #1. Volunteer

PARENT VOLUNTEERS

Training and the Volunteer Training Guide will be provided at the first Parent Committee meeting.

14. Due to DCFS regulations, parent volunteers are not able to be left alone with children other than their own child. This includes being in the classroom, in the bathroom, and on field trips.
15. Volunteers are held to the same cell phone use policy as Head Start staff members, which states that cell phones are not to be used while supervising children. Volunteers are **ONLY** allowed to photograph their own children!
16. Any individual registered on the Illinois State Police Sex Offender Registry list is prohibited from attending field trips, Learn and Play or volunteering at the center while children are present. Special arrangements may be made to provide services to the child while maintaining the individual's adherence to the law.
17. Due to DCFS regulations, please understand volunteers may not bring any other children to the center.
18. Volunteers must be at least 16 years of age.

Parent Committee Meetings

The program establishes a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. During the year we will have at least four (4) parent meetings with the first meeting held in September of each program year. At the first parent committee meeting, parents elect parent committee officers which include: Chairperson, Vice-Chair, Secretary/Treasurer, Policy Council Representative and Alternate Policy Council Representative.

Responsibilities of the parent committee are as follows:

- Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
- Have a process for communication with the policy council; and

PARENT VOLUNTEERS

- Within the guidelines established by the governing body or policy council, participate in the recruitment and screening of Early Head Start and Head Start employees.

The meetings will include a short parent training on topics of the parents' choice. Sometimes special speakers come to our meetings to present short training on subjects the parents are interested in and want to learn more about.

The parent committee officers conduct future meetings. Other duties include choosing the date, time and topic of the meeting; and possible planning of field trips and special events. Any decisions made in parent meetings are called to a vote with a quorum of parents present. There must be 30% attendance of total parent members to vote and carry a motion. The motion must be won by a majority or it will be brought up at the next parent meeting. At times, it may be necessary to send a written ballot home with students for the parents to reply. This is the case when it has become impossible to schedule a date and time for 30% of the total parents to attend a meeting.

Policy Council

IVEDC Head Start must establish and maintain a policy council responsible for the direction of the Head Start program. The policy council is primarily comprised of parent and/or guardians of enrolled children and community members. Policy council members will serve a one (1) year term. It is our procedure to have Policy Council representatives elected during the first Parent Committee Meeting.

Responsibilities of policy council are as follows:

- Plan and develop program goals
- Evaluate the program each year
- Provide suggestions and ideas for program improvements
- Approve Head Start policies and procedures
- Approve funding applications
- Serve as a link between the Head Start Center and the program

PARENT VOLUNTEERS

- Be a voice for children and families in the program

Policy Council meetings are held approximately six times a year. Meetings are held at the Illinois Valley Office in Gillespie or in Jerseyville based on the needs of the Policy Council members with the first meeting scheduled for September. Drivers are paid a mileage reimbursement of \$.42 per mile. A child-care reimbursement is issued to assist with child-care costs.

Health Services Advisory Committee

The Health Services Advisory Committee (HSAC) brings together community professionals and Head Start parents to gather input from all involved in the planning of the Health and Nutrition needs of the Head Start children. The HSAC helps to ensure children's needs are met while also remaining in compliance with Head Start Standards. The committee meets at least two times a year in fall and spring at the Administrative Office or where is most convenient for the HSAC members.



IVEDC Head Start is required to match a portion of federal funds through family and community support, which is called In-Kind. IN-KIND IS VITAL TO OUR PROGRAM AND ALLOWS IVEDC TO MAINTAIN OUR HEAD START PROGRAM. Time, services, or goods from parents or the community is considered “In-Kind”. The federal government matches your time for dollars toward our grant requirements.

25% of our Head Start grant must be matched with In-Kind every year. For every dollar...\$1.00 of our grant we get, we have to give the Federal Government back a quarter...25¢. Without the generosity of parents and the community “Paying it Forward”, IVEDC Head Start would have to give program funds back to the federal government. which would affect program services.

If each family donates the equivalent of 5 hours per week, IVEDC Head Start program will meet their In-Kind requirement. There are many ways to help the program earn In-Kind. Here are a few ideas:

- Activities completed at home with your child that relates to specific educational goals or weekly topics of study.
- Share special activities with children like sharing a talent, talking about your occupation, put on a puppet show.
- Volunteering in the classroom, playing with children, cleaning the center
- Attending field trips to assist children
- Doing projects for the teacher or home visitor such as coloring name tags, cutting items out, file folder games, etc.
- Assisting on the playground
- Making repairs to the Center such as building shelves, cleaning playground, painting, etc.
- Donate equipment, materials, or supplies to be used in the classrooms or on home visits
- Serve on Parent Committee or Policy Council

Your child’s teacher or home visitor will be able to provide you additional ways to help meet our goal.

HEALTH SERVICES

Recommendations for Preventative Pediatric Health Care

		INFANCY						EARLY CHILDHOOD								
AGE	HISTORY Initial/Interval	PRENATAL ¹	NEWBORN ²	3-6 d ³	By 1 mo ⁴	2 mo ⁵	4 mo ⁶	6 mo ⁷	9 mo ⁸	12 mo ⁹	18 mo ¹⁰	18 mo ¹¹	24 mo ¹²	30 mo ¹³	3 y ¹⁴	4 y ¹⁵
MEASUREMENTS	Length/Height and Weight		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Head Circumference		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Weight for Length		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Body Mass Index		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Blood Pressure ¹⁶		•	•	•	•	•	•	•	•	•	•	•	•	•	•
SENSORY SCREENING	Vision		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Hearing		•	•	•	•	•	•	•	•	•	•	•	•	•	•
DEVELOPMENTAL/BEHAVIORAL ASSESSMENT	Developmental Screening ¹⁷								•						•	
	Autism Screening ¹⁸															
	Developmental Surveillance ¹⁹		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Psychosocial/Behavioral Assessment		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Alcohol and Drug Use Assessment															
PHYSICAL EXAMINATION ²⁰			•	•	•	•	•	•	•	•	•	•	•	•	•	•
	PROCEDURES ²¹															
Newborn Metabolic/Hemoglobin Screening ²²	Immunization ²³		•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Hematoctrit or Hemoglobin ²⁴						•									
	Lead Screening ²⁵							•								
	Tuberculin Test ²⁶					•			•	•	•	•	•	•	•	•
Dysplasia Screening ²⁷	STI Screening ²⁸							•		•			•		•	•
	Cervical Dysplasia Screening ²⁹															
ORAL HEALTH ³⁰								•	•	•	•	•	•	•	•	•
ANTICIPATORY GUIDANCE ³¹		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

● Required at this age

★ Risk assessment to be completed at this age, with appropriate action to follow

● Required at this age



★ Risk assessment to be completed at this age, with appropriate action to follow

HEALTH SERVICES

The role of IVEDC Head Start is to help our students participate fully in their learning by preventing, removing, and /or reducing health-related barriers that interfere with their development and learning.

Current Health Status

All families will provide the following information on their child:

- Parent contact information
- Emergency contact information
- Health care provider contact information
- Dental care provider contact information
- Current well child exam (on school physical form) - 1 week, 2 weeks, 1 month, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, 30 months, 36 months and annually after 3 years.
- Current dental exam (dental exam form) - yearly
*This is a requirement. We offer dental screenings at our centers to assist families meet this 90 day requirement. If you choose to not use the dental services provided, *you will be required* to complete this on your own.
- Immunization history- updated as necessary
*This is a requirement of DCFS. Your child must have immunizations to attend the center or socializations. If your child is not up to date on immunizations, a catch-up schedule must be provided and signed off from your medical doctor.
- Child's Medical History- updated as necessary and reviewed each year
- Nutrition Assessment

A TB test must have been obtained no earlier than six months prior to starting school. This test may be obtained during the school physical or well-child check. This test may also be waived on the school physical form by your medical doctor. A hemoglobin/hematocrit must be obtained before a child begins Head Start.

State law requires that all children between the ages of six months and six years have a lead screening completed before entering a child-

HEALTH SERVICES

care program or public school. It is the parent's responsibility to have this done and to submit appropriate documentation that states that this has been completed. A lead test must be obtained at 2 years of age or over to be in compliance. An elevated lead level, anything over 3.0, will require rescreening.



Screenings

In addition to the medical information families provide to the program, we will provide your child with several screenings to make sure he/she is developing as expected and there are no concerns. You will be notified of all screening results in writing either by mail, notes sent home from school, or during Parent Teacher Conferences. If you have any questions regarding any screening result, please contact your child's teacher for further information.

HEALTH SERVICES

Vision/Hearing Screening

We depend on our vision and hearing to provide the primary cues for learning about our environment. Preschoolers typically develop visually guided eye-hand-body coordination, fine motor skills, and visual motor skills necessary to learn to read. Hearing loss may interfere with speech and language development, overall health and well-being, or future school performance. Each Head Start student is required to be screened for vision and hearing. A vision and hearing screen gives us a “snapshot” of what is happening with your child. Early childhood screening can prevent the unnecessary loss of sight and/or hearing by finding these problems early, prompt care may minimize the effects of a suspected vision or hearing problem. *These screenings are required within 45 days of your child starting the program. We offer these services. We utilize the Ero Scan Hearing Screening and the Spot Vision Screener to complete hearing and vision for each child in the program. If you choose not to use our vision and hearing screening, you will be required to have these completed within the 45 days of starting the program.

Height/Weight Screen

IVEDC Head Start students will be measured for height and weight. We use the measurements of your child’s height and weight to calculate their body mass index (BMI). The BMI has been shown to be a reliable indicator for determining for most children if they are under weight, at a healthy weight, and / or at risk or overweight. IVEDC Head Start has resources to share with families for children who are over/under weight or have potential growth issues.

Social Emotional Screenings

Each family will be asked to complete a short survey about their child’s ability to cope with situations and about his overall emotional wellness. Teachers will also complete the survey on the behaviors they see in the classroom. Children with difficulty coping or who are experiencing stress in the classroom may be referred to our Mental Health Consultant for further evaluation or counseling if the family approves.

Developmental Screenings

Children will be screened with a developmental screening tool within the first 45 calendar days of attendance. This screening will help your



SCREEN TIME FOR KIDS: new recommendations

The longtime "no screen time before 2" rule is out. Here are the latest recommendations from the American Academy of Pediatrics.

18
months
or
younger



No screens are still best.

The exception is live video chat with family and friends.

18
months
to 2
years



Limit screen time and avoid solo use.

Choose high-quality educational programming, and watch with kids to ensure understanding.

2 to 5
years



Limit screen time to an hour a day.

Parents should watch as well to ensure understanding and application to their world.

6 or older



Place consistent limits on the time spent and types of media.

Don't let screen time affect sleep, exercise or other behaviors.

Set family media-free times, like meals or driving, and media-free zones, like bedrooms.

Continue discussing online citizenship and safety, including treating others with respect online and offline.

Source: American Academy of Pediatrics

HEALTH SERVICES

child's teacher/home visitor to plan an individualized program for your child's learning needs. It will also help to identify any areas of possible delayed development that may need further evaluation. Children will also be assessed three times per year using the Teaching Strategies Gold Tool along with a portfolio that is kept on each child. These assessments and progress will be shared with you at Home Visits and Parent Teacher Conferences.

Dental

Oral health is vital to your child's development. Each child is required to have a dental exam within the first 90 days of starting the program. At IVEDC Head Start, we provide a dental service that attends each center at the beginning of the school year. If you already have a dentist and don't wish for your child to participate in this dental service, they are not required to do so. If you do not have a dentist and you wish for your child to not participate in the dental service, you will still be required to get a dental exam for your child within the first 90 days of starting the program. If you are unable to locate a dentist, please contact your site teacher or the Health and Nutrition Coordinator for assistance in locating one. If a child receives an oral examination and it is determined that they are in need of further work to be completed, IVEDC Head Start staff will assist in locating a dentist that will perform the work needed. IVEDC Head Start will assist families to understand dental emergencies. A letter will be sent to the family to indicate when such an emergency is in need of attention. IVEDC Head Start staff are mandated reporters which requires them to report medical negligence, including any dental emergencies. Failure to schedule a dental appointment for such emergencies could result in a report being made.

We provide toothbrushes and toothpaste to all participants. Participants brush their teeth daily at each center. Participants in the EHS and Home Base programs are provided materials and will brush their teeth at each home visit. Toothbrushes and toothpaste will be age appropriate and toothbrushes will be changed every two months. Toothbrushes may be changed earlier due to illness or contamination.

If you are unable to pay for your child's dental work, please contact the Health/Nutrition Coordinator. IVEDC Head Start will pay for dental work on a first come first serve basis.

HEALTH SERVICES

PHYSICAL ACTIVITY

Physical activity produces overall physical, psychological and social benefits. Inactive children are more likely to become inactive adults.

All children age 2 and older should get at least 60 minutes of enjoyable, varied, moderate-intensity physical activities every day.



12.6% of children who participate in sports are overweight, compared to 16.1% of children who do not participate.

Only 1/3 of high school students get the recommended levels of physical activity.



MEDIA

Only 2% of food advertising contained a lot of fruits, vegetables, grains and beans.



90% of the ads on Saturday morning television are for foods and beverages high in fats, sodium and added sugars, or are low in nutrients like sugary cereals, fast food and snack foods.

8 to 18-year-old adolescents spend an average of 7.5 hours a day on screen time, including TV, computers, video games, cell phones and movies.



Children age 2 years and older should be encouraged to eat at least five servings of fruits and vegetables daily as well as a wide variety of other foods low in saturated fat and cholesterol.

FOOD



Children eat almost twice as many calories when they eat a meal at a restaurant compared to a meal at home.

30 years ago, kids ate just one snack a day, whereas now they are averaging toward three snacks, resulting in an additional 200 calories a day.



Children who consume more soft drinks consume more calories than kids who drink fewer soft drinks and are more likely to become overweight.

Obesity rates are the No. 1 health concern among parents in the United States, topping drug abuse and smoking.

HEALTH

Currently, less than 1% of the population, and almost no children in the United States ages 5-19, have ideal health as it relates to the American Heart Association's Healthy Diet Score.

Among American children ages 2-10, the following are overweight or obese:



CHILDHOOD OBESITY

Over the past three decades, childhood obesity rates in America have tripled and today, nearly one in three children in America is overweight or obese. The numbers are even higher in African-American and Hispanic communities, where nearly 40% of the children are overweight or obese. If we don't solve this problem, one third of all children born in 2000 or later will suffer from diabetes at some point in their lives. Many others will face chronic obesity-related health problems like heart disease, high blood pressure, cancer and asthma.

WHAT THE AMERICAN HEART ASSOCIATION IS DOING



Through our educational and fundraising programs for elementary and middle school students, we've helped generations of kids learn physical education skills, community responsibility and how to keep hearts healthy. www.heart.org/jump or www.heart.org/hops



Be the Best is an online Sudden Cardiac Arrest awareness initiative to teach teens the simple steps that can save a life — and create the next generation of Rescuers. Anyone can utilize these free tools to help start and sustain CPR and AED programs. www.bethebest.heart.org/achar



We've teamed with noted child-nutrition activist and philanthropist Kelly Meyer to create the American Heart Association Teaching Gardens. These real-life learning laboratories in elementary schools across the country are teaching students what it means to be healthy. www.heart.org/teachinggardens



Our You're the Cure advocates are the moving force behind policy change for physical education, school and childhood nutrition and other childhood obesity issues at the local, state and national levels for the AHA/ASA. www.YoureTheCure.org

Health and Wellness Guidelines

Physical Activity

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 IVEDC Head Start to keep their children and family active at home. For physical activity ideas contact your child's teacher.

Illnesses

Children should only be at Head Start when they can fully participate in the program. At the IVEDC Head Start Program we want to keep illness to a minimum in the classroom, and we are not staffed to care for sick children. Therefore we ask that you keep your child home when:

- A child has a temperature of 100 degrees or above in conjunction with other symptoms. (Please keep your child home until the temperature has returned to normal, 98.6 degrees, for 24 hours without the aid of medication to bring the fever down.)
- A child vomits or has diarrhea. Parents must keep the child home for 24 hours after the condition ends.
- A child has an undiagnosed rash. Please consult a doctor before sending the child to school. The child will need to bring a note from a doctor in order to re-enter school.
- A child has skin or mouth lesions that are draining and unable to be covered.
- A child has been diagnosed with conjunctivitis (pink eye). The child must stay home for 24 hours after taking the first dose of medication or have a note from a doctor in order to re-enter school.
- A child goes to the doctor for a strep test. The child must stay home while waiting for the results of the test. If a child is diagnosed with strep throat, the child must stay home for 24 hours after taking the first dose of medication.

Please **DO NOT** send your child to Head Start in these instances. If your child becomes ill while at Head Start, we will notify you and ask

HEALTH SERVICES

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, lice, nits or eggs.	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school
School policy may differ from your doctor's recommendation.						

you to come to pick him up within one hour. **If you cannot pick your child up within one hour after you are called, you are responsible for having a RELIABLE emergency person come for your child.** If you cannot be reached, an emergency contact person will be called to pick your child up. You will be notified if an emergency contact was reached and asked to pick up the child through text message or voice-mail to the phone number you have provided.

NOTE: *When your child returns to school after an illness he will be going outdoors as weather permits.* If you feel your child should not go outdoors, you should keep him at home.

Communicable Diseases

Some illnesses are highly contagious. IVEDC Head Start will have communicable diseases just like all public places. Germs can be spread between two children playing with blocks just as they are passed on shopping cart handles, library books, or at the playground or park. There are also communicable conditions, such as head lice, ringworm and scabies. These conditions are not diseases, but they are and can

Help Prevent the Spread of Norovirus ("Stomach Bug")

IF NOROVIRUS IS AFFECTING YOUR COMMUNITY, HERE ARE SOME ACTIONS YOU CAN TAKE TO HELP PREVENT FURTHER ILLNESS

1 Clean up surfaces

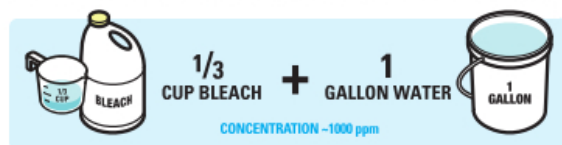
- Clean frequently touched surfaces with soapy water
- Rinse thoroughly with plain water
- Wipe dry with paper towels
- Dispose of paper towels

DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!

2 Disinfect surfaces

- Prepare and apply a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners



- Air dry surfaces unlikely to have food or mouth contact or...
- Rinse all surfaces intended for food or mouth contact with plain water before use

3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus



Facts about Norovirus



Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination

Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

People can transfer norovirus to others for at least three days after being sick.

Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



co.somerset.nj.us/health



FOOD SAFETY TRAINING

neha.org



WATER QUALITY & RESOURCES

waterandhealth.org



americanchemistry.com

disinfect-for-health.org

STOMACH “FLU” **VS.** THE “FLU”

NICKNAMES

- Stomach Flu, Stomach Bug, Pukey Flu

WHAT IT REALLY IS

- Viral Gastroenteritis

CAUSES

- Norovirus, Rotavirus

INCUBATION PERIOD

- Symptoms appear 1-3 days after exposure

SYMPTOMS

- Diarrhea, vomiting, nausea, stomach cramps, muscle aches, headache, low-grade fever

HOW LONG IT LASTS

- Symptoms typically last 1-3 days but can linger for up to 2 weeks

TREATMENT

- Fluids, bland food and rest

CONTAGIOUS PERIOD

- You can be contagious 2 days BEFORE to up to 2 weeks after symptoms appear

HOW IT SPREADS

- Fecal-Oral Route:
When poopoo or vomit particles get in your mouth!

PREVENTION

- Handwashing, quarantine and properly killing the virus
THE FLU SHOT WILL NOT HELP YOU!

SURFACE LIFE

- The virus can live on surfaces (countertops, toilets, doorknobs and even the floor) for up to 3 WEEKS!

HOW TO KILL IT

- Bleach, bleach and only BLEACH!

NICKNAMES

- Flu

WHAT IT REALLY IS

- Influenza

CAUSES

- Human Influenza A, B and C Viruses

INCUBATION PERIOD

- Symptoms appear 1-4 days after exposure

SYMPTOMS

- Fever over 100° F, nasal congestion, cough, sore throat, muscle aches, chills and sweats, fatigue and weakness

HOW LONG IT LASTS

- Symptoms typically last 1-2 weeks

TREATMENT

- Fluids, rest, pain relievers, decongestants and anti-virals

CONTAGIOUS PERIOD

- You can be contagious 1 day BEFORE to up to 7 days after symptoms appear

HOW IT SPREADS

- Inhalation of tiny droplets made when people cough, sneeze or talk. Less commonly by touching a contaminated surface

PREVENTION

- Flu Vaccination (Shot), handwashing, limited contact with infected individuals

SURFACE LIFE

- The virus usually only lives on surfaces for 24 hours

HOW TO KILL IT

- Soap and water, disinfectant wipes (Clorox/Lysol), disinfectant sprays (Lysol), alcohol-based hand sanitizer, bleach, hydrogen peroxide



HEALTH SERVICES

easily spread from one person to another. If your child is diagnosed with a communicable disease or condition please keep him/her home until the child is no longer contagious, and notify your Head Start Center. This will help your child recover more quickly and prevent other children and families from getting sick. We are required to report any communicable illnesses to the local health department.

Head Lice/ Bed Bugs/ Scabies

To decrease and eliminate cases of head lice in the school setting, IVEDC Head Start has adopted a **“NO NIT” policy** which states that any child found to have nits present must be sent home. Head checks for lice are done on the first school day of the week for every child. Par-

Policy for Head Lice

Weekly checks for head lice will be done. If a child is found to be infested with lice or nits (eggs), the parent will be notified and **MUST** send an authorized person to come pick up the child to avoid any spread of the lice to other individuals in the facility. The child must be treated with a shampoo specifically designed for head lice and follow up treatment at home. We have a **nit free policy**, which means that any lice eggs must be taken out. The child will need treated and may return to the center no sooner than the following day for a re-check. The child will be sent home until egg/nit/lice free. If you have any questions contact the Health and Nutrition Coordinator at 217-839-4431. The following are the procedures to follow if you child has head lice:

1. Buy shampoo.
2. Read the directions for the shampoo.
3. Help you child wash and comb his/her hair. Your child cannot do it alone.
4. Make sure you shampoo your child's head before you give them a bath.
5. Shampoo your child's head; leave the shampoo in for at least 10 minutes. Make sure you cover your child's eyes.

HEALTH SERVICES

6. Then use the fine toothed comb to comb out all of the nits. Make sure you do this, not your child.
7. Treat everyone's head in your family with the shampoo. If one has it, it is likely more do.
8. Vacuum all carpets and sweep all floors.
9. Wash favorite blankets and pillows along with bedclothes in hot water. Cold water will not kill the bugs.
10. There is a spray you can buy at Wal-Mart called lice spray. If you spray it on furniture and carpets, it will kill the bugs.
11. In 10 days make sure you treat your child again with the shampoo. This is very important.

With head lice, don't panic. Everyone gets them. They live off of human blood. They do not come from pets or animals. To prevent the spread of lice, discourage your child from wearing someone else's coat, hat, clothes. Make sure they do not use someone else's comb, brush, or towel.

To indicate if the nits are a new batch or old, look at how far they are from the scalp. If they are new they will be half an inch away from the scalp and if you try to pick it off, it is hard to get off. If they are old, they will come off easily and be farther away from the scalp.

Head Lice Check List

1. Check everyone who lives in your house for lice and nits.
2. Shampoo hair over sink and towel dry.
3. Apply lice treatment. Leave on for 10 minutes.
4. Rinse hair well.
5. Blow dry hair thoroughly.
6. Boil in clear water for 10 minutes ALL combs, brushes, barrettes, and headbands.
7. Wash all sheets, pillowcases, coats, and clothing in hot water and use hot dryer.
8. Put all blankets and bedspreads in a hot dryer for at least

HEALTH SERVICES

20 minutes.

9. Vacuum all carpets, hard floors and furniture. Change vacuum bag.
10. Wipe the carpet upholstery clean.
11. Wait 7-10 days before repeating the head lice treatment.
12. Do **NOT** use the lice shampoo treatment if you're pregnant or on a child under 12 months of age. **CALL YOUR DOCTOR!**
13. Check hair very carefully every 3 days for 2 weeks.

ents of those children found to have head lice will be contacted and asked to pick up their child. **You will be required to bring your child to school to be checked before the child can return to class.** If you will need transportation for this, please contact the Head Start office. Please review the Head Lice Protocol (see above) for cleaning and treatment procedures. **It is expected that the child will be treated and will usually be back to school within 24 hours.**

If scabies is suspected/diagnosed, the child will be sent home. The child may only return to the center 48 hours after the first treatment with a note from their medical doctor stating that they have been diagnosed and treated. The medical doctor must also identify a follow-up date for the secondary treatment. This date should be roughly two weeks from the first treatment date. For home based option, if scabies is suspected/ diagnosed, the home visitor will cease all visitations until 48 hours after the first treatment with a note from their medical doctor stating that they have been diagnosed and treated. The medical doctor must also identify a follow-up date for the secondary treatment. This date should be roughly two weeks from the first treatment date.

If bedbugs is suspected/ diagnosed, the child will be sent home. The child may only return to the center after a licensed exterminator has inspected the home. The licensed exterminator must document that the home is free of bedbugs OR that the home has been treated for bedbugs. This document must be submitted to the teacher/ administrative office for review prior to the child returning. For home based

HEALTH SERVICES

option, if bedbugs are suspected/ diagnosed, the home visitor will cease all visitations until a licensed exterminator has inspected the home. The licensed exterminator must document that the home is free of bedbugs OR that the home has been treated for bedbugs prior to the home visitor returning for visitations. This document must be submitted to the home visitor/ administrative office for review prior to the child returning.

Medication Administration

Only those medications which are absolutely necessary to maintain the student in Head Start, and that must be given during school hours, will be administered. Medications should be administered to students by their parents/guardians at home whenever possible. IVEDC Head Start staff will administer medication to a student only when the medication schedule cannot be adjusted to exclude school hours, or when a chronic medical problem may make administration necessary during school hours.

Medications that can be safely administered at IVEDC Head Start include:

- Those medications prescribed by your physician.
- Those not prescribed, but available over the counter, for which written instructions are given by your physician or other healthcare provider legally authorized to prescribe medication.

In order to give any medication at IVEDC Head Start the following rules apply:

- A **Medication Authorization Form** requesting that medication be given during school hours must be filled out and **signed by a parent or guardian**. **All requests** for the administration of prescription and over the counter medication **must have written instructions and be signed by a physician or other healthcare provider legally authorized to prescribe medications**.
- Over the counter medication must be brought in the original container and must have written instructions from a medical doctor.
- Prescribed medication must be brought to IVEDC Head Start by the parent or guardian in a container labeled by the pharmacy with the following clearly stated:

When having a prescription filled, please ask the pharmacist to give you a second properly-labeled bottle for school.

HEALTH SERVICES

- a. Child's Name.
- b. Physician's Name.
- c. Name of Medication.
- d. Dosage to be given
- e. Time(s) to be administered
- f. Expiration Date

Parents are required to sign in ***all medications***. Medicine (prescription and over the counter) may **NOT** be sent in a child's backpack. Medication will be given to the child by the Head Start Staff at the scheduled time. It will be staff's responsibility to document the administration of the medication in the Medication Log (HEA 007) as well as on the Medical Administration Form (HEA 004). All medications will be stored in a locked box and refrigerated if needed. The IVEDC Head Start Health Coordinator will check the medication administration form periodically and be available for any question or concerns regarding the medication(s). The IVEDC Head Start Health Coordinator has the discretion to reject, in a timely fashion, requests for administration of medications in school. (See Medication Authorization Form)

Provision for Emergency Medical Care, Treatment of Illness and Accident

In case of minor illness or accident, basic first aid will be administered on site by Head Start staff. Staff is trained in first aid and CPR. Staff will be capable of administering first aid or CPR until emergency medical services arrives. If an illness or accident requires additional medical attention, the child will be transported by ambulance to the nearest hospital. A staff member will accompany the child to the hospital until the parent has arrived. The parent will be notified immediately. If the parent cannot be contacted, the emergency contact person will be contacted. If that person is not available, the local police department will be contacted to locate and inform the parent or legal guardian of the situation with their child. IVEDC Head Start carries insurance to cover any injury or accident that may occur to a child while in attendance at IVEDC Head Start.

Sunscreen

To help prevent overexposure to the sun's ultraviolet rays that can cause harmful effects to the body, the IVEDC Head Start Program will apply sun screen to those children whose parent / guardian have given their consent. Consent for the application of sun screen must be

HEALTH SERVICES

obtained each school year. Sun screen will not be applied to children who do not have a signed consent form on file. (See Permissions Form) This also applies to any lotions, bug sprays, or topical ointments.

Toilet Training

A child who is not toilet trained, regardless of whether or not the child has a disability, shall not be denied placement in a center or home based program. Children in the center are encouraged to wear pull-ups rather than diapers to help promote toilet training. Parents/guardians or volunteers are not permitted in the restroom with children that are not related to them.

We allow and enable all children to learn independent toileting skills when it is developmentally appropriate and supported by parents. All appropriate sanitation procedures will be followed according to the Illinois DCFS Licensing Standards Section 407.340. Head Start will provide pull-ups and wipes to all the Head Start Centers who have children involved in toilet training. If a special request is made by the parent for a specific brand of pull-ups and/or wipes, medical documentation will be needed for this request to be approved. Adaptive toilet training seats will also be accessible at each of the Head Start Centers. Toilet training will begin when the parents/guardians and teacher feel that the child is developmentally ready. Each child being toilet trained will have an individual written, developmentally appropriate, toilet training plan developed by the teacher in conjunction with the child's parents/guardians. (HEA 023) Having both the teaching staff and parents/guardians share in the progress and successes will reinforce a positive toilet training experience and outcome. Children involved in toilet training will be treated with respect, provided positive reinforcement, and given as much privacy as possible.



NUTRITION

During the course of the Head Start program day, breakfast and lunch (and snack where applicable) will be served. Head Start gives special attention to the food requirements of children. Water will be offered to the children throughout the school day. Children are encouraged to eat and experiment with new foods. Food is not used as a reward or a punishment. All staff is expected (and any other adult present is encouraged) to eat at the table with the children and converse with them. Mealtime is a happy, pleasant experience for all. The meals are planned to provide children the opportunity to become familiar with different foods, and experience a variety of food shapes, textures and colors. Per Head Start standards, meals are served family-style. We encourage the children to try all meal components with the appropriate portion sizes. Seconds will be offered to children after they try other items from their tray. Meals are not served family-style at the centers located in school districts, or if significant illness is reported at the center.





Food allergies (form NUT 019) and religious food exemptions (form NUT 016) will be accommodated. IVEDC Head Start requires forms to be completed for both accommodations by a physician.

IVEDC participates in the Children and Adult Care Food Program (CACFP). This means that IVEDC provides meals and snacks for each child at each center. No outside food is permitted in the centers. Each meal or snack follows Illinois State Board of Education (ISBE) Nutrition and Wellness Program's Meal Pattern For Children guide and is reviewed by a dietician prior to the start of school.

IVEDC staff is required to obtain food handler certifications to serve children breakfast, lunch and snacks. IVEDC Head Start will pay for the volunteer to attain their food handler certification. A volunteer may not help serve the children unless a food handler certification is obtained and given to the site director to keep posted in the kitchen. This certification is a requirement for staff and we request that volunteers refrain from assisting with meals or obtain the certification. If you would like to obtain a certification, alert your site director and we can assist you in the process!

DISABILITY SERVICES

IVEDC Head Start encourages the enrollment of children with disabilities. IVEDC Head Start offers children with disabilities the opportunity to learn and play alongside their peers. The full range of IVEDC Head Start services; including health, nutrition, social services and parent involvement, are available to families of children with disabilities. Parents are supported in developing parenting practices which effectively meet the needs of their child.

The program works closely with the local school districts to coordinate any services a child may need when services are available. The Special Services Coordinator will be available to help your family through any process involving referrals, screenings, or IEP services. Students with dual enrollment with local school districts will be signed into the care of the school district at the time of transfer.



Integrated Pest Management Procedures

It is the policy of IVEDC Head Start to incorporate the following Integrated Pest Management (IPM) Procedures for control of structural and landscape pest. These pests and pesticides can pose significant hazards to people, property, and the environment.

Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes of day care centers. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property, or the environment.

Pest Management

Pest management will:

- Reduce any potential harm or protect against a significant threat to public safety;
- Preserve the integrity of the school buildings or structures;
- Prevent interference with the learning environment of the students;
- Prevent pest from spreading in the community or to plant and animal operations beyond the site.

Integrated Pest Management Procedures

Site directors at each Center will be responsible for pest management operations at their Centers. They will report to the Facilities Coordinator or Head Start Director about any potential problems with pests and for further instruction. Written documentation will be kept at each center on parent notification, pest monitoring, and pesticide applications.

Monitoring will be completed on a monthly basis (or more often if problems arise) and documented on the Pest Management Monthly Monitoring Form. If pests are found during monitoring, staff will determine if it's a health, nuisance, or safety issue. They will complete the Pest Management Report and then take appropriate actions.

FACILITIES

Staff will follow effective pest management tips found in the Practical Guide to Management of Common Pests in Schools. The choice of using a pesticide will be based on a review of all other available options and a determination that these options alone are not acceptable or feasible. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action, will be considered. When it is determined that a pesticide must be used to meet important management goals, the least hazardous material will be chosen.

Notification

If pesticide is needed, parents will be notified at least 2 working days prior to but not more than 30 days prior to the pesticide application at the IVEDC Head Start Center. This will either be done in a newsletter, calendar or a note sent home. Staff will also post notes in the building accessible to parents as to when pesticides will be applied. Pesticides may not be applied while children are present. Children cannot be in the building until 2 hours after pesticide application.

Pesticide contractors will apply pesticide in the afternoon or evening hours after the children have departed from the center or on the weekends when children are not in attendance. If there is an imminent threat to health or property, a staff member will sign a statement describing the circumstances that caused the health threat and ensure that a written notice is provided to parents as soon as practicable.

Educating IPM Participants

All staff will be educated on the IPM program following the IPM strategies located in the Integrated Management of Structural Pests in Schools 1994 handbook. Staff will learn about the basic concepts of IPM and how the principles are being applied. Parents will be notified of the IPM program in the parent handbook.

Recordkeeping

Records of pest monitoring, parent notification, and pesticide use will be kept on site to meet the requirements of the state regulatory agency. Records will be current and up to date. The site director will be responsible for the record keeping.

FACILITIES

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount needed for use during the year. Pesticides will be stored in an appropriate, secure site that is not accessible to students or unauthorized personnel and disposed of in accordance with USEPA-registered label directions and state regulations.

Pesticide Applicators

In most cases IVEDC Head Start will contract application to certified applicators. In rare cases when pesticides are applied by staff, the site director will evaluate the situation and follow regulations and label precautions.

Radon Testing

IVEDC Head Start is required by the Department of Children and Family Services (DCFS) to test their facilities for radon at least once every three years by a licensed Radon Measurement Professional. The report of the most current radon measurements will be posted at each Head Start center.

Water Lead Testing

IVEDC Head Start is required by the Department of Children and Family Services (DCFS) to test their facilities for lead in the water. For those Head Start classrooms inside a school district, the school district will be required to test the water. The report of the most current results will be posted at each IVEDC Head Start center.

Drills

All IVEDC Head Start children participate in monthly fire drills, two tornado drills, and any other emergency drills as needed.

FAMILY SERVICES

- FCD Specialists will assist families in setting a goal and support families while working toward that goal.
- FCD Specialists will help families find solutions to meet the family's needs.
- FCD Specialists can offer the following services:
 - Adult education (GED, CNA, CDL, CDA)
 - Energy Assistance
 - Housing Assistance
 - Transportation services



ADDITIONAL POLICIES OF INTEREST

Pet visits

Pets are welcome to visit IVEDC Head Start during Pet Study. These visits must be planned in advance. Parents must ask classroom teachers if pets may visit and provide up-to-date vaccinations. Classroom teachers must notify all parents of the impending pet visits. Reptiles, birds, monkeys, ferrets, turtles, iguanas, psittacine birds (birds of the parrot family) or any wild or dangerous animal is prohibited. Pets are not allowed in the food preparation area.

Policy regarding personal information

IVEDC Head Start classroom staff will not release any information on a child without the permission of the parent. The release of information signed by the parent at the time of enrollment allows IVEDC Head Start to pass information on to the public school such as health and developmental screening results prior to the child's entry into kindergarten.

Planned means of communication between the program and parents

Phone calls, emails and texts are the easiest methods of communication. Teachers will contact parents by phone for injuries and sick children. Make sure to have updated phone numbers on record at all times. Parents can call the Center between the hours of 8:00 a.m. and 2:30 p.m., Monday through Friday. If you have any questions or concerns regarding your child that require discussion with the teacher, please call after 2:00 p.m. when the children have left the Center.

Newsletters and notes are sent out from IVEDC Head Start and the teachers. Newsletters contain information about important upcoming events, educational activities taking part in the classroom, community events, and field trips. It is important to read your child's newsletters and keep in a safe place for reference. Feel free to send in notes with your child to communicate with the teacher. You can place in a child's backpack or hand notes to bus drivers and monitors for teachers also.

Mail will be used for some communication purposes although generally not the first option. Mailed items will be a last resort to reach a family.

ADDITIONAL POLICIES OF INTEREST

Illinois Valley Head Start Communication Plan

Teacher

- If you feel there is an issue to discuss, please begin with your child's classroom teacher. They may be contacted at the center during the hours of 8:00 am. to 2:30 p.m. If it is not an emergency, please wait until all children have left the facility. Home Visitors may be reached at their office from 8:00 a.m. to 4:30 p.m.

Site Director

- If you have spoken with your child's classroom teacher and the issue has not been resolved, contact the Site Director during the hours of 8:00 am. to 2:30 p.m. If it is not an emergency, please wait until all children have left the facility.

Education Coordinator

- If you have spoken with the Site Director and the issue has not been resolved, contact the Education Coordinator to resolve the issue or involve additional personnel to resolve the issue at 217-839-4431.

Head Start Director

- If you have spoken with the Education Coordinator and the issue has not been resolved, contact the Head Start Director to resolve the issue at 217-839-4431.

Executive Director

- If you have spoken with the Head Start Director and the issue has not been resolved, contact IVEDC Executive Director to resolve the issue at 217-839-4431.

ADDITIONAL POLICIES OF INTEREST

IVEDC Head Start uses a system to alert parents through ChildPlus text and email. This system will be used to remind families of events, items due, and other information. Parents will not be able to respond to these texts and emails. Parents are automatically enrolled into the text and email feature. If a family wishes to be removed from ChildPlus text and email, please contact your child's teacher to be removed.

Planned lines of communication between the IVEDC Governing Board, Head Start Facilities, Staff & Parents

There is a formal method of communication to ensure communication between all persons and groups involved in IVEDC Head Start. These specifics are outlined in the By-Laws of the Governing Board, IVEDC Head Start Policy Council & IVEDC Head Start Parent Committees. As stated under Parent Meetings-Policy Council in this Parent Handbook, parents are provided with the opportunity to participate in parent meetings at their center and be elected to the Policy Council where they can provide input into the operation of the Head Start Program. In addition, Head Start parents serve as members of the Governing Board and report back to the Policy Council. Elected parent Policy Council members provide feedback to their parent committee at their local center. Staff receive information and updates regarding program changes and goals and objectives during pre-service training in August, throughout the program year at regularly scheduled staff meetings and through emails and memos.

Home Visits & Parent Teacher Conferences

An initial home visit is required prior to your child's enrollment in the IVEDC Head Start. Important information is gathered about your child and your family. An additional home visit will be scheduled February and two parent teacher conferences are scheduled in November and May. Please remember that Home Visits take place in the home unless otherwise scheduled with the parents. The purpose of parent conferences is for the teacher to share your child's progress and to plan activities for home and classroom to help your child learn and grow. Parent/Teacher Conferences are held at the center. Your child's teacher will work with you to plan the home visit for a time that is convenient for you. If an emergency comes up, please let the staff

ADDITIONAL POLICIES OF INTEREST

know that you must change your appointment as soon as possible. Of course, you are welcome at any time to request an additional conference to discuss any concerns or questions you may have.

Head Start Transition Program

The Kindergarten Transition Program is set up for families that have children going into kindergarten. When your child is ready for this transition you will receive a checklist of things to do before the first day of school, a summer activity calendar, and a transition kit with additional activities, a children's book about kindergarten, and materials to help you prepare your child and your family for this very important change.

At IVEDC Head Start, we believe that children as well as parents will feel more at ease with change if they have a better idea about what to expect when they make that change. We work together with the public schools to share information that is important for you to know. Some of our centers plan visits to the kindergarten classrooms at the local school for the children who will be moving on.

As a parent you may be concerned with how your child's specific needs or special needs will be met when he enters kindergarten. We will work together with you to help answer any questions and to communicate your concerns.

We believe that this transition program will be a great help in preparing you and your child for kindergarten. If you would like more information about this program, you can contact the Education Coordinator at (217) 839-4431.

Early Head Start children will also transition to IVEDC Head Start. Although this change is not as dramatic as entering kindergarten, children are often concerned about a new teacher and a new setting. Prior to a child's transition to the center based Head Start, a visit to the classroom will be set up with the teacher and the family.

Fees

Although IVEDC Head Start operates as DCFS Licensed Day Care Center, no fees of any type are charged to families for the participation

ADDITIONAL POLICIES OF INTEREST

of their child in the program. IVEDC Head Start program is provided free of charge to all families who meet the federally defined eligibility requirements which are based on family income.

Insurance

IVEDC Head Start maintains liability insurance in case of accidents.

Other

No weapons including firearms and knives are allowed at centers or Learn and Plays.

All adults must sign-in and sign-out on the Volunteer Sign-in Form and wear a visitor's badge for the entire time in the center.

Only center staff will admit parents and visitors into centers.

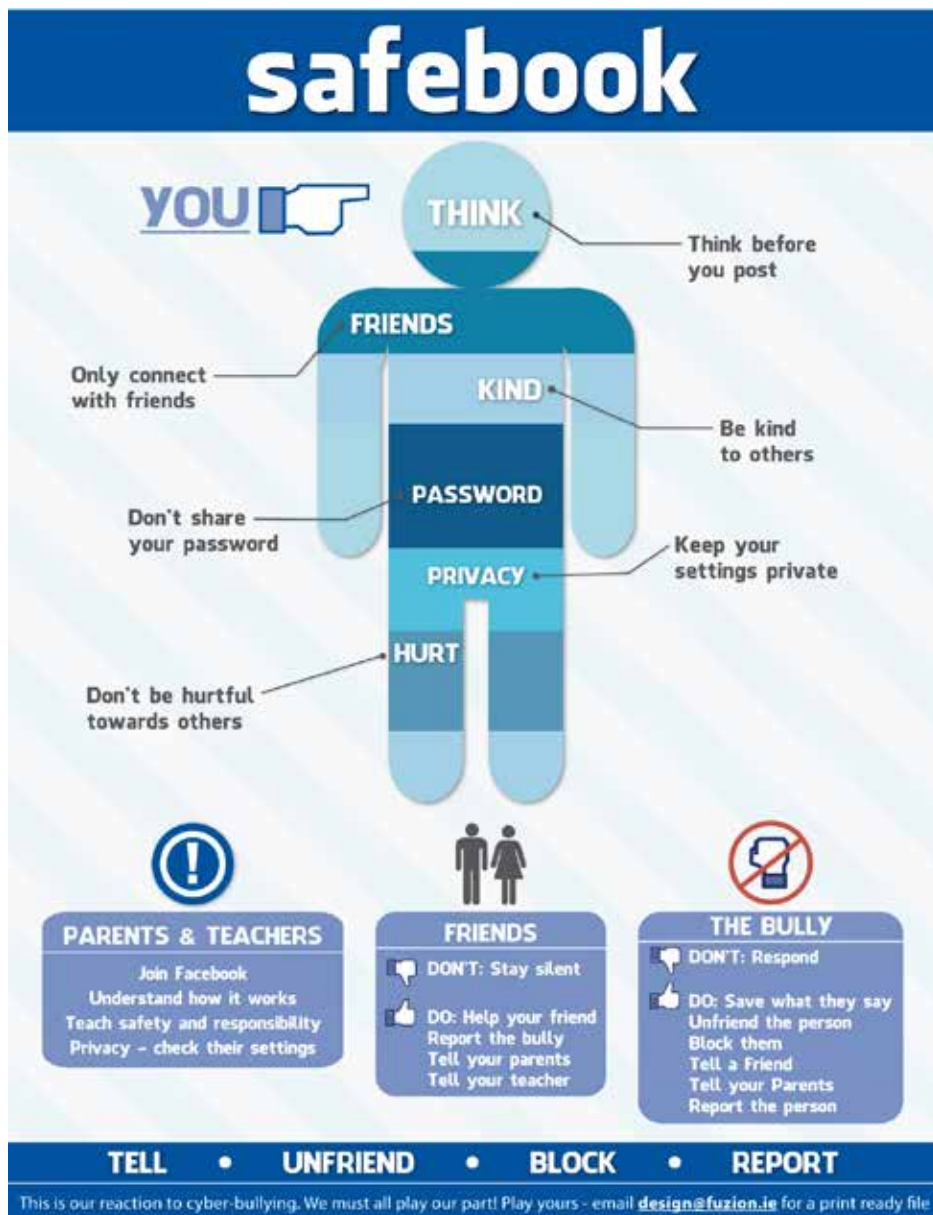
School Closure Days

- Centers in school districts will follow the school district calendar for closures.
- Snow days: Centers follow the school district. If your local school district closes then your center is closed. If your center serves more than one school district, any school closure results in center closure.
- Center site director will send out a ChildPlus text message and email stating that Head Start is closed.



APPENDIX

Social Media





Think B4 U Post

Follow these five simple rules when you're publishing anything, anywhere.

1. Would your grandma want to see that?

Is that photo / video / comment appropriate for a wide public audience, your future husband, your future child, your future employer? Remember, what goes online can stay online forever.

2. Do you really think that's private?

Don't publish personal information (last names, birthdays, phone numbers, etc.) just because it says it's private, doesn't mean it can't be republished by someone else.

3. Would you say that to someone's face?

If you don't have something nice to say, don't say anything at all. Portray yourself, your peers and your community in a positive light.

4. Is that your work to publish?

How would you feel if someone stole your work and said it was theirs?
Have you credited the original owner?
Have you licenced it so someone else can use it?

5. What if someone published a photo like that of you?

Don't publish media of others in a light you wouldn't want published of yourself. If you're not sure, don't post.



Licensed under a Creative Commons Attribution Licence
Created by Garry Baker, Hiromi Hosoi, Joy Seed & Mitch Norris
Design by www.misternorris.com

APPENDIX

Master House Cleaning List

Daily	Weekly	Monthly
<ul style="list-style-type: none"> ✓ Make Beds ✓ Wash dishes ✓ Scrub kitchen sink ✓ Wipe kitchen counter ✓ Wash kitchen table ✓ Declutter paper pile ✓ Stain treat laundry ✓ Wash, dry, fold and put away 1 load of laundry 	<ul style="list-style-type: none"> ✓ Wash door knobs ✓ Wash all mirrors and glass (TV and doors) ✓ Empty and wipe out trash cans ✓ Scrub toilets ✓ Wash all hard floors ✓ Wash bathroom sinks and counters ✓ Wash towels ✓ Clean tubs and showers ✓ Dust furniture ✓ Vacuum carpets ✓ Wash sheets ✓ Wipe down kitchen appliances ✓ Clean out fridge ✓ Grocery shopping 	<ul style="list-style-type: none"> ✓ Wipe down all doors ✓ Dust ceiling fans ✓ Vacuum along baseboards ✓ Wash light switch plates ✓ Wash legs of all tables and chairs ✓ Wash all railings ✓ Tidy inside kitchen cabinets/pantry ✓ Wash throw blankets ✓ Clean out freezer ✓ Wipe down bathroom cabinets ✓ Dust air returns ✓ Clean inside of oven & microwave

Every 1-3 Months	Every 6 Months	Every 12 Months
<ul style="list-style-type: none"> ✓ Change furnace filters ✓ Clean pantry, checking for expired items ✓ Wash car seat covers 	<ul style="list-style-type: none"> ✓ Vacuum exhaust fans ✓ Vacuum behind and under all furniture ✓ Wash rugs ✓ Launder comforters ✓ Wash decorative towels ✓ Wash all baseboards ✓ Wipe down kitchen cabinets ✓ Dust tops of cabinets ✓ Dust all lights/ fixtures ✓ Clean closets ✓ Wash blinds ✓ Wash windows ✓ Clean oven ✓ Change batteries in smoke detectors 	<ul style="list-style-type: none"> ✓ Wash curtains ✓ Vacuum behind fridge ✓ Vacuum behind washer and dryer ✓ Remove and wash floor vents

APPENDIX

Community Services Block Grant

ILLINOIS VALLEY ECONOMIC DEVELOPMENT CORPORATION OFFERS SERVICES THROUGH THE COMMUNITY SERVICES BLOCK GRANT

- ❑ ASSISTANCE WITH GENERAL EDUCATION DIPLOMA (GED) TESTING
- ❑ CERTIFICATIONS IN VARIOUS VOCATIONAL TRAININGS
- ❑ FINANCIAL ASSISTANCE FOR COLLEGE (BOOKS/SUPPLIES)
- ❑ GAS VOUCHERS/BUS PASSES/CAR REPAIRS (FOR EMPLOYMENT/EDUCATION)
- ❑ UNIFORMS/TOOLS (FOR EMPLOYMENT)
- ❑ PRESCRIPTION/DENTAL/MEDICAL EQUIPMENT ASSISTANCE
- ❑ MEDICARE/BENEFIT ACCESS
- ❑ SCHOLARSHIPS
- ❑ EMERGENCY SHELTER
- ❑ FOOD VOUCHERS
- ❑ RENTAL DEPOSIT
- ❑ CHILD CARE STIPENDS
- ❑ WATER DEPOSIT



**LIFE'S CHALLENGES AREN'T
STUMBLING BLOCKS.
THEY ARE THE BUILDING
BLOCKS OF SUCCESS!
LET US HELP!**

FOR MORE INFORMATION REGARDING ELIGIBILITY, CALL YOUR LOCAL
OUTREACH OFFICE TO SPEAK WITH A FCD SPECIALIST

CALHOUN COUNTY

618-576-2218

GREENE COUNTY

217-942-6824

JERSEY COUNTY

618-498-9521

MACOUPIN COUNTY

217-839-4431

APPENDIX

Education

**DO YOU WANT A NEW AND EXCITING CAREER,
BUT NEED HELP GETTING STARTED?**

ILLINOIS VALLEY ECONOMIC DEVELOPMENT CORPORATION
CAN HELP YOU BECOME A CNA, CDA, OR OBTAIN A CDL!
CALL YOUR LOCAL OUTREACH OFFICE TO SPEAK WITH A
FAMILY & COMMUNITY DEVELOPMENT SPECIALIST

YOU MAY QUALIFY FOR THE FOLLOWING TO BE PAID FOR:

- TUITION
- BOOK FEES
- STATE CERTIFICATION TEST
- BACKGROUND CHECK
- PHYSICALS AND TB TESTING
- UNIFORMS
- MONTHLY GAS STIPEND

YOU MAY BE RESPONSIBLE FOR THE FOLLOWING:

- ENROLLING IN A PROGRAM
- CONTACTING YOUR FCD SPECIALIST WEEKLY
- COMPLETE A BACKGROUND CHECK
- PROVIDE PROOF OF TRANSPORTATION
- PROVIDE STUDENT ATTENDANCE/STIPEND TIME SHEET

WHAT YOU GET FROM THE PROGRAM:

- ACQUIRE NEW EMPLOYABLE SKILLS
- DEVELOP SELF-RELIANCE
- INCREASE CONFIDENCE, SELF-ESTEEM AND INDEPENDENCE
- HOLD **ILLINOIS CERTIFIED NURSE ASSISTANT CERTIFICATION, COMMERCIAL DRIVER'S LICENSE, OR CHILD DEVELOPMENT ASSOCIATE CERTIFICATION** TO OPEN DOORS TO NEW OPPORTUNITIES.



**ILLINOIS VALLEY WILL PROVIDE YOU WITH THE TOOLS AND RESOURCES THEY HAVE AVAILABLE
TO HELP YOU REACH YOUR GOAL. CALL A FCD SPECIALIST TODAY TO GET STARTED!**

MACOUPIN COUNTY
217-839-4431

JERSEY COUNTY
618-498-9521

GREENE COUNTY
217-942-6824

CALHOUN COUNTY
618-576-2218

Child Support Information

Due to a federal initiative to promote child support services, Head Start is actively engaged in providing each enrolled family with information about the Head Start procedures for referring families in need of services linked to child support, paternity obligation, and enforcement. Each Head Start teacher and outreach worker knows the steps to take to get you and your family on the road to receiving the proper services. Listed below are different agencies that can answer questions, as well as offer services. Before calling, have the following information handy, for quicker service:

- Custodial parent name & address
- Name of dependent children & their birth dates
- Non-custodial parents name & address
- Social security numbers for all
- All employers names, addresses, and numbers

Illinois Child Support Enforcement Division/Inquiry Line

1-800-447-4278

www.illinois.gov

Paternity Establishment

1-800-447-4278

Illinois Lawyer Referral

1-800-922-8757

www.illinoislawyerfinder.com

Land of Lincoln Legal Assistance

310 Easton Street, Suite 330

Alton, IL 62002

1-618-462-0029 or 1-800-642-5570

www.lollaf.org

Head Start Offices:

Calhoun County: 1-618-576-2218, Greene County: 1-217-942-6824,

Jersey County: 1-618-498-9521, Macoupin County: 1-217-839-4431

Child Abuse Information

In Head Start, we cover all types of topics, but no topic has a greater need to be discussed than child abuse and neglect. It is a terrible occurrence in too many homes in this area, and throughout the country. But together, with the right information, everyone can help stop this crime.

First, the victims of child abuse and neglect are helpless individuals. All adults are responsible for reporting and stopping any form of child abuse or neglect. The Illinois Department of Children and Family Services has a toll-free number that is open 24 hours/day for reporting purposes. That number is **1-800-252-2873**. Attached is a flyer explaining just what is child abuse, how to report it, when to report, and what else can be done in child abuse/neglect situations. Below are the addresses for your local DCFS offices:

Macoupin County:
1022 N. High
Carlinville, IL 62626
217-854-2566

Tri-County Area:
108 S. State
Jerseyville, IL 62626
618-498-9561

www.state.il.us/dcfs

Also, if you feel you would like to talk to someone about the effects of child abuse, there are counselors at your local county mental health office who are more than willing to aid you in whatever you may need. Listed below are the numbers for each county:

Locust Street Resource Center
320 S. Locust Street
Carlinville, IL 62626
217- 854-3166
After hours hotline: 217-854-3135
www.locuststreet.org

Wellspring of Jerseyville
221 East County Road
Jerseyville, IL 62052
618-639-2010
www.wellspringresources.com

Finally, if you feel you and your children are in a dangerous situation and need help contact:

Oasis Women's Center
800-799-7233 (National)
618-465-1978 (Alton)
618-498-4341 (Jerseyville)

TEN WAYS TO PREVENT CHILD ABUSE IN YOUR COMMUNITY

Preventing child abuse should be everyone's concern. In your own community you can help to strengthen families who are responsible for the well-being of their children. Every small effort can bring big rewards and will make a difference in the quality of life in your community. Here are 10 ways to get started:

- 1 Support activities that raise public awareness during April, National Child Abuse Prevention Month. Contact a local agency for information on becoming involved.
- 2 Volunteer at a local child abuse program. Parent support groups, crisis centers, and hotlines are typical programs that often welcome volunteers. Check your telephone directory for names of agencies in your area.
- 3 Report suspected abuse or neglect. Keeping children safe means that each of us has an obligation to inform authorities if you have a reasonable suspicion that children are being harmed. Your concern may mean that children are protected from an abusive environment.
- 4 Advocate for services to help families. Communities need comprehensive services that address issues that affect families. Parenting programs, health care, and housing needs are all important to maintaining healthy children and families.
- 5 Speak up for non-violent television programming for children. Let local television stations and sponsors of network programs know that you consider excessive violence inappropriate for impressionable young viewers.
- 6 Make a contribution to a child abuse prevention organization. Your donations are put to good use in much-needed community programs. Prevention services are critical to preventing child abuse and to strengthening families.
- 7 Help a friend, neighbor, or relative. Someone you know may be struggling with his or her parenting responsibilities. Offer a sympathetic ear or a helping hand. Assisting occasionally with child care or offering to locate sources of community help can be a tremendous boost to someone under stress.
- 8 Help yourself. Recognize the signs that indicate outside help is needed. If you feel overwhelmed, constantly sad, angry, and out of control, get some help. Remember, it is a sign of strength, not weakness, to ask for help.
- 9 Support and suggest programs on child abuse prevention sponsored by local organizations. Kiwanis Clubs, Exchange Clubs, PTAs, church groups, and women's and men's clubs all offer excellent opportunities for raising public awareness in the community. In addition, several national organizations, including the National Black Child Development Institute and the National Indian Child Welfare Association, can assist communities in preventing child maltreatment.
- 10 Promote programs in schools. Teaching children prevention strategies can help to keep children safe from those who would perpetrate abuse on them.

Provided by the National Committee to Prevent Child Abuse

APPENDIX

Tooth Brushing

BRUSHING YOUR TEETH

1 Ages 2-5, squeeze a pea-sized amount of fluoride toothpaste onto a small, soft toothbrush. Under 2, only a smear should be used.

2 Using small circular motions, gently brush the insides of your teeth. Make sure to jiggle along every tooth down to the gums.

3 Using a back and forth motion brush along the chewing surfaces of your back teeth. (molars)

4 Using small circular motions again, gently brush the outsides of your teeth. Make sure to brush all the way down to the gums.

5 Repeat steps 2-4 on your top and bottom teeth. Be sure to brush every tooth until they are nice and bright!

6 Don't forget to brush your tongue! Germs and bacteria can be found anywhere in your mouth, so include your tongue when brushing.

Brush your teeth for 2 minutes every time so you can keep your smile bright!

DAY

Brush your teeth at least twice a day. Once when you wake up and again before bed. For a brighter smile, brush after every meal.

NIGHT

- Parents should assist with tooth brushing until your child is approximately eight years old.

- Use a Brushing Chart (found on our website at www.alohakidsdds.com under Tooth Brushing) to help your child keep track of their daily brushing habits.

- The basis for this chart was provided by StarSmilez®

Parental Responsibilities and Rights

Responsibilities

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, a volunteer worker or a paid employee and to contribute my services in whatever way I can toward enrichment of the total program.
- To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
- To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
- To work with the teacher, staff and other parents in a cooperative way.
- To guide my children with firmness, which is both loving and protective.
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs which help to improve health, education and recreation for all.

Rights

- To take part in major policy decisions affecting the planning and operation of the program.
- To help develop adult programs which will improve daily living for me and my family.
- To be welcomed in the classroom.
- To choose whether or not I participate without fear of endangering my child's right to be in the program.

APPENDIX

- To be informed regularly about my child's progress in Head Start.
- To be always treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff, which will help his total individual development.
- To be able to learn about the operation of the program, including the budget, and the level of education and experience required to fill various staff positions.
- To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
- To be informed about all community resources concerned with health, education and the improvement of family life.
- To consent to share my child's records. This may be revoked at any time.
- To inspect my child's participant file, amend that file, have a hearing to challenge the information in the file, and to have a copy of the file.

Stop for Bus



Get Water Wise Supervise



“I left her in the bath for just a second.”

It only takes seconds for a child to drown while her caregiver is distracted by a phone, doorbell or other children.

Drowning is the leading cause of unintentional death for children ages one to four. Most drownings result from inadequate supervision when a caregiver becomes distracted by a phone, doorbell or other children.

Young children drown quickly and silently in as little as one inch of water. For every child who drowns, five more need emergency medical care for injuries that can result in life changing brain damage.

Childhood drownings occur in backyard swimming pools, bathtubs, baby pools, decorative garden ponds, lakes and rivers, ditches, and even buckets. The good news is that drowning tragedies can be prevented by constantly supervising children at all times when they are near water.

Swimming pool safety

Appoint an adult who can swim to watch children while they are in the pool. The supervising adult should not read, talk on the phone, mow the lawn, leave or turn her back on the pool area, or do any other distracting activity while watching the children.

Don't consider your children to be 'drown-proof' because they've had swimming lessons.

Keep ladders, patio furniture and toys away from above-ground pools. Toddlers are better climbers than you might think!

Fence in your pool completely and install a self-closing, self-latching gate. Pool safety covers and alarms provide added protection.

Young children should wear or use personal flotation devices, but these devices **do not** replace adult supervision. They could deflate or slip from underneath a child, leaving him in a dangerous situation.

Remind baby-sitters and other caretakers not to leave children unattended near or in water.

Keep pool water clear and remove floats and other toys when the pool is not in use. Cloudy water and items floating in the water may prevent a child from being seen.

Learn CPR and keep rescue equipment, a telephone and emergency numbers near all pools. Seconds count when it comes to preventing death or serious injury.

Save a life: constantly supervise kids near water.

**Get water wise...
SUPERVISE!**

For more information,
visit www.DCFS.illinois.gov
or call 312-814-6847

APPENDIX

Cannabis Flyer



What you need to know!

Guidelines for foster homes, day care facilities and child welfare agencies. Cannabis (which includes cannabis-infused products) for medical or recreational use is limited by state statutes.

Not Permitted



Child Care

- Undertaking any task under the influence of cannabis would constitute negligence, professional malpractice or professional misconduct
- Possessing cannabis in a private residence that is used at any time to provide licensed or unlicensed child care (day care and foster care) or other similar social service care on the premises
- Using cannabis in a private residence that is used at any time to provide licensed or unlicensed child care (day care and foster care) or other similar social service care on the premises
- Using cannabis in any public place
- Using cannabis knowingly in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Pilot Program Act
- Smoking cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act
- Facilitating the use of cannabis by any person who is not allowed to use cannabis under either the Cannabis Regulation and Tax Act or the Compassionate Use of Medical Cannabis Pilot Program Act

Not Permitted



Motor Vehicle

- Using cannabis in any motor vehicle
- Possessing (driver or passenger) cannabis in a motor vehicle except in a sealed, odor-proof, child-resistant cannabis container

Cannabis for medical or recreational use in the presence of children under 21 years of age is limited by state statutes.



STILL HAVE QUESTIONS?
Call DCFS Foster Care Licensing Information
1.877.746.0829

www2.illinois.gov/DCFS

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Illinois Department of
DCFS
Children & Family Services

Agency Staff Directory

223 S. Macoupin St., P.O. Box 88
Gillespie, IL 62033-0088
T: (217) 839-4431, F: (217) 839-3647
www.ilvalley-edc.org

Please contact the content area specialist with any questions.

Executive Director:	217-839-4431 ext. 221
Head Start Director:	217-839-4431 ext. 227
Head Start Secretary :	217-839-4431 ext. 240
Education Coordinator:	217-839-4431 ext. 203
ERSEA & Transportation Coordinator:	217-839-4431 ext. 225
Health & Nutrition Coordinator:	217-839-4431 ext. 239
Special Services/PFCE Coordinator:	217-839-4431 ext. 238
FCD Specialist for South Macoupin Center and Southwest Macoupin Center:	217-710-9352
FCD Specialist for Carlinville Center and North Macoupin Center Base:	217-710-2724
FCD Specialist for Calhoun Center, Greene Center, and Jersey Center:	217-710-9466
FCD Specialist for EHS/Home Based:	217-710-9356



Calhoun Head Start

Calhoun Elementary School
52 Poor Farm Road, PO Box 553
Hardin, IL 62047
618-576-2334

Carlinville Center Base

610 North Charles
Carlinville, IL 62626
217-854-6736

Greene Center Base

302 Higbee
White Hall, IL 62092
217-374-2390

Jerseyville Center Base

111 East Main
Otterville, IL 62052
618-498-6922

North Macoupin Center Base

Viriden Elementary School
231 W. Fortune St.
Viriden, IL 62690
217-965-5424

South Macoupin Center Base

314 East Central
Benld, IL 62009
217-835-2239

DIRECTORY

Southwest Macoupin Center Base

Brighton North Primary School
201 East City Limits Road
Brighton, IL 62012
217-742-2725

Home Based

223 South Macoupin Street, PO Box 88
Gillespie, IL 62033
217-839-4431, 217-839-3647 (fax)

FCD Specialists

South Macoupin & Southwest Macoupin
Jerseyville, Greene, & Calhoun
North Macoupin, Carlinville & Home Based
EHS & Home Base



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Illinois Valley Economic
Development Corporation
Head Start/Early Head Start Program

223 South Macoupin Street
PO Box 88
Gillespie, IL 62033
Phone: 217-839-4431
Fax: 217-839-3647
Website: www.ilvalley-edc.org

