

# GENERAL INFORMATION



**Head Start**  
**Fayette County School Corporation**  
**306 W 16th**  
**Connersville, IN 47331**  
**(765) 827-0191, Extension 232**

***Hours of Operation***

Morning sessions are from **8:00 AM** to **11:30 AM**.  
Afternoon sessions are from **11:30 AM** to **3:00 PM**.

Six half-day Head Start classrooms are open  
**Monday** through **Thursday** weekly.

**Eastview 1 (825-9126, ext. 1)**

**Eastview 2 (825-9126, ext. 2)**

**Fayette Central (825-6261, ext. 211)**

**Grandview 1 (825-2981, ext. 232)**

**Grandview 2 (825-2981, ext. 234)**

**Magic Moments Head Start (825-1375)**

**Family Services**

Debbie Barrett  
Andrea Spicer  
Julie Cox  
Mendi Gordon

827-0191, Ext. 232  
825-9126, Ext. 3  
827-0191, Ext. 239  
825-6261, Ext. 212

All Schools, Special Needs  
Eastview  
Grandview  
Fayette Central, Magic Moments

**Health Services**

Mary Congleton  
Cynthia Hunt  
Jill Kennedy

827-0191, Ext. 235  
825-9126, Ext. 4  
825-6261, Ext. 219

Grandview  
Eastview  
Fayette Central, Magic Moments

**OUR MISSION...**

*The Mission of Fayette County School Corporation Head Start is to serve low*

***income, special needs and at-risk three to five year old children, not eligible for kindergarten, and their families. Our program provides comprehensive, high quality education, health and social services to enrolled families within Fayette County.***

***Services are provided in an inclusive social setting by professional, competent, and compassionate staff. We believe these services promote the growth and development of children and families while improving their quality of life in an ever changing society.***

## **OUR VISION...**

**2015-2018**

***We will continue to provide quality services for children and families and be on the forefront in advocating for programs in our community that shape the future.***

- FCSC Head Start will continue to pursue excellence by pursuing the standards of NAEYC accreditation.
- Through partnerships, programming will be offered that results in a more well-rounded population.
- Professional and competent staff will work together to solve problems and will be secure in what they are doing and the values they hold.
- FCSC Head Start will continue to implement best practices in order to meet each child's individual needs.
- Children and families who meet income guidelines will continue to be served by the program.

## **OUR PHILOSOPHY: The Values That Shape Our Work**

### Professionalism:

Making decisions in the best interests of the Head Start program and families in an ethical, confidential, and knowledgeable manner.

### Accountability:

Responsibility for carrying out program goals with measurable results.

### Competence:

Possessing the knowledge and initiative to successfully and confidently carry out job duties.

### Compassion:

Accepting diversity, acting with empathy, humor, and sensitivity; and showing respect and patience for all.

### Honesty:

Communicating and interacting with staff, families, and community in a truthful, straightforward, yet tactful manner.

### Flexibility:

Adaptable to new circumstances; carrying out duties with resiliency.

### LONG TERM GOALS (through 2018)

1. Gather long term data to analyze strengths and weaknesses in instructional practices and make needed adjustments. Provide ongoing professional development to reflect the adjustments.
2. Partner with other local agencies to share information and promote education relating to the community's available childcare, transportation and preventative health care services for families.
3. Encourage and support all staff to further formal education in the early childhood and social services fields.
4. Continue to update technology for children and staff.
5. Continue to maintain facilities and playgrounds as appropriate.
6. Continue use of ongoing monitoring system that addresses child development, health, and family service timelines and follow-up.

### SHORT TERM GOALS (2017-2018)

1. Strengthen annual planning process and ongoing analysis to drive decision making relating to new Performance Standards as well as child outcomes, mid-course corrections, and program improvements.
2. Expand communication to meet the needs of families in order to maintain positive relationships.
3. Review and improve the process of enrollment, Family Partnerships, home visits, and conferences to reduce barriers that prevent effective relationship building.
4. Improve the educational opportunities for families in need of assistance relating to prevention and follow-up in the areas of health and nutrition.
5. Program will begin staff training and implementation of procedures that will be required by the new Performance Standards.
6. Improve outreach, recruitment, and enrollment procedures to address needs of the community and maintain full enrollment.

### ***Admission to Head Start***

All children are eligible for enrollment regardless of race, color, religion, gender or national origin. Children must be at least three years of age by August 1 of the program year and meet the

Federal Family Income Guidelines for Head Start. Some children identified for special needs are admitted through CF Special Services. There is no charge for children who are accepted into the program.

### **2017 HHS Poverty Guidelines**

Size of Family	48 States and D. C.
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960

### ***Assignment to Class***

Children will be assigned to a Head Start attendance area when possible. Exceptions may be made through the Head Start Coordinator if the parents provide transportation.

If a family moves to another attendance area, the child may continue at the former school if the parent provides transportation. The child may enter the class in the new attendance area if there is a vacancy. If the class is full, the child will be put at the top of the waiting list until there is a vacancy.

**HEAD START PROGRAM**

## **EDUCATION**

### ***Staff***

The teacher is a full-time licensed teacher who plans and implements the day-to-day classroom operations. The teacher is assisted by 1 assistant teacher. Nutrition/bus aides will assist the teacher and students also. Adult supervision will not exceed a ratio of 1:10.

### ***Curriculum***

Three, four, and five-year old children learn differently than older children and adults.

When you visit the class, you may be surprised to see that the children spend a great deal of the day playing. **This is the way young children learn.** The curriculum model used in Head Start is called High Scope. Head Start teachers are trained in early childhood education. Parents may be asked to participate in the classroom or on a committee. Workshops in child development are offered throughout the program year.

### ***Assessment***

Assessments are used to measure a child's development and on-going growth and progress.

ACUSCREEN: All children are screened within the first 2 weeks of enrollment.

GALILEO: All children are assessed using this tool on a on-going basis throughout the school year.

HATCH: All transition children are assessed using this on-line assessment throughout the school year.

**Results are shared with parents and kept in confidential school records.**

### ***Arrival and Departure***

All children are required to enter and depart with an adult. Please notify the teacher if someone other than the usual person will be picking up your child. All parents/adults will need to notify a staff member of the child's arrival/departure and sign in/out on the designated form.

**We cannot release your child to someone who is not listed on your child's emergency contact card.** Children will be released only to the parent or a person named by the parent and identification will be required. Parents will provide any court orders preventing particular individuals from having contact with a child and the center shall keep a copy on file. If an impaired/intoxicated person insists on removing a child from the classroom/bus, the police will be notified immediately.

Unless there are unusual circumstances, parents are expected to adhere to the times of the Head Start sessions. **Please do not bring your child more than 10 minutes before class begins and pick him/her up promptly at the end of class.**

### ***Visitor's Pass***

All schools are secured facilities with only the front doors being unlocked. Visitors **must** sign in at the office and obtain a visitor badge or pass. Parent volunteers in the classroom must also sign in at the office.

### ***Transportation***

The program offers transportation both to and from most Head Start classrooms with the exception of the Eastview 2 class. The Eastview 2 class has limited transportation offered and is a parent transportation classroom. In addition, some classrooms may have walk zones where bus service is not provided. The buses run on a tight schedule, and the drivers want your child to have a safe ride. Seat belts/harnesses will be worn by the children. **Because of busy streets and extra time with harnesses/seat belts, parents should have their children ready and waiting at the proper time and walk them to the bus. Be sure you are waiting when it is time for your child to arrive home. Bus drivers have been instructed not to wait if you and your child are not ready. Frequent waiting for parents to come out to the bus may result in loss of bus riding privileges.**

Be sure to notify your child's teacher if someone other than the usual person will be meeting the child when he arrives home. The bus driver must see you before releasing the child. **You must walk out to the bus to meet your child. The driver cannot release children to anyone not listed on the bus card.** If no one is home or the person at home is not on the card, the child will be brought back to the classroom (morning class) or the **Resource Center, 306 W 16<sup>th</sup> St.** (afternoon class.) Car riders will follow the same procedure. Parents will be notified and will be responsible for picking up their child. ***The Head Start Coordinator may call Child Protective Services for repeated cases.***

**Please do not ask the bus driver to take your child to any other location except the usual one.** All transportation changes must be approved by the Head Start Coordinator. The Fayette County School Corporation Transportation Department must have 5 school days notice before taking your child to a different home destination than usual. Notify your child's teacher or Family Service worker of the needed change, and Head Start office staff will approve and notify the transportation department **if the change is within the Head Start transportation district.**

### ***Discipline Policy***

All children are worthy of the same respect that adults are given and are expected to treat each other with that same respect. It is very important that a child's development is nurtured through caring, patience and understanding. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted. When these behaviors occur, we will respect your child, establish clear rules, be consistent in enforcing rules, use positive language to explain desired behavior, speak calmly while bending down to your child's eye level, give clear choices, redirect your child to a new activity, and move your child to a time-out chair (for no longer than one minute per year of your child's age) if necessary. If your child's behavior is very disruptive or harmful to himself or other children, this will be discussed with you privately.

### ***Confidentiality***

All information about families and children who apply for admission into the Head Start program is strictly confidential. Staff members are not permitted to discuss facts about the families with anyone outside of the program. With the family's permission, information may be shared with agencies or other persons necessary to meet the needs of the family. All child and family records are stored in locked files. **NO pictures of Head Start children (other than your own)**

taken on a field trip can be posted on any web-based sites such as Facebook, My Space, Twitter, Insta-Gram, ect., due to confidentiality issues.

### ***Attendance***

In order to provide the best learning situation for each child, it is necessary that the child attend regularly. Head Start requires us to have an attendance rate of 85%. **Each day your child is unable to attend class, please call the teacher.** Per recent Head Start regulations, our program must call each parent of an absent child within one hour of school beginning if we do not know why that child is absent. If a child is absent for more than 3 days without a call, the Family Service worker will also make contact with the family to assist in getting the child back in school.

### ***Clothing***

Children learn by playing. They will use paint, clay, water, sand, etc. They will be indoors and outdoors almost everyday. Gloves, hats and coats are a must on cold days. A layered outfit that is loose fitting, comfortable, and OK to get dirty is preferred. Remember to allow for temperature changes during the day. Tennis shoes are fine, but sandals are not good for protecting little feet.

### ***Personal Items***

Head Start cannot be responsible for breakage and/or loss of any items that a child brings to the school. It is preferred that toys are not brought from home. The teacher's discretion to determine the appropriateness will be used for any item that is brought to the school by the child. **Under no circumstances will guns or other weapons be allowed at school: toy guns and weapons are not allowed in the classroom either.**

### **Birthdays and Holidays**

Each child will be recognized on his/her birthday. (Birthday treats are not allowed according to Fayette County Schools policy.)

The holidays celebrated are designed to provide enjoyment for the children as well as to aid in the understanding of our cultural heritage and that of other people. These celebrations are intended to provide a social experience for the children.

It is not our intention to offend or be disrespectful to any person or their values. The children help plan and prepare activities related to the celebration. If there are any concerns, please discuss them with the classroom teacher.

### ***Routine Trips, Field Trips, Special Outings***

Field trips for your Head Start child are planned throughout the school year to provide children with educational enrichment experiences. Head Start follows all Fayette County Schools' field trip policies. Parents will be asked to sign a permission form for each routine trip during the year. These trips include any activities or walks that are near the school.

Parents will be notified in advance of any trips that might be taken. A staff member trained in first aid will accompany each group on a field trip. The first aid kit, attendance list, and emergency medical cards will be taken along on each trip. Parents will be asked to sign and

date permission forms for each field trip or special outing that we take. The Head Start focus of field trips for parents/guardians is to promote parent engagement in your Head Start child's education. Your participation helps our program to show parent engagement (with your own child); a required part of Head Start.

REMEMBER: Parent/guardian participation in field trips in grades kindergarten through grade 12 have a different focus than those in Head Start. Kindergarten through grade 12 field trip participation (of parents/guardians) centers on the need for chaperones for the class. Parents participating in grades kindergarten through 12<sup>th</sup> grade field trips supervise their own child and other children; therefore, the number of parents serving as chaperones is dependent on availability of chaperone slots. There is a limit of positions for adults on K-12 field trips.

**Parents (who clear an approved background check) may be invited to accompany children on field trips.**

- Additional adults may be needed to supervise the children closely so that no one gets lost or hurt during the field trip.
- More adults may be needed to talk to the children about what they are experiencing so that children learn new words and new ideas.
- **Field trips are for Head Start children only.** It is a time when the parent can be with their Head Start child, talk with the child and experience an activity with the child without other brothers and sisters competing for attention.

**The parent or other family member who is asked to accompany children on field trips must understand and agree to abide by the following guidelines:**

1. **For the safety of all children, parent and community volunteers must have an approved criminal history check by the school corporation/Head Start BEFORE attending a field trip or supervising children for a school activity. All participation will be at the discretion of the school principal and Head Start Coordinator.**

2. Every parent may not be invited to accompany the children on every field trip. Because

of bus regulations, size of building where going or attendance restrictions imposed by field trip hosts, it may be impossible to accommodate everyone. **For their safety, children must ride the Head Start bus to and from the field trip.** The field trip is not a family outing. No more than one adult from each family will be asked to join in the field trip.

3. The field trip is an educational experience just the same as a classroom day at school and **all school rules apply. SMOKING IS NOT ALLOWED** at school functions, like field trips. Alcoholic beverages are not allowed. No guns, knives or other weapons may be taken. No cursing or other vulgar language should be used. Proper dress by adults is a must. Remember that while parents are on the field trip, they are a role model to all the children as are the staff.
4. Field trips are not the time to talk to the teacher about a child's problems or the problems of other children or adults. Schedule another time if you need to talk to the staff. The teacher is responsible for the safety and education of the children, and the class needs her complete attention.
5. Field trips are for Head Start students only. Remember that you have responsibilities to the children of the class and your own child while on this trip. Please arrange to have someone else take care of your younger children while you are on the field trip. Under no circumstances should older children be taken out of their classes in order to attend a Head Start field trip.
6. Cell phones should be used only for emergencies on a field trip.
7. **NO pictures of Head Start children (other than your own) taken on a field trip can be posted on any web-based sites** such as Facebook, My Space, Twitter, Insta-Gram, ect., due to confidentiality issues.

## **HEALTH**

Head Start believes that the health of the child directly affects how well the child is able to learn. All enrolled children are required by Head Start and licensing standards to have a physical examination, bloodwork, and up-to-date immunizations within 30 days of enrollment. **Your child's participating in Head Start will be suspended if this and all other requirements are not met.**

All enrolled children are also required to receive hearing and communication screenings, and vision and dental exams. If a problem is identified, the child are required to be referred for additional testing or treatment.

### ***Management of communicable diseases***

No child or staff member will remain in school with the following conditions:

1. mouth temperature of 99.8 degrees or more
2. any suspicious skin rash
3. a cough or cold when associated with a temperature elevation
4. a severe sore or inflamed throat
5. discharging reddened eye or eyes
6. head lice or scabies
7. any other symptom of a communicable disease

**The following procedure will be taken for children developing the above symptoms during the school day:**

1. Notify the parent and arrange for the child to be sent home as soon as possible.
2. Keep the child as comfortable as possible.
3. Keep the child under close observation to note any changes in his/her condition until the parent arrives.
4. The program will notify parents if there is a communicable disease in the classroom.

Children will be readmitted to Head Start when they are free from fever, diarrhea, and vomiting for 24 hours; the school nurse finds the symptoms have disappeared; or when the child brings a physician's note that the condition is not infectious.

***Head Lice Procedure: Head checks of all children are routinely completed in Head Start classrooms. When head lice is found, the child will be excluded. To be readmitted to class, the parent must call Head Start health staff for an appointment for a recheck.***

### ***Injuries and accidents***

A staff member trained in first aid will be on duty at all times. There is a first aid kit in the classroom. For minor injuries the child will be treated, and the parent will be notified when the child is picked up.

**For any serious injury or accident, the following procedure will be used:**

1. Notify the school nurse, principal, or designated first aid personnel.
2. Administer first aid as needed.
3. Call the Emergency Unit, if necessary.
4. Notify parents.

### ***Medication***

We do not dispense any non-prescription medication without a written script from the child's doctor.

Any prescription medication must be clearly labeled with the child's name, type of medication, purpose, and dosage in the original prescription bottle. Medications should never be carried by the child and may only be given by school office staff. **DO NOT SEND MEDICATION ON THE BUS!** Parents must bring the prescription bottle into school and sign a separate release form.

### **Child Abuse**

The Coordinator, Administrator, teacher, or any other employee or worker at the Fayette County School Corporation Head Start is required by Indiana law to report any suspicions of child abuse or neglect to the State Department of Public Welfare.

### **Safety guidelines**

The Fayette County Head Start will adhere to the following guidelines:

1. Children will be supervised at all times while in attendance.
2. Children will be accompanied by an authorized adult when entering or departing Head Start.
3. Children are released only to legal parents/guardians. Exceptions are possible if the parent/guardian notifies the teacher verbally or in writing that the child will be picked up by a particular person on a particular day.
4. There is always immediate access to a telephone within the Head Start room for emergency use.
5. The emergency exit and weather alert plan is posted by the door of the classroom.
6. A fire drill and/or tornado drill will be held each month.

### **MENTAL HEALTH**

Head Start believes that the family is the main influence and educator of the child. It is important to promote good mental health in the entire family. If you need help with children's behavior, marriage counseling, depression, stress, step-parenting, anxiety, or anything else, please contact your Family Service worker.

The Head Start staff focuses on fostering a positive self-image in each member of the family. Building and increasing self-esteem is one of the primary goals of the Head Start program.

### **NUTRITION**

All children funded by the Head Start program receive healthy meals and snacks which comply with USDA daily requirements at no cost. Breakfast, lunch, and P.M. snack will be served. Menus will be sent home with the child. All designated staff in the classroom are required to sit and eat with the children. Parent volunteers are encouraged to eat with the class. **(Children entering the program through funding by CF Special Services are asked to complete the free/reduced lunch form for our records.)**

## HEAD START NUTRITION POLICY

The information below was taken from the Federal Regulations governing the Head Start Program.

1. Children and designated staff, including volunteers, eat together sharing the same menu and socializing experiences in a relaxed atmosphere. Exceptions to the menu will be made to accommodate children's health problems as directed by written doctor's orders submitted at least 1 week in advance.
2. Food is not to be used as punishment or reward, and children are encouraged but not forced to eat or taste.
3. Sufficient time is allowed for children to eat. Slow eaters should be allowed sufficient time to finish their food. A leisurely meal time pace should be encouraged.
4. Opportunities will be provided for the involvement of children in activities related to meal service. Examples: Helping to set places, cleaning up places, passing out napkins and eating utensils.

## **SOCIAL SERVICES**

The Head Start program is designed to be of assistance not only to the enrolled child, but to the entire family. Head Start staff have been trained in providing support to the family. Your child's teacher will be asking many different questions about the needs of your family. Please do not be offended. Because we try to meet the needs of the family, these questions are necessary. All information which you give to any staff member will be held strictly confidential. This information is released only to persons/agencies necessary to meet your family's needs. You are not required to provide this information if you do not wish to.

The Family Service worker helps individual families overcome personal, social or emotional problems by helping them find the proper agencies in the community that can help. She cooperates and consults with teachers and parents in assessing the strengths and needs of families having difficulties and helps the family develop plans to solve their problems. She conducts or arranges parent education classes and special interest meetings. She encourages parents to get involved in school readiness, family literacy and in the classroom. She is a person you can call if you are having a crisis. She can't solve all of your problems, but she can listen, make you aware of choices and help you make a plan.



## **PARENT INVOLVEMENT AND ENGAGEMENT**

The philosophy of Head Start is that the parent is the child's first and most important teacher. Head Start believes that the gains made by the child must be understood and built upon by the family and the community.

It is important to note that parents cannot be required to volunteer. However, it is a goal of this program to involve all parents in some way. Since there are so many different ways to become involved, we hope that everyone will find something they enjoy doing.

At least two conferences will be held between the parent and teacher to discuss the concerns, growth, and expectations of their child. Parents are encouraged to attend Head Start parent activities. The teacher may ask a parent who has passed the criminal history check to assist in classroom activities. Any parent with a talent or special interest that they are willing to share is encouraged to contact the teacher and schedule the activity. Volunteer calendars or "cut out" activities may be sent home by the teachers. **All parent volunteers are required to have a criminal history check before volunteering in class or on a field trip.**

Staff is required by Head Start to make at least 2 home visits to each family during the year. They will meet with the parent and find out if there is something the Head Start program can provide to help the parent become involved.

Volunteering everyday in your child's classroom may not be beneficial to your child. Part of your child's preschool experiences include making the transition from home to school and accepting the separation from parents. Some children behave differently when parents visit. We encourage parents to schedule a day once a month to volunteer. We also ask that you do not bring younger children with you when you volunteer. All parent and community volunteers are required to have a criminal history check before volunteering in the classroom. **Cell phones should not be in use during volunteer time. You can not post any pictures of children in the classroom on Facebook, My Space, Twitter, Insta-Gram, etc.**

### **CODE OF CONDUCT**

- I will implement positive strategies to support children's well-being and prevent and address challenging behavior.
- I will respect and promote the unique identity of each child and family and will not stereotype on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
- I will follow program confidentiality policies concerning personally identifiable information about children, families, and other staff

members.

- No child will be left alone or unsupervised while under my care. I will place the welfare of the children as a primary concern, including the need to assure that students are under supervision at all times.
- I will not maltreat or endanger the health or safety of children.

### Parent Rights and Responsibilities

YOU HAVE THE:

- ....RIGHT to be involved in your child's education.
- ....RIGHT to talk to your child's teacher by appointment.
- ....RIGHT to confidentiality concerning your child's education and records.
- ....RIGHT to review your child's records at any time.
- ....RIGHT to be your child's advocate.
  
- ...RESPONSIBILITY to send your child to school everyday (85%) unless child is sick.
- ...RESPONSIBILITY to bring and pick up your child on time.
- ...RESPONSIBILITY to be waiting for the bus when your child is picked up/dropped off.
- ...RESPONSIBILITY to provide required income documentation and health follow-up.
- ...RESPONSIBILITY to dress your child appropriately according to school dress code.

# Parent Involvement Funny Money

**In order to encourage parent involvement, an incentive program called “Funny Money” will continue this year. Parents can earn “money” by volunteering in various capacities as follows:**

- **Parent meetings/Policy Council..... \$2**

- **Classroom volunteer..... \$2/hr**
- **Field trips..... \$2/trip**
- **Trainings/parent/child workshops..... \$2**

- **Fatherhood programs..... \$2**
- **Second Steps Video..... \$2**

- Surveys..... \$2
- Parent/Teacher Conferences..... \$1
- G.E.D. (per class attended)..... \$1
- Other volunteer activity..... \$1  
(cut outs at home, etc.)

Your Family Service worker will send your earned “Funny Money” home. All volunteer work must be documented on signed IN-KIND cards to qualify. Each family is responsible for their own Funny Money .

Examples of some items that can be purchased with Funny Money are: coloring books, crayons, children’s books, toys, light bulbs, candles, soap, shampoo, detergent, towels, and more! GED testing can even be paid for with Funny Money by prearrangement with your Family Service worker.

There will be at least 2 cash-in days for Funny Money. The first date is planned for sometime in November or early December, just in time for Christmas. The second cash-in day is planned in May. Suggestions are welcome.

**Funny Money Opportunities**  
**Parent/Child Activities**  
(DATES ARE SUBJECT TO CHANGE)

**AUGUST**  
*Orientation*

Classroom orientation meetings  
Pedestrian Safety Training

**SEPTEMBER**  
*Volunteer Education*

Parent Training: Volunteer training at parent meetings. Volunteer handbook given to all families.

*Sub Training*

Training will be held during September or early October for anyone who is interested in subbing in Head Start classrooms.

*Health*

CPR Training as requested by parent groups.

Movie Night

Fatherhood program at each site.

**OCTOBER**  
*Oct. 19, 20*

Parent/Teacher Conferences

Field Trips

Parent/Child Activity

*Health*

GOAL: Parents will be shown the importance of physical health and development skills, including physical health status, health knowledge and practice, and fine and gross motor skills.

*Nutrition*

Fatherhood Activity

**NOVEMBER**

Silly Safari

*Literacy* GED orientation night

*Mental health* Motherhood Activity  
GOAL: Parents will be given info on social & emotional development, including social relationships, self concept, self regulation, and emotional & behavioral health.

**DECEMBER**

December/Christmas activities will be held in all classrooms.

*Parent Ed* GOAL: Activities will included creative arts expression, such as music, movement, art, and drama.

**DECEMBER**

Funny Money Cash-In and Give Away Day

**JANUARY**

*Parent Ed* Parent/Child Activity  
GOAL: Parent will be given tools for language development, including receptive and expressive language.

Movie Night

*Jan. 25, 26* Parent/Teacher Conferences

**FEBRUARY**

School Readiness Carnival

*School Readiness* Parent/Child Activity  
GOAL: Parent will be shown strategies about approaches to learning, including initiative & curiosity, persistence & attentiveness, and cooperation.

**MARCH**

*Parent Ed* Fatherhood Activity

Field Trips

**APRIL**

Transition meeting will be held in April with kindergarten

*Transition & Literacy* teacher.  
GOAL: Parents will be shown skills for literacy knowledge, including book appreciation, phonological awareness, alphabet knowledge, print concepts & conventions, and early writing.

## **MAY**

Parent/Teacher Conferences or Home Visits

*Parent Ed*

Fatherhood Activity and Program

Funny Money Cash-In

## **PARENT GROUPS**

**Each class has their own parent group which is made up of parents of children in the program. The parent group will meet once each month.**

**All parents are encouraged to be a part of their Parent Group. The activities will be held during a time which is convenient to the majority of the parents. Child care is provided during the activity.**

**During the activity, you will be able to help plan many exciting events for yourself and for your child, such as: field trips, parties, and classroom activities. You will make decisions about the parent funds and choose topics for trainings which can be held during your parent activities.**

**At your first meeting you will select four officers; Chairperson, Vice Chairperson, Secretary, and Alternate Secretary. These people will lead your parent group, and two elected members will represent your group at Policy Council (one elected member will represent the full day class).**

### **During a Parent Activity:**

- The Chairperson will start the meeting on time.
- The Secretary will pass around a "sign-in" and the minutes of the last meeting will be read.
- The Chairperson will report on the Parent Activity Funds.
- The Chairperson will call for any business items, getting approval or denial on each item discussed.

- Announcements will be made of upcoming Head Start or community events.
- The group will set a date and time for the next activity/meeting.
- People should not talk among themselves during the meeting.
- Please vibrate/silence your cell phone. If you have a cell phone call or text, please take the call outside of the meeting room.
- Children may be in childcare during the activity or with their parents. Parents are responsible for their children and should keep children with them at all times. It is not appropriate to let children run around during an activity. All school rules apply during Head Start activities.
- If you have a comment, raise your hand. When you are recognized by the Chairperson, you may state your question or opinion.
- After your statement, there will be discussion.
- If appropriate, someone will make a motion to accept or reject the motion and it will then be seconded by another person. The group will then vote by saying “yes” or “no”.

## **Responsibilities of the Officers**

### CHAIRPERSON

- A. May meet with the teacher and set up a plan for the monthly parent activity.  
Plan should include:
  1. Attendance sign-in
  2. Policy Council Report
  3. Any classroom business needing to be discussed
  4. Announcements, Community Events
  5. Date and Time of Next Meeting
  6. Educational Activity & Curriculum
- B. Will conduct a business meeting.
- C. Will attend Policy Council once per month.
- D. Will share with Policy Council any interesting parent group activities.

E. Will share Policy Council happenings with the parent group.

F. Will present a parent fund report.

### VICE CHAIRPERSON

- A. Will assume duties of Chairperson in his/her absence.
- B. Will attend Policy Council meeting monthly.

### SECRETARY

- A. Will take written minutes of parent meeting, sign name and date, and turn them in to the teacher immediately after the meeting.
- B. Minutes should include a list of people attending the meeting.
- C. All expenditures of parent funds must be approved by parent group, and motions showing approval must be included in the minutes.

### ALTERNATE SECRETARY

- A. Will assume the duties of secretary in his/her absence.

## WHAT IS POLICY COUNCIL?

Policy Council is made up of at least 51% parents of children currently enrolled in the program. Professionals in the education, health, business, and social service fields may also serve on the council as well as past parents and other interested people in the community. Staff members, the Coordinator, and the Family Service workers may attend Policy Council but are not members and have no voting rights.

It is the responsibility of the Fayette County School Corporation to develop policies that meet the performance standards of Head Start. However, the Policy Council must be consulted and must approve these policies. Policy Council members assist in developing and approving all program goals and budget each year. Policy Council members also have input into the recruitment, screening and hiring of all employees. Individual concerns are not dealt with by the Policy Council until properly channeled through the Parent/Volunteer Complaint Procedure with no resolution.

During Policy Council you may...

- Listen to upcoming events in the Head Start program.
- Share your classroom/parent group experiences with other parents.
- Share your ideas about Head Start.
- Make decisions about the operation of the Head Start program.
- Gain insight into other social service programs.
- Represent Head Start at the local, state, and national levels.

The Chairperson and Vice Chairperson or the elected representative of each parent group will serve on Policy Council as voting members. All parents are welcome to attend Policy Council meeting but do not have voting privileges. Policy Council usually meets at the Resource Center on the second Friday of the month at 9 A.M.\* (\*Subject to change by the Policy Council.)

2017-18 Policy Council Meetings:  
 October 13<sup>th</sup> , November 10<sup>th</sup> , December 8<sup>th</sup> ,  
 January 12<sup>th</sup> , February 19<sup>th</sup> , March 16<sup>th</sup>  
 April 13<sup>th</sup> , May 11<sup>th</sup>

FAYETTE COUNTY SCHOOL CORPORATION  
 HEAD START  
 COMMITTEES

**Health Advisory Committee**

A committee made up of health professionals, community representatives, staff and parents. It meets in October and April in order to advise on the development of the health services and health education program and must be informed of program health procedure changes. Health Advisory Committee members may also be consulted throughout the program year for assistance with program issues.

**Self Assessment Committee**

This committee meets from November through February in order to review all components of the Head Start program. Needs and recommendations are determined by this committee in order to develop the annual budget, grant, and goals for the program. These reviews must be completed by February in order for the Policy Council to approve the grant application for the next year at the March meeting.

### **Curriculum Committee**

This committee is made up of staff, parents and community members. The committee meets annually to review the current Head Start curriculum and determine if any changes need to be made.

### **Public Awareness and Recognition**

This committee will investigate ways in which parents, staff, community members, and students can be rewarded and/or recognized for the many ways they contribute to the success of the program. The committee will determine the meeting schedule.

### **Personnel Committee**

All parent Policy Council members may be asked to serve on interview committees and recommend to the Policy Council new employees that may be hired. Members are trained in interview techniques and how the law applies to questions that candidates may be asked. In addition, the committee will be convened in the event of a Head Start staff member being placed on probation or terminated. The committee meets as needed.

## **PARENT/VOLUNTEER COMPLAINT PROCEDURE**

The Fayette County School Corporation believes that most problems can be solved by good communication between parents, staff members, administrators and the community. Parents and volunteers are urged to talk to staff members when they have a concern, be good listeners and attempt to reach a solution that is satisfactory to all. If a compromise can not be reached, then parent/volunteer complaints should be handled in the following manner:

1. If a parent/volunteer has a complaint regarding a Head Start staff member or procedure, the parent/volunteer has the right to report the complaint verbally to the staff member involved. The parent or volunteer must do this within five working days of a specific complaint. The staff member must respond to the complaint in writing within three working days. The complaint must be documented by using the Head Start parent/volunteer complaint procedure form.
2. If the parent is not satisfied by the staff member's response, the parent/volunteer will report the response of the staff member to the Head Start Coordinator. The coordinator will have three working days to respond to the parent/volunteer.
3. If the parent/volunteer is not satisfied with the coordinator's response, the

parent/volunteer will report the complaint to the building principal. The principal must respond within five working days.

4. If the parent/volunteer is not satisfied with the principal's response, the parent/volunteer will report the complaint to the Assistant Superintendent of the Fayette County School Corporation. The assistant superintendent must respond within fourteen working days.
5. If the parent/volunteer is not satisfied with the assistant superintendent's response, the Fayette County Board of Trustees will consult with the Head Start Policy Council. The school board/Policy Council must respond within thirty working days. The Policy Council will serve as the final arbitrator of unresolved complaints.
6. All complaints and reports must be in writing and must follow the necessary chain of command.

Fayette County School Corporation  
Head Start  
Parent/Volunteer Complaint Form

Name of person filing complaint: \_\_\_\_\_

School: \_\_\_\_\_

Name of person complaint is against: \_\_\_\_\_

Date complaint occurred: \_\_\_\_\_

Brief description of complaint:

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~  
Response:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Staff Member)

Complaint resolved Yes \_\_\_\_\_ No \_\_\_\_\_ Date resolved: \_\_\_\_\_

DATE

\_\_\_\_\_ Sent to Head Start Coordinator Response Date: \_\_\_\_\_

\_\_\_\_\_ Sent to Principal Response Date: \_\_\_\_\_

\_\_\_\_\_ Sent to Assistant Superintendent Response Date: \_\_\_\_\_

\_\_\_\_\_ Sent to FCSC School Board Consult Date: \_\_\_\_\_

\_\_\_\_\_ Sent to Head Start Policy Council Response Date: \_\_\_\_\_

## RESOURCES



# How to Ask for Help

1. **Decide what the problem really is.**

- What is happening?
- How long have you had this problem?
- Who is it a problem for?

2. **Gather together documents and information for the problem.**

- Medical Information
  - \*doctor's & dentist's name and addresses
  - \*medical records/card
  - \*immunization records
- Legal Papers
  - \*birth certificates
  - \*social security cards
  - \*divorce/custody papers

3. **Check the resource directory for help.**

4. **Contact the agency and ask for help.**

- Be clear about what you want.
- Be respectful and courteous.
- Have your documents together.
- Write down what the agency tells you, the date & the person's name.
- Repeat the information so you know it's right.

5. **If the agency can't help you - ASK WHO CAN.**

6. **BE PERSISTENT.**

- You may need to make several contacts and talk to many people.

*Hang in there.*

FATHERHOOD

Special opportunities for fathers to volunteer in Head Start: watch for special meetings at each site, special speakers for dads, and field trips with dad. See your Family Service worker for more information.

### HEAD START LITERACY PROGRAM

Head Start encourages those without a GED or high school diploma to work towards that goal.

To assist with this, Head Start refers families to the Adult Basic Education Programs. (Assistance with child care during GED times can also be arranged, when possible.)

For more information, contact Whitewater Career Center at 825-0521 and select #1 for Adult Basic Education. You can also ask your teacher or the Family Service worker to assist you.

### PARENTING CLASSES

Welcome to the world of parenthood! Why didn't someone tell you there were going to be days when you would feel: **old** before your time, **tired** before 11 a.m., and **too upset** to think straight.

Would you have believed them, if they had?

The fact is you're a parent now, and those children are yours. But, you're not alone (lots of parents feel the way you do), and things can get better.

So, take a few moments, just for yourself, and learn how to make the rewards of parenting equal the demands.

Opportunities for parents to increase their skills will be offered throughout the school year. In addition, referrals to community parent classes can be made. For information, contact your Family Service worker.

### TRANSITION PROGRAM

Transition is a part of our lives. As things change, we also have to change. Sometimes change is hard, so transitions take time and planning.

It is important for parents to help their children during their early transitions in to and out of the Head Start program. As children learn to adjust to new schools, teachers, and routines, they gradually gain skills that will help them deal with changes throughout their lives.

Head Start will provide support to students and families to make the transition from other programs to Head Start and from Head Start to kindergarten. Your Family Service worker and Head Start teacher will help by being available for questions, attending transition conferences with parents, planning meetings with kindergarten teachers, and arranging programs.

Call your Family Service worker for more information.

*“It is still true, no matter how old you are---when you go out into the world, it is best to hold hands and stick together.”*

*.....Robert Fulgham*

# *Head Start*

*2017-2018*



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