Head Start

Community Action, Inc.

Seacoast Center
447 Merrimac Street, Newburyport, MA 01950
978-499-8357

Goldman Center
230 Hilldale Ave, Haverhill, MA 01832
978-373-6266

Fox Center
75 Elm Street, Haverhill, MA 01830
978-372-5052

2013-2014 Family Handbook
HELPFUL INFORMATION

My child attends the ________________________________ site.

My child’s teachers are ____________________________________________.

My child’s classroom phone number is ________________________________.

My parent/child or family advocate is ________________________________.

My child’s bus driver & monitor are ____________________________________.

• The Head Start Administration Office phone number is 978-372-5052.
• Visit our website @ www.communityactioninc.org
• To e-mail the Head Start Director or a member of the management team use their first initial and last name @communityactioninc.org

HEAD START MANAGEMENT TEAM

Program Director                      Deborah Linett  Ext. 204
Director of Family Services           Adriana Leo    Ext. 293
Director of Children’s Services       Chris Espinola Ext. 208
Health Services Manager              Kirsten Dumaresq Ext. 207
Early Head Start Director            Sharon Smith   Ext. 248
Family Involvement Coordinator       Roberta Hannon Ext. 246
Operations Manager                   Jill Sullivan   Ext. 206
Early Head Start Case Manager        Patty Sargent  Ext. 281
Early Head Start Health and Nutrition Specialist Dave Marley Ext. 201
Education/Wellness Specialist         Carol Bye-Macleod Ext. 209
Transportation Manager               Evon Tudisco   Ext. 205
Communication Coordinator            Filgia Alers    Ext. 229
Education Specialist                 Tiffany Ghrist  Ext. 231
Child Development Specialist EHS     Rhonda Haggan  Ext. 361
Goldman Center Director              Dianne Callahan 978-373-6266
Seacoast Center Director             Cathy Johnston  978-499-8357

The Family Handbook cover features our Head Start site locations in the community 2013-2014.
Welcome to the Community Action, Inc. Head Start/Early Head Start Program! We provide services to 232 children, birth to five years of age, in center-based, home-based, and family child care program options. We also have a pregnancy program for 10 expectant mothers and their families.

Head Start has been, and continues to be, a model early childhood program for young children and their families. The latest research reveals that a child is more likely to succeed in school and in life when their parent or guardian is involved in his/her education. We are committed to providing a variety of opportunities for you to become further involved with your child’s education and our program.

Your active participation is critical to the success of this program. We expect parents to volunteer 10 hours per month at home or at school. There are many exciting opportunities for you to become active in your child’s early childhood experience such as:

1) working with me on the Policy Council;
2) volunteering in the classroom;
3) working as a paid substitute in the classroom, kitchen, or on the bus;
4) participating in special family events;
5) participating in SMART (Strong Moms Acting Responsibly Together) and FfISH (Fathers and Father Figures Involved for Stronger Homes);
6) sharing your curriculum and menu planning ideas;
7) and many more!

Within the next few weeks you will become more familiar with our early childhood curriculum. It is a developmentally appropriate approach to learning that is child-initiated and builds your child’s self-esteem, early reading, writing, math, and problem-solving skills. **You and our staff will become active partners in your child’s early learning experience.**

Please read this handbook carefully. It contains some of our program policies and other important information you may need during the year. Please feel free to stop in to your child’s center or family child care home at any time.

If there are any questions or comments, please contact me or any Head Start/ Early Head Start or Family Day Care staff member. We look forward to working with you and your child/ren throughout the year.

Sincerely,

Deborah Linett
Head Start Director
IMPORTANT INFORMATION
FOR
HEAD START FAMILIES

SCHOOL/TRANSPORTATION CANCELLATIONS

In the event of severe inclement weather CAI Head Start transportation may be cancelled or delayed. However, the Centers & FDC Educators may be open. Parents may elect to transport their children to and from the center.

Please check the following for details:

Television: FOX 25

Internet:

www.myfoxboston.com

Instructions for Text Alerts from My Fox Boston:
(1) Click on “weather” tab.
(2) Click on “Sign up for School Closings Text Alerts”.
(3) Complete form for organization and choose “CAI Head Start” from drop down.
(4) Click “Submit”.

# 2013-2014 CAI Head Start Part-Day Calendar

## September

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health Screening Day Wed. 18th</td>
<td></td>
</tr>
<tr>
<td>SC Open House – Friday 20th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fox Open House – Friday 20th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of School – Mon 23rd</td>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>30</td>
<td>26</td>
<td>27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## October

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

## November

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td><strong>H</strong></td>
<td><strong>H</strong></td>
</tr>
</tbody>
</table>

## December

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td><strong>VACATION Dec 16-20th</strong></td>
<td><strong>VACATION Dec 23-27th</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## January

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VACATION DEC 30-JAN 3rd</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

## February

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td><strong>VACATION 17-21nd</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

## March

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

## April

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td><strong>VACATION 21-25</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## May

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

## June

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

## NO SCHOOL SCHEDULE

- October 14: Holiday
- November 11: Holiday
- November 28 & 29: Holiday
- December 25: Holiday
- January 1st: Holiday
- January 20: Holiday
- February 17: Holiday
- April 21: Holiday
- May 26: Holiday

No School on shaded days.

6/04/13 rh
<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
<td><strong>W</strong></td>
</tr>
<tr>
<td>H 3 4 5 6</td>
<td>1 2 3 4</td>
<td>4 5 6 7 8</td>
</tr>
<tr>
<td>9 T T 12 13</td>
<td>7 8 9 10 11</td>
<td>H 12 13 14 15</td>
</tr>
<tr>
<td>16 17 18 19 20</td>
<td>15 16 17 18</td>
<td>18 19 20 21 22</td>
</tr>
<tr>
<td>23 24 25 26 27</td>
<td>21 22 23 24 25</td>
<td>25 26 27 H H</td>
</tr>
<tr>
<td>28 29 30 31</td>
<td>27 28 29 30 31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
<td><strong>W</strong></td>
</tr>
<tr>
<td>2 3 4 5 6</td>
<td>H 2 3</td>
<td>3 4 5 6 7</td>
</tr>
<tr>
<td>9 10 11 12 13</td>
<td>6 7 8 9 10</td>
<td>10 11 12 13 14</td>
</tr>
<tr>
<td>16 17 18 19 20</td>
<td>13 14 15 16 17</td>
<td>H 18 19 20 21</td>
</tr>
<tr>
<td>30 31</td>
<td>27 28 29 30 31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
<td><strong>W</strong></td>
</tr>
<tr>
<td>3 4 5 6 7</td>
<td>1 2 3 4</td>
<td>1 2</td>
</tr>
<tr>
<td>10 11 12 13 14</td>
<td>7 8 9 10 11</td>
<td></td>
</tr>
<tr>
<td>17 18 19 20 21</td>
<td>14 15 16 17 18</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
<td><strong>W</strong></td>
</tr>
<tr>
<td>2 3 4 5 6</td>
<td>1 2 3 4</td>
<td>4</td>
</tr>
<tr>
<td>9 10 11 12 13</td>
<td>7 8 9 10 11</td>
<td></td>
</tr>
<tr>
<td>16 17 18 19 20</td>
<td>14 15 16 17 18</td>
<td></td>
</tr>
<tr>
<td>23 24 25 26 27</td>
<td>21 22 23 24 25</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NO SCHOOL SCHEDULE**

- **September 2**................. Holiday
- **September 10 & 11**.... Staff Training
- **October 14**................. Holiday
- **November 11**.............. Holiday
- **November 28 & 29**........ Holiday
- **December 25**............. Holiday
- **January 1st**............. Holiday
- **January 20**............ Holiday
- **February 17**............ Holiday
- **April 21**.............. Holiday
- **May 26**................. Holiday
- **July 4th**.............. Holiday

6/4/13 rh
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Discrimination Statement and Fees Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Eligibility and Intake Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>7</td>
</tr>
<tr>
<td>Codes of Conduct</td>
<td>8</td>
</tr>
<tr>
<td>Attendance and Lateness Policy</td>
<td>10</td>
</tr>
<tr>
<td><strong>EDUCATION SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Educators</td>
<td>11</td>
</tr>
<tr>
<td>Guidance on Children’s Clothing</td>
<td>11</td>
</tr>
<tr>
<td>Holiday Celebration Policy</td>
<td>12</td>
</tr>
<tr>
<td>Behavior Management Policy</td>
<td>12</td>
</tr>
<tr>
<td>Interruption of Services</td>
<td>13</td>
</tr>
<tr>
<td>Alternative Placement</td>
<td>13</td>
</tr>
<tr>
<td>Referral Services</td>
<td>13</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>14</td>
</tr>
<tr>
<td>Field Trip Policy</td>
<td>14</td>
</tr>
<tr>
<td><strong>FAMILY SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Home Visiting</td>
<td>15</td>
</tr>
<tr>
<td>Child &amp; Family Planners</td>
<td>16</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>16</td>
</tr>
<tr>
<td>Restraining Orders</td>
<td>16</td>
</tr>
<tr>
<td>Child Abuse and Neglect</td>
<td>17</td>
</tr>
<tr>
<td>Institutional Child Abuse and Neglect</td>
<td>18</td>
</tr>
<tr>
<td><strong>TRANSPORTATION SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Plan</td>
<td>19</td>
</tr>
<tr>
<td>Parking and Self-Transporter Procedures</td>
<td>21</td>
</tr>
<tr>
<td><strong>FAMILY INVOLVEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Involvement Opportunities</td>
<td>22</td>
</tr>
<tr>
<td>Decision-Making Committees</td>
<td>23</td>
</tr>
<tr>
<td>VAST (Volunteer &amp; Substitute Training)</td>
<td>23</td>
</tr>
<tr>
<td><strong>HEALTH SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Health Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Meals</td>
<td>24</td>
</tr>
<tr>
<td>Children With Chronic Health Issues</td>
<td>24</td>
</tr>
<tr>
<td>Illness</td>
<td>25</td>
</tr>
<tr>
<td>Procedures for Emergency and Illness</td>
<td>26</td>
</tr>
<tr>
<td>Infection Control</td>
<td>26</td>
</tr>
<tr>
<td>Head Lice Management</td>
<td>27</td>
</tr>
<tr>
<td>Asthma Medication</td>
<td>28</td>
</tr>
<tr>
<td>Scent Free and No Smoking Policy</td>
<td>28</td>
</tr>
<tr>
<td>Nutrition</td>
<td>29</td>
</tr>
<tr>
<td>No Nut Policy</td>
<td>30</td>
</tr>
<tr>
<td>Early Head Start – Specific</td>
<td>31</td>
</tr>
</tbody>
</table>
CAI Head Start

EQUAL OPPORTUNITY POLICY

No person shall, on the grounds of race, color, gender, sexual orientation, marital status, age, national origin, disability, political affiliation or belief, be excluded from participation in, be denied benefits of, be subjected to discrimination, and/or be denied employment in connection with any program or activity of this agency. No child shall be excluded from participation due to toileting needs.

FEES

Community Action, Inc. Head Start (CAI Head Start) is funded by the U.S. Department of Health and Human Services and the Office of Head Start. There are no fees to participate in the EHS home-based program or the Head Start part-day program.

However, our full-day/full-year classrooms are funded by the agencies stated above and the Commonwealth of Massachusetts through the Department of Early Education and Care (EEC). In order to be eligible for ‘wrap around’ sessions, vacation weeks, and the summer program you must meet the guidelines of the Department of EEC. Fees are established by the Department of EEC. CAI Head Start must follow their guidelines for collection of fees. There are no fees for diapers and formula for Head Start/Early Head Start children enrolled in center-based or family child care.

Parents participating in the Department of EEC voucher program through the Child Care Circuit are responsible for renewing their agreements. Parents with expired slots will be charged our current private rate of $50 per day for preschool services, $58 for toddler services, and $60 for infant services. Private rates are subject to change. Four weeks notice will be provided. CAI Head Start must report absences and changes in work/school schedules to our funding source. Excessive absences can result in a loss of full-day services.

ELIGIBILITY

All children up to 5 years old and expectant women are eligible for Head Start services. Homeless families are prioritized for enrollment. Parents of children with special needs are encouraged to apply. CAI Head Start reserves ten percent of total enrollment for children with special needs. No child shall be excluded on the grounds of race, color, gender, national origin, toileting, or disability from participation in CAI Head Start.

INTAKE PROCEDURES

Most applications are completed during the annual spring recruitment; however applications are accepted throughout the year. Staff visits with the parent/guardian and together they complete the initial application. Data from the application is entered into Head Start’s computer system. Each family is assigned a code to insure impartiality in the acceptance process. Each application receives a numerical value based on the age of the child, the income level and, if warranted, any special circumstances of the family. Early Head Start parents must reapply for Head Start preschool; however, they are prioritized for enrollment. Children enrolled in Head Start for a 3rd year must re-submit income information at the start of their 3rd year.
Statement of Purpose

Community Action, Inc. (CAI) is a private, non-profit organization established in 1965 to address the causes and consequences of poverty in the Greater Haverhill, Amesbury, and Newburyport areas.

CAI Head Start understands that the child’s parents are his/her first teachers. The program honors that relationship and is committed to partnering with parents throughout their child’s Head Start experience.

CAI Head Start offers comprehensive services that include high quality early childhood education, nutrition, health and family services along with a strong parent involvement focus. The overall goal of the program is to bring about a greater degree of social competence in young children. Social competence refers to a child’s everyday effectiveness in dealing with both his/her present environment and later responsibilities in school and life. It takes into account the inter-relatedness of cognitive, intellectual, and social development; physical and mental health; and nutritional needs.

CAI Head Start believes that play is the compelling force in a child’s learning. It is through play that all the parts of a child’s self is at work. Children translate their experiences into understanding by exploring and experimenting with varied materials in their environment both indoors and out. In planning activities and experiences for the children, staff follow the program’s chosen curriculum, which is based on knowledge of child development and on the theory of developmentally appropriate practice. A research based curriculum is used in all Early Head Start and Head Start program options. Studies chosen by the children and families are incorporated into the weekly lesson plans that the teachers write, with activities included that are designed to meet the physical, cognitive, social, emotional, and creative needs of the child. Family literacy is brought into all areas of the classroom and evident through a variety of activities and materials.

School Readiness – The CAI Head Start program takes a developmental approach to early childhood education, guided by the understanding that each child progresses in different areas at his/her own pace. Our goal is to provide each child with a successful Early Head Start and preschool experience that will prepare him/her to enter kindergarten ready to learn. This includes knowing how to interact in a group setting, being able to listen and follow directions, and demonstrating interest and curiosity about new things.

For more information please contact the Director of Children’s Services or the Early Head Start Director.
Policy: Courteous and respectful behavior between and among all program participants and Head Start staff is essential for CAI Head Start to achieve its mission, help assure a positive environment, and promote the safety and security of children, families, and staff.

CAI Families Rights: All staff, consultants, and volunteers will:

A. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, age, or sexual orientation;

B. Follow program confidentiality policies concerning information about children, families, and other staff members;

C. Leave no child alone or unsupervised while under their care;

D. Use positive methods of child guidance; not engage in corporal punishment, emotional or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

E. Conduct themselves in a manner that reflects positively upon the program’s reputation and upon the children and families the program serves; and

F. Not solicit or accept personal gratuities, favors or anything of significant monetary value from contractors or potential contractors if they are engaged in the award and administration of contracts or other financial awards.

CAI Families Responsibilities: Participating families will:

A. Respect the identity of other Head Start families and Head Start staff, including their gender, race, ethnicity, culture, religion, disability, age, and sexual orientation;

B. Respect the right to confidentiality of other families when other families are sharing personal information within Head Start programming;

C. Use positive methods of child guidance and refrain from practices that are harmful to children, including those that are emotionally or physically hurtful.

Unacceptable Behavior: CAI Head Start will not tolerate behavior by employees, parents, volunteers, consultants, or anyone else involved with the program that violates the Code of Conduct. Examples of violations could include, but are not limited to, the following:

- Threats to staff, consultants, volunteers, parents, or children;
- Physical or verbal punishment of a child;
- Swearing or cursing;
• Quarreling, verbal fighting, loud shouting, and displays of anger;
• Being under the influence or bringing drugs, alcohol, or weapons to program sites or events;
• Physical violence;
• Inappropriate or excessive displays of physical affection between adults; and/or
• Inappropriate dress (e.g., low-cut top, bare midriff, clothes with words or pictures inappropriate for young children).

If a parent violates the Code of Conduct, CAI Head Start reserves the right to:
• Restrict access to program’s classrooms and activities;
• Terminate the child’s enrollment;
• Remove the child’s name from the waiting list;
• Contact the Department of Children and Families;
• Contact the police; and/or
• Take civil or criminal action.

**Procedures if Code of Conduct is violated:**

1. If there is a violation of the Code of Conduct by a Head Start parent/guardian, staff will speak directly with the parent, in private when possible, if safety is not an issue.

2. When the safety of others is threatened, staff will call the police. This could be, but is not limited to, when parents continue to quarrel, fight or threaten children, staff, parents, or other adults.

3. Staff should report violations to the Head Start Director promptly. In the Director’s absence, the Director of Family Services, Director of Children’s Services, or EHS Director should be notified. Otherwise, another management team member should be notified.

4. The Director will determine the program response to the violation and will notify the person(s) involved.

If there is a violation of the Code of Conduct by a Head Start staff member, CAI Head Start Personnel Policies govern employee violations of the policy.

**Expectations regarding Program Participation:**

• I have received a copy of the Code of Conduct and I understand the rights and responsibilities involved with participation in the CAI Head Start program.

• I understand that my child(ren) may be withdrawn from the program if I physically or verbally threaten or abuse a Head Start staff member, consultants, or volunteers.

• I understand that my child(ren) may be withdrawn from the program if my family provides false information to receive or maintain CAI Head Start services, including identity, address, family size, and gross household income.
ATTENDANCE and LATENESS POLICY

Head Start Preschool and Early Head Start Center-based Programming
CAI Head Start adheres closely to the federal guideline that states children must be in attendance 85% of the time in order to receive Head Start services. Current research shows that children benefit from a quality preschool program when they attend regularly.

If your child attends less than 85% of the time, we will arrange a Support Meeting to determine whether Head Start is an appropriate option for you. If your child attends the full day/full year program, absences are reported to the Child Care Circuit and, when appropriate, the Department of Children and Families.

Please contact the center when your child will be late or absent. Please speak with your family advocate or child’s teacher if there are special circumstances that affect your child’s attendance.

The hours of operation are:
- Fox (Preschool)  A.M. session 8:00 to 11:30* P.M. session 11:30 to 3:00*
  Full day 7:00 a.m. to 5:00 p.m.**
- Seacoast (Preschool)  A.M. session 9:00 to 12:30* P.M. session 12:30 to 4:00*
- Goldman (EHS)  Full day 7:00 a.m. to 5:00 p.m.**

*Part day children must be at the center within ½ hour of their starting time to be accepted to the classroom.
** Full Day children must be in the classroom by 9 am.

EHS Family Day Care Homes offer up to 10 hours of care.

TARDINESS: Your child’s tardiness impacts his learning and the routine of the center. Part day children must be at the center within ½ hour of their starting time to be accepted to the classroom. Full Day children must be in the classroom by 9 am. If your child is chronically late, we will arrange a Support Meeting to determine whether Head Start is an appropriate option for you.

PICK-UP: Parents are expected to be at the bus stop with a picture ID to meet the bus or pick their child up from the center on time every day. Children will not be released unless the pick up person has a picture ID AND is listed on Head Start paperwork as an approved pick up person.

LATE FEES FOR FULL DAY CLASSROOMS
If parents choose to transport their children, children must be picked up by the close of the center. A $1-a-minute fee beyond closing time will be collected from the parent. We will need to arrange a meeting if there is chronic late pick-ups.

ATTENDANCE AT HOME VISITS (EHS HOME BASED)
Home visits take place on a routine and predictable schedule. In order to establish a partnership with you and your child, we will work together with you to reschedule visits due to sickness or circumstance. Participation in home visits will be monitored to ensure that this is the best option for each family. If a family is not interested or able to participate in the weekly home visits, the child will be returned to the waitlist for a different program option that would better suit the family.

ATTENDANCE AT PARENT/CHILD PLAY GROUPS (EHS HOME BASED)
Parent/Child Play Groups are an integral part of the EHS Home based program and are carefully monitored for attendance. Playgroups are scheduled every other week in order to provide children and their families opportunities to
EDUCATION SERVICES

EDUCATORS

*Head Start preschool teachers* have a college degree in early childhood education. All Assistant teachers have either an Associate degree in Early Childhood Education, a Child Development Associate (CDA), or are enrolled in either program.

*Early Head Start parent/child advocates (PCA)* have college degrees and/or a CDA and/or are enrolled in higher education programs. EHS Classroom teachers have college degrees in Early Childhood Education or a CDA, and are enrolled in early childhood education programs. All family child care educators have a CDA.

All Head Start/Early Head Start staff has experience and have received training in early childhood education and human services. They meet or exceed the staff qualifications in accordance with the Head Start Act of 2007. However, parents know their child best and are considered a partner on the teaching team. We welcome suggestions and are eager to answer any questions you may have.

Every child is observed and individualized for on a regular basis. Goals are created for each child using developmentally appropriate activities. Teachers are always focused on getting children ready for the next phase of their education. Teachers assess the children three times a year and the results are shared with parents.

*Parent/Child Play Groups:* Twice a month EHS facilitates organized ninety minute play groups for parents and their Early Head Start children. During these play groups the parent/child advocate will coordinate activities to facilitate and model developmentally appropriate play, as well as encourage the parent to engage in activities with his/her child. Parents will have opportunities to meet other parents and to participate in parent education experiences. Parents will also learn more about parent involvement opportunities available at Head Start and will be encouraged to become actively involved in the Head Start community.

**GUIDANCE ON CHILDREN’S CLOTHING**

Please dress your children in clothing that can get dirty and label outside clothing (such as coats, hats and mittens) with your child’s name so that it is easily identified. Because young children do have accidents, *it is important to bring in a full set of extra clothing* (underwear, socks, shirt and pants).

Weather permitting, children in our center based and Family Day Care programs play outside every day. Children need to come to school dressed appropriately for outdoor play in each season. From May 1st to September 30th, we apply sunscreen to all children older than 6 months before they go outside. You will be asked to sign a permission form before this occurs. For infants less than 6 months old, parents are asked to send in a hat to help protect them from the sun.

Infants will be protected from the sun by their clothing, outdoor umbrellas, and shaded areas. Shaded areas are available for all children. On very hot days teachers will use their best judgment in preparing children for outdoor time, so that infants and older children are not dressed too warmly for the conditions.

Another safety factor in the summer is footwear. Because open-toed shoes such as sandals may cause an injury to your child while he/she is running or climbing on the playground equipment, we ask that you please send your child to school with a pair of sneakers or closed-toed shoes for outside time.

If your child is too ill to play outdoors, he/she must be kept home until he/she is well enough to participate in all aspects of the program day, including outdoor play.

*Children can not wear jewelry, clothing with drawstrings (such as hooded sweatshirts), flip-flops, heelies, or clogs. These may cause injury on play equipment and in the classroom.*
HOLIDAY CELEBRATION POLICY

The CAI Head Start staff and families are richly diverse in racial backgrounds, ethnic and cultural practices, and religious affiliations. Staff and parents are encouraged to share their customs and ethnic backgrounds in the classroom. Parents’ contributions of songs, stories, traditions, or recipes are a welcome addition to our curriculum. Cultural diversity is respected every day in many ways in our classrooms. Our posters, books, and dolls reflect the racial and ethnic backgrounds of the children who attend CAI Head Start. Recipes from all over the world are offered regularly to the children.

Out of respect for each person’s traditions, we do not celebrate holidays in the classroom. Rather, each day will be a “celebration” to honor the world in which we live, the wonders of nature, and the friendships we have made.

Please share your ideas with your child’s teacher.

BEHAVIOR MANAGEMENT PLAN

Policy
CAI Head Start believes that all children from time to time need adult guidance in conflict resolution. A positive approach in guiding children to achieve social competency is incorporated into the daily routine by recognizing the individual needs and developmental level of each child.

Behavior management issues are handled only by trained Head Start staff. Volunteers are not permitted to address any behavior management issues with Head Start children.

Procedures
Staff are trained at pre-service and throughout the year in a variety of classroom and behavior management techniques. Positive behavior management must always be implemented in a consistent, reasonable and appropriate way based on the understanding of the child’s individual needs. This will include such measures as:

- Positive verbal intervention by teacher
- Logical consequences
- Redirection

The Department of EEC licensed programs may not use discipline techniques that require the use of corporal punishment or physical restraint. Dealing with children who act out in disruptive ways that place them in imminent harm or endanger others requires a great deal of skill and tact from the teacher. If a child is out of control, the least restrictive means of getting the child into control will be employed. In rare cases of an emergency where a life threatening or a dangerous threat to a child exists, a teacher may need to supportively hold a child. In such circumstances the teacher may hold the child long enough to remove him/her from the dangerous situation and when appropriate, return him/her to safety. The safety of the child and the group are a priority. Children who routinely exhibit aggressive and destructive behaviors will be evaluated by the teaching and management teams to determine the appropriate course of action, including an alternative placement. A staff/parent support conference will be arranged and appropriate referrals will be made as necessary. The following will not be allowed:

- Physical abuse
- Emotional abuse
- Time out
- Denial of food and water
- Denial of the use of bathroom facilities
- Punishment for soiling, wetting or not using the toilet.
- Confining a child to a swing, high chair, crib, playpen, or other piece of equipment for an extended period of time in lieu of supervision.

Copies of the Department of EEC Child Guidance handout are available at each center and the administration office at the Fox Center.
INTERRUPTION OF SERVICES

In rare cases when a child’s behavior poses a serious threat to the health and safety of the child, other children in the classroom, or the teaching staff we may interrupt preschool services until such time as a support conference can be held. At this time, the staff and family will meet to discuss behavior techniques for the classroom and home. If referrals for the child have not been made, staff and family will work together to explore appropriate options and develop a support plan. The meeting will be held as soon as possible and advocacy services will continue during the interruption of services.

Should such an interruption occur at the end of the school year, team members (family and staff) are required to meet over the summer months to ensure the child’s successful reentry into the program or discuss an alternative placement plan, if appropriate (See Alternative Placement Plan section below).

ALTERNATIVE PLACEMENT PLAN

Should behavior persist after an interruption of services and implementation of the support plan, other options, such as classroom reassignment, family childcare, or other early childhood programs will be explored with the family.

REFERRAL SERVICES

Disabilities Policy
CAI Head Start provides opportunities for each child to achieve his/her full potential by tailoring the learning program to meet the individual’s needs. In establishing partnerships with the parents, referrals to the public school system may be made based on parent’s concerns, classroom observations, and the results of the ESI. Children with Individualized Education Plans (IEP) from the public schools or Individualized Family Service Plans (IFSP) from Early Intervention are accommodated in our program.

Screenings only indicate that a child may need further evaluation or consideration. Parents and teachers partner to develop plans that may include referrals to the appropriate Lead Education Agencies (such as Early Intervention or the public school system) as needed and/or requested. The following procedures are followed:

All parental requests for referrals will be honored.

Disabilities Procedure
1. If a parent has a concern about their child prior to the screening, the parent may request a referral immediately.

2. Screening will be done within the first 45 days upon entry to the program. All parents will receive a letter explaining the results of these screens. Parents are encouraged to contact their child’s classroom teacher or PCA with any concerns.

3. Before a referral is made to a Lead Education Agency (LEA), the staff will discuss the results of the child’s screenings with the parent. At this time, the referral process will be discussed with the parent/guardian. If the parent consents, the referral will be completed and shared with the parent for approval and signature.

4. When a referral is made to a public school system, the original is submitted to the Director of Children’s Services and then delivered to the public school (LEA). Copies will be given to the parent and the classroom teacher (for the child’s file). Referrals to Early Intervention are submitted to the Early Head Start Manager.

On-site services with the LEA’s are coordinated whenever possible.
Mental Health Services

Our broad array of mental health services can provide answers to simple questions, as well as more complex interventions and referrals. In Head Start preschool the Ages and Stages Questionnaire (ASQ), a behavioral screening, is completed by the parent within 45 days of your child starting school and incorporated into the individualized plan for each child. Our curriculum promotes emotional awareness and expression in the daily classroom environment to foster the social competence of young children. A mental health consultant is available to answer your questions regarding behavior management strategies, wellness, and general mental health information.

In Early Head Start the Ages and Stages (ASQ-SE) behavioral screening is completed by the parent within 45 days of the child starting the program and is incorporated into the individualized child plan. The infant/toddler curriculum emphasizes the social/emotional development of the young child. A mental health consultant is available to answer any questions regarding your child’s developmental growth and wellness, and to offer general mental health information.

Field Trip Policy

Staff may plan field trips that coincide with the studies in the classrooms and with the needs and interests of the children and families in the program. At no time are parents/families asked to send in money for their child to attend a trip.

CAI Head Start may arrange transportation. Staff is required to be on the bus with the children. Due to space constraints on the buses, parents are requested not to bring other children on field trips. The buses always remain at the location and are equipped with cell phones.

In keeping with our "no smoking policy" there is no smoking allowed on field trips.

Parents may be required to accompany their child on field trips if it is determined that additional adult supervision is necessary. This will be the determination of CAI Head Start staff.
FAMILY SERVICES

Every family is assigned a family advocate or parent/child advocate (PCA). The role of the advocate is to partner with the family to identify family strengths, needs and interests and, together, develop plans to address those issues that have been identified. The advocate also provides assistance with referrals to the child care system, the health and dental care system, and other community agencies. Information is provided about career planning, literacy programs, job training, and college courses. The advocate works with all members of the family and has the skills required to assist those members in learning about their community, the services available, and how to access them.

Questions about preschool family services should be directed to the Director of Family Services and questions about Early Head Start Family Services should be directed to the Early Head Start Case Manager.

HOME VISITING

Preschool Teachers - Teachers will meet with each family to partner with them and gather information that will be useful in designing and individualizing the curriculum. Teachers will conduct at least two home visits per year and arrange for at least two parent teacher conferences. These home visits will give the staff and family an opportunity to connect the home and school experience. It will also broaden the staff’s understanding of each individual child and provide the family additional opportunities to partner with the staff to develop plans to meet their child’s individual educational needs. One of the home visits will be a joint visit with the family advocate.

Family Advocates (EHS Center based, EHS Family Day Care, Preschool Part Day & Full-Day) – Advocates will meet with the family to discuss their family’s strengths and goals; and to develop plans to meet their family’s needs and interests. The preschool program family advocates will conduct at least four home visits with each part year family during the program year and five home visits with each full year family. One of the home visits will be conducted with the teachers. These home visits are valuable in building a trusting and respectful relationship between the staff and family.

EHS Homebased Option: The role of the parent/child advocate is to encourage and facilitate developmentally appropriate interactions between the parent and child, and to discuss the family’s strengths, interests, and goals. The parent/child advocate (PCA) will visit families in their home once a week for 1 ½ hours. The home visits are an opportunity to build a trusting and respectful relationship between staff and families.

Expectant Families

Expectant families enrolled in EHS will receive home visits according to their individual needs. Expectant parents will be provided prenatal information and postpartum follow up through education, socialization groups, and home visits. Discussions will include health promotion, education on development of the growing baby, labor and delivery, postpartum recovery, and the benefits of breastfeeding. Families will also learn more about parent involvement opportunities available at Head Start and be encouraged to become actively involved in the Head Start community.

Expectant women are required to submit, on our required forms, an up-to-date prenatal exam and provide proof of being screened for anemia within 90 days of starting the program. A current dental exam completed within the last six months is required within 90 days of starting the program. Health and dental referrals are made, if necessary, and will be followed up by staff. The Health & Nutrition Specialist is available to answer any questions and to assist in finding a doctor and/or dentist.

Head Start staff will schedule home visits when both parents are available to participate, if possible. When appropriate, staff will meet separately with non-custodial parents. Head Start encourages all parents and guardians to actively participate in programming.
CHILD AND FAMILY PLANNER MEETINGS (CFPs)

Classroom staff (Teachers, Advocate, and Manager) will meet three times during the program year for a Child and Family Planner meeting. These meetings are important opportunities to share information about the child and family, provide updates, and plan for follow-up. Parent/guardians are invited to attend the 2nd and 3rd CFP. Your participation in these meetings is extremely valuable and we encourage you to attend whenever possible. If you are unable to attend, a classroom staff person will review the information from the CFP with you within 48 hours.

CONFIDENTIALITY

Policy

In order to insure the privacy of each family participating in the CAI Head Start program, we keep all information about an enrolled family confidential. Children’s records are kept in a locked file at their center. See CAI Head Start Confidentiality Policy for more detailed information. Parents/guardians can access their child’s records during normal business hours with 24 hours notice provided. Parents can request a copy of their child’s file in writing with 48 hours notice provided.

RESTRAINING ORDERS

Policy

In the event a CAI Head Start family files a restraining order, the program will request a copy of the order and will adhere to the guidelines set forth in the order. If a family vacates an order, we must have a copy of the vacated order. Otherwise, we will continue to adhere to the guidelines set forth in the most recent restraining order.
CHILD ABUSE AND/OR NEGLECT

All Head Start staff are Mandated Reporters of all suspected cases of abuse and/or neglect. In compliance with Chapter N-30-356-1 of the US Department of Health & Human Services Head Start Bureau Head Start Policy Manual, Appendix A to 1301.31- Identification and Reporting of Child Abuse and Neglect, the program has developed a plan for reporting suspicions of child abuse and/or neglect.

Policy
CAI Head Start staff will report all suspicions of abuse and/or neglect of children in the Head Start program. Head Start staff will not undertake, on their own, to treat cases of child abuse and/or neglect including conducting their own investigation. All reports will be made in conjunction with the State of Massachusetts Child Abuse and Neglect Laws. All staff are trained in Child Abuse and Neglect policies and procedures annually.

Procedures
1. All CAI Head Start staff with knowledge or suspicion of possible child abuse and/or neglect must immediately inform a manager of their concern and immediately record the information in the child’s Child Plus record.
2. The CAI Head Start staff working with the child and family will discuss the situation with the manager(s). The team will determine the next course of action. Any additional questions regarding filing will be directed to Intake at the Department of Children and Families (DCF).
3. If the team determines that a 51A needs to be filed, the Head Start staff member who receives the information regarding suspected abuse or neglect will file a 51A report via phone with DCF. Assistance from the management team and/or Director is available if needed.
4. The written 51A report must be completed and submitted to DCF via fax or mail (3 Ferry St., Haverhill, MA 01835) within 48 hours. A copy of the report must be submitted to the Director of Family Services and will be kept in a locked file in the office.
5. CAI Head Start staff will contact all custodial parents and/or guardians to notify them that a report is being filed with DCF, unless staff believes that informing the parents/guardians may put the child at further risk.
6. The Head Start Director and the Director of Family Services must be informed of all 51A reports filed with DCF.
7. The family advocate or parent/child advocate will offer to support the family during the investigation.

Family Child Care – The educator will notify the Family Day Care staff about the suspicion of child abuse and/or neglect. A decision will be made whether or not to file a 51A. The Early Head Start Child Development Specialist will enter the information in the child’s Child Plus record and must immediately inform the Directors of Early Head Start and Head Start Family Services. Steps 4, 5, 6, 7 will be followed.
INSTITUTIONAL CHILD ABUSE AND/OR NEGLECT
Policy and Procedures

If a parent suspects an employee of child abuse and/or neglect in performing his/her duties, the parent has the right to notify the Department of Children and Families (DCF), the Department of Early Education and Care, Community Action Inc.’s Personnel Director, and/or the Head Start Director.

If an employee suspects another employee of child abuse and/or neglect the following policies will be followed in accordance with CAI Head Start Personnel Policies:

XXXII. EMPLOYEE CONDUCT AND WORK RULES
C.1 Any employee who suspects another employee of child abuse and/or neglect in performing his/her duties will report the incident to the CAI Personnel Director.

C.2 When an allegation of child abuse and/or neglect is made about an employee, within 24 hours, the Executive Director will determine if a 51A report should be filed with DCF and will notify the Department of Early Education and Care (EEC).

If a 51A report is filed, the employee will be assigned to non-child related activities until the investigation is completed. At the conclusion of the investigation, the Executive Director will meet with the employee and/or the employee’s representative. The Executive Director will present the Agency’s position on the results of the investigation. The Head Start Director will be involved in all aspects of the proceedings.

Family Child Care – If a parent suspects an educator of child abuse and/or neglect, the parent has the right to notify CAI Family Day Care staff, DCF and/or the Department of Early Education and Care. If a staff person/mandated reporter suspects an educator of child abuse and/or neglect, they will notify CAI Family Day Care staff, DCF and/or the Department of Early Education and Care. While the investigation is in process, all the children will be removed from the home and placed in back-up care.

Department of Children and Families (DCF) – (978) 469-8800
Department of Early Education and Care - (978) 681-9684
TRANSPORTATION SERVICES

It is the intent of CAI Head Start to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts and regulations of the Massachusetts Registry of Motor Vehicles that pertain to transporting students. **CAI Head Start provides limited transportation services in the Greater Haverhill area.**

Each school bus is equipped with child restraint systems that comply with the Federal Motor Vehicle Safety Standards to ensure the safe passage of children. Every bus is also equipped with a first aid kit, bodily fluids kit, fire extinguisher, seat belt cutter, a 2-way radio/cell phone, and emergency roadside triangles.

Parents are not allowed inside the bus. All the children are assigned to a seat. A monitor is on board to accept and buckle all children in the appropriate child restraint seat and other various tasks while en route.

**Bus Drivers and Monitors**
All CAI Head Start and Coppola bus drivers possess a CDL (Commercial Driver’s License) with a school bus, passenger endorsement license, Medical Examiner’s certificate, and DTE school bus driver’s certificate for transporting children. A background check is done on all drivers and monitors annually. The drivers and monitors receive a minimum of 8 hours of in-service training per year on the safety rules and regulations of the Department of Transportation. All drivers complete an annual physical exam and participate in the random drug screen pool every three months. The drivers and monitors are CPR and First Aid certified.

**School Bus**
All CAI Head Start and Coppola buses are registered and insured in accordance with Massachusetts state law. The buses are inspected for safety by the state Registry of Motor Vehicles every three months. The buses also receive a required yearly inspection. Each school bus is equipped with child restraint systems that comply with the Federal Motor Vehicle Safety Standards to ensure the safe passage of children. A vehicle safety check is completed before each bus run. At the end of each run, the bus is checked from the rear to the front.

**Bus Pick-up and Drop-off**
The pick-up and drop-off schedule is under the authorization of the Transportation Manager and is cooperatively designed with the drivers. **Early Head Start Families** will receive door to door service, whenever possible.

A parent or an authorized person of the age of 15 years for Head Start or 18 years for Early Head Start must escort the child to the service door entrance to put your child on and take your child off the bus. *(Photo ID badges available at Head Start by appointment only.)* The parent or authorized person must always be prepared to show a picture identification card.

The authorized person must keep the child safe while waiting for the bus. Both you and your child must be ready 10 minutes before and 10 minutes after the designated times. Authorized bus stops are located within a reasonable distance of the child’s home. The bus stop location provides a safe place for children to get on and off the bus. Parent or authorized person will hand the child over to the monitor and sign the chain of custody release form including the time, as the monitor buckles in your child. Parent or authorized person will again sign the custody release form before your child is released to you at the end of the day.
If no one is at the bus stop/home, the bus driver is instructed to continue the route and either go back a short time later or take the child back to his/her center. If a parent and or designated person is not at the stop to accept the child, the driver will be instructed to do the following:

1. Return the child to the appropriate Head Start Office.
2. We will make every attempt to locate the parent and/or alternate.
3. If neither the parent nor the alternate can be located, and all other attempts to locate a parent or alternate have failed, the local police and area DCF office will be contacted for instructions.
4. The parent will then receive a transportation notice. If three notices are sent, a support conference will take place and transportation services may be interrupted.

We want to stress how important it is to be on time for your child’s bus arrival. It can be very disturbing for a child to find that there is no one at the bus stop to accept him/her. It is the parent’s responsibility to notify the transportation office immediately if there are any changes.

**Absence**

If a child is absent for three (3) consecutive days and the program has not been notified, transportation service will be interrupted until a support meeting takes place. It is very important for parents to tell the child’s driver, teacher, and/or advocate when their child will not be on the bus.

**Parent Cooperation**

Transporting children in a safe and timely fashion requires the assistance of the parents. You can help in the following ways:

- Please remember to allow 10 minutes before and 10 minutes after the schedule time.
- Keep your child safe by keeping him/her on the sidewalk while waiting for the bus.
- Your child must be chaperoned by you or an authorized individual as follows:
  - Early Head Start: 18 years of age or older with photo ID
  - Head Start: 15 years of age or older with a photo ID.
- No cell phone usage during drop off and pick up.
- No smoking at the bus stops.
- Food, drinks, and toys are NOT permitted on the bus.
- Your child will NOT be released to anyone who appears to be under the influence of alcohol or drugs.

**No medication can be transported on the bus.** If a child needs to be given medication at school the parent must bring the medication to the center. If transportation is an issue the parent may contact their family advocate for assistance.

**Transportation / Pedestrian Safety for Head Start Preschool**

CAI Head Start will provide safety education for parents and children within the first 30 days of the program year. Throughout the year while riding to and from the centers, the monitor and driver will discuss the importance of the riding rules, emergency exits, seatbelt/restraints and pedestrian safety. All children will participate in a Head Start Transportation Safety Drill (3) three times a year.
Self-Transporter Procedures
When driving your child to/from school you must park your vehicle in designated areas. Please check your center’s Parking Plan listed below.

For the safety of all, please remember.....
• Watch for running children.
• Do NOT block other vehicles in. Shut your engine off and take the key.
• Do NOT leave other children in the car without proper supervision.
• Never allow your child to walk in or out of the classroom alone.
• Never leave your child unattended once in the building. Wait for your child’s classroom teacher to greet you and your child.
• ALWAYS sign your child in/out on the Daily Attendance Form.
• Your child will NOT be released to anyone who appears to be under the influence of alcohol or drugs.
• Always have all children in the proper age-appropriate safety restraint. If you need assistance please call the Transportation Manager.
• Always wear your seat belt.
• Your child must be chaperoned by you or an authorized individual as follows:
  Early Head Start: 18 years of age or older with photo ID
  Head Start: 15 years of age or older with a photo ID.

For the Fox Center only:
→ Drop off: Parents dropping off children must wait in the designated area inside the building and sign their child in on the Daily Attendance Form.
→ Pick Up: Parents picking up their children must wait outside in the designated waiting areas. Bus children will be dismissed onto the bus BEFORE parents can sign their child out.

CHILD SAFETY SEAT INFO: A certified Child Passenger Safety technician can check your child safety seat or booster seat for safety and assure proper fit. To find a technician near you call the Car Safe Line at 1-800-CAR-SAFE (1-800-227-7233) at the MA Department of Public Health or visit http://www.mass.gov/childsafetyseats. The law applies to children riding in all types of privately owned vehicles and vehicles for hire, including taxi cabs and 7D vehicles. This is a primary enforcement law. A police officer may stop a car if one or more children are riding unrestrained. No other reason is needed. For more information, call the Injury Prevention and Control Program at the Massachusetts Department of Public Health at (800) 227-SAFE, or write: 250 Washington Street, 4th Floor, Boston, MA 02108-4619.

Fox Center Parking Plan
There is no parking in front of the Fox building on Elm St. at any time. This area is for school buses only. Parking is prohibited in the circular driveway. There are 2 reserved 15 minute parking spaces available in the parking lot. A limited amount of additional parking spaces are available in the parking lot. Parking is also permitted on Elm Street. Be sure to also follow the self-transporter procedures above.

Seacoast Center Parking Plan
Parking is available on Plummer Ave. and Merrimac St. All visitors must use the Plummer Ave. entrance. There is no parking from the corner of Merrimac St. to the entrance on Plummer Ave. This area is for the school bus only. Be sure to also follow the self-transporter procedures above.

Goldman Center Parking Plan
Parking is prohibited in the driveway. You may park on Hilldale Ave. There is no parking in front of the building between the times of 8:30 – 9:00 and 2:45 - 4:15. This time is for the school bus only. Visitors must use the driveway
entrance to enter the building. Be sure to also follow the self-transporter procedures above.

FAMILY INVOLVEMENT

FAMILY ENGAGEMENT SIGNIFICANTLY INCREASES YOUR CHILD’S CHANCES FOR ACADEMIC SUCCESS!

Parent involvement is the cornerstone of the program. CAI Head Start believes that parents are the primary educators of their children and the most important influence on their child’s development and academic success. Over 40 years of research has shown that when parents are involved early and throughout the school years in ways that support learning, their children are more likely to enter school ready to succeed, to graduate, and to go to college.

Staff will partner with parents to decide the kinds of learning experiences they want for their children and the kinds of involvement opportunities they want for themselves. At least 10 hours a month of parent participation is expected of every family in the program. Every effort is made to involve both parents in all aspects of the program and, when appropriate, information is given to the non-custodial parent.

The program is required by the Department of EEC to conduct a background records check (BRC) on family members and community volunteers who wish to have a regular and active role in the classroom and program activities.

HEAD START INVOLVEMENT OPPORTUNITIES

Do you like working with children?
• Assist in the classroom or kitchen, on the bus, or the playground.
• Join FFISH (Father Figures Involved for Stronger Homes) – activities with your child and other father-figures.
• Demonstrate a skill, hobby, craft, or cook with the children.
• Participate with your child at school.

Would you enjoy being involved with staff in program decision-making?
• Run for Policy Council & attend monthly dinner meetings.
• Come to monthly parent meetings at your Head Start center.
• Sit on an advisory committee (1 hour meetings 2-3 times a year).

Do you have some free time at home?
• Collect recyclable items.
• Write a letter to a legislator or local official.
• Translate program information into your native language.

Do you like working with adults?
• Join SMART (Strong Mothers Acting Responsibly Together) – activities with other moms.
• Assist with newsletters or local publicity.
• Provide interpretation services during meetings or trainings.
• Assist management staff with office duties.
• Participate in a community improvement project.
• Join special planning committees, including FFISH & SMART.

Do you enjoy books, reading and literacy activities?
• Share family stories and traditions.
• Work on your child’s “Me Book”.
• Record children’s stories for classroom activities.
• Home/School & Home/Educator Connection – Staff provide activities for family members and children to do together. The activities support the program’s curriculum and are designed to help increase your child’s skills.

These are just some of the many meaningful ways of partnering with staff and becoming involved in your child’s education. Ask your child’s teacher, your family advocate, or your parent/child advocate about other ways to be involved and share some of your own ideas.
HEAD START DECISION-MAKING COMMITTEES

Policy Council (PC)
The CAI Head Start Policy Council is the board of directors for the CAI Head Start Program. The Policy Council and the Director meet once a month, with transportation, childcare, and dinner provided. PC is made up of Head Start parents/guardians and community representatives who partner with the Head Start Director and other management staff to make decisions about the operation of the program. Issues discussed include hiring staff, expending Head Start funds, developing program policies, activities, and enrollment criteria. Each Head Start class or group of thirteen or more children will have two parent/guardian policy council representatives. Each group or class of less than thirteen children will have one parent/guardian policy council representative. Community representatives are elected by current parent members on Policy Council and include former Head Start parents, members of professional groups, and other interested community members.

Policy Council meetings are open to all parents, however, only elected representatives may vote. PC members serve as a link between program administration, the families, and the community. CAI Head Start Policy Council members may serve no more than three one-year terms over their lifetime.

Parent Center Committee (PCC)
As a major part of our plan to partner with parents, parents/guardians and Head Start staff meets monthly at the center your child attends for class or playgroup. When a child is enrolled in Head Start, the parents/guardians automatically become members of the center’s Parent Center Committee (PCC). The purpose of PCC meetings is to provide family members with information, training, and recreation, as well as, for parents/guardians to work with staff to make decisions concerning program policies, activities, and services. These decisions may involve issues concerning child health and safety, program curriculum, local program, or community events.

Advisory Committees
Head Start parents and guardians are encouraged to participate on the Health Advisory Committee. The committee is led by the Health Services Manager and comprised of staff, Head Start parents, health professionals, and community members. The committee meets at least twice a year to gather advice, recommendations, and assistance in the planning, implementation, and evaluation of the program’s health and nutrition services. Other advisory committees are convened as appropriate based on identified needs, concerns, and/or interests. Parents/guardians interested in serving on an advisory committee should contact their advocate for more information.

VAST – Volunteer And Substitute Training
VAST is a 2-part training program facilitated by Head Start staff and designed to qualify successful participants to work, when staff are absent, as paid substitutes for the following program staff positions: assistant teacher, assistant cook and bus monitor. Hours will be recorded on the Volunteer Record form.

The training includes:
1. A half-day educational workshop;
2. Two internships in the classroom, kitchen, and/or on the bus under the supervision of a qualified staff person.

In addition, before their name is placed on the substitute list, potential substitutes must complete all personnel paperwork (including documentation of a recent physical exam with TB risk assessment and evidence of MMR immunity), and have a favorable background records check (BRC).
HEALTH SERVICES

HEALTH REQUIREMENTS

In Head Start preschool immunization records must be submitted prior to your child starting school. In addition, an up-to-date (within the last 12 months) physical for your child is due within 30 days. Within 45 days of your child starting school, the children are screened for vision and hearing impairments and their heights and weights are charted. Within 90 days of starting school, the children must be screened for anemia and lead poisoning by their doctor and have a professional dental exam. Furthermore, dental exams must be kept current, meaning that all children need to have a dental exam every 6 months. If necessary, health and dental referrals are made, and will be followed up by staff. The Health Services Manager is available to answer any questions and your advocate can assist you in finding a doctor and/or dentist.

In Early Head Start immunization records are required prior to participating in any option. An up-to-date physical exam is due within 30 days of starting the program. All children will be screened for vision and hearing impairments and the child’s weight and height measurements will be charted twice per year. Within 90 days of starting the program, each child one year old or older must be screened for anemia and lead by their doctor. In addition, each parent must provide documentation that their child, if over one year of age, has received a dental exam within the past six months. Health and dental referrals will be made when necessary. The Health & Nutrition Specialist and the Health Services Manager are available to answer any questions and to assist in finding a doctor and/or dentist.

MEALS

Head Start preschool children who attend the morning session are served breakfast and lunch and the afternoon session children are served lunch and snack. All meals meet or exceed the minimum requirements for nutrition established by the U.S. Department of Agriculture. All menus are carefully developed and are approved by a registered dietitian. Our cooks are very talented and create delicious and fun meals that the children enjoy. All meals are served family style. Parents are encouraged to join the class for a meal or snack on any day. Any questions or menu suggestions may be submitted to the Health Services Manager.

Early Head Start infants and toddlers attending the Goldman Center and Family Day Care homes will be served breakfast, lunch, and a snack. Infants and young toddlers will be fed “on demand” due to the fact that they need more frequent feedings at this age. Age appropriate breakfast, lunch, and snacks will be provided to children. All meals meet or exceed the minimum requirements for nutrition established by the U.S. Department of Agriculture. Children under the age of one will only be offered breast milk and/or iron-fortified infant formula to drink. Children will not receive cow’s milk until they are 1-year-old. All menus are carefully developed and approved by a registered dietitian. Our cooks are very talented and create nourishing, delicious, and fun meals that the children enjoy. Family style dining will be promoted to the extent possible and all infants will be held while being fed. Parents are encouraged to join the class for a meal or snack on any day. Mothers are encouraged to breastfeed and are offered a comfortable, private setting to breastfeed their children at the centers. Any questions or menu suggestions can be submitted to the Health & Nutrition Specialist or the Health Services Manager.

Children with Chronic Health Issues

The parent/guardian of any child with a chronic health issue will be asked to participate in creating an Individualized Health Plan (IHP) prior to the child starting in the program. The child’s teachers will participate in the IHP meeting/training so that they can be trained by the parent/guardian in how to properly attend to the child. Parents/guardians of children with asthma or allergies will be asked to have their child's pediatrician complete an Asthma Action Plan or Food Allergy Action Plan in lieu of an IHP, unless an IHP, is deemed necessary by the Health Services Manager, Health & Nutrition Specialist, or Health Consultant.
Criteria for Excluding an Ill or Infected Child from the Classroom and Play Groups

The goal of this policy is to prevent and/or reduce the spread of contagious diseases in our centers. When a child is ill, parents should decide whether their child would be more comfortable at home. If their child will require a great deal of extra special attention and if the symptoms/illness is in the category for which the child requires care at home, the parent should keep the child at home until the symptoms/illness has improved. **Children must be able to participate in all activities, including outdoor play, in order to return.** If parents need help in making the appropriate decision regarding sending their child to school, they are encouraged to call the center staff, the Health Services Manager, or the Health & Nutrition Specialist.

The following conditions are **definite** situations for children to stay at home.

1. **Fever** - If a child has a temperature of 100°F or higher, the child must remain at home until he/she has had no fever (without fever reducing medication) for 24 hours. If there is no fever with medication, (i.e. Tylenol,) but the fever recurs when the effect of the medication "wears off," then the child is still considered febrile and must stay home.

2. **Throat infections** - caused by a streptococcus (strep throat) -Treatment with an antibiotic for 24 hours is required before the illness is considered no longer contagious.

3. **Conjunctivitis** (pink eye) - 24 hours of therapy (usually eye drops or ointment) is required before the child can return to school.

4. **Impetigo/Scabies** - 24 hours after treatment has begun the child may return to school.

5. **Head Lice** –Children will be excluded from school if live head lice are found. They will not be allowed to return until they have been successfully treated (no live lice) and cleared by Head Start staff. It is **strongly** recommended that nits (eggs) be removed to reduce the chance of re-infestation.

6. **Gastroenteritis** - Any child with recurrent vomiting and/or diarrhea who looks and feels sick must remain at home.

7. **Herpes - Type 1** (mouth/skin) - Exclude when there are open and oozing sores that cannot be covered. The child may return when blisters are crusted over. **Chicken Pox** - The child must stay at home for the first 5-7 days after the onset of the rash and may return to school when all lesions have dried and crusted.

If a child has **not** had chicken pox, and has **not** been vaccinated against chicken pox because of religious beliefs, or the child is too young to receive the immunization, this child will need to stay home during an outbreak. He/she will need to stay home if the outbreak occurred in his/her classroom, or if Head Start determines that he/she has had close contact with the infected child. Between 3-5 days following the initial exposure the child’s parent can have the child immunized against chicken pox – consult your child’s pediatrician. Or, the child will need to be out of school from the 10th -21st day following exposure.

9. **Other childhood illnesses** are rare with the high immunization rate. However, if your child should have measles, mumps, German measles (rubella), he/she will need to stay home during the active illness. Fifth disease, scarlet fever and hand, foot, mouth disease are other fairly common diseases that occur. In each case, consult with the Health Services Manager or the Health & Nutrition Specialist to help decide when your child can return.

Parents of children in center based Early Head Start, who may not be fully immunized yet, will be notified immediately if the outbreak occurs at the Goldman Center and asked to contact their child’s pediatrician for guidance. Parents of children attending the Early Head Start Play Groups will be notified immediately by phone if staff learns that a contagious child participated in a recent Play Group.

If the Head Start child, or a sibling, has any of these contagious diseases, parents should inform the program immediately.
If there is a child in the program who is diagnosed with any of the above diseases, parents of all children enrolled in that classroom/center will be notified in writing.

**Care of the Mildly Ill Child**
Mildly ill children will be allowed to attend class if the child can participate in all classroom activities and staff can meet the needs of the child along with the needs of the rest of the class. Some examples include:

- slight fever (under 100°F)
- single incident of vomiting
- mild sunburn
- nausea
- mild sore throat
- single incident of diarrhea
- cold/runny nose
- headache

Refer to the “*What To Do When Your Child Gets Sick*” book for further guidance. If you have not received a copy of “*What To Do When Your Child Gets Sick*” please contact your advocate.

**Procedures for Emergency and Illness**

**Acute Medical Emergency**
The Emergency Plan (which is posted in each classroom) will be followed. Children who have an acute medical emergency (i.e. a life threatening situation such as difficulty breathing, poisoning, uncontrollable bleeding, and/or a situation where delay would be dangerous) will be transported to the nearest hospital by ambulance. Parents will be notified immediately and requested to go directly to the hospital. If the parent/guardian cannot be reached, the emergency contact person and the child’s doctor will then be notified. A Head Start staff person will accompany and stay with the child until the parent arrives.

**Severe Allergies**
For children who have severe allergies and require rescue medications (i.e. Epi Pen, Benadryl, asthma inhalers, etc.) these medications will be kept in close proximity to the child at all times. All rescue medication will be kept in a “SafetySack” out of the reach of children, but in an easily accessible location. All rescue medications will also be transported by the classroom teacher and kept on their person during field trips, if a parent/guardian is unable to attend.

**Illness**
If a child becomes ill while attending classes or play group and it is in the best interest of the child to be sent home, the parent will be notified. We must have up-to-date telephone numbers. Children cannot attend school if we do not have working telephone numbers to contact in case of emergency.

For a child in center based classrooms the parent will be asked to come to the center to pick up the child. If the parent cannot be reached, the emergency contacts will be called. If no one is available to pick up the child, or if the child is not picked up in a reasonable amount of time, an ambulance will be called to transport the child to the hospital and a report will be filed with the Department of Children & Families (DCF). For a child participating in the play group, the parent will be asked to take the child out of the play group and bring the child home.

**Infection Control**
Careful hand washing by children and staff is the simplest and most important action to control the spread of infectious disease and is strongly enforced. In addition, staff will teach children the proper techniques for coughing and sneezing in a manner that reduces the spread of germs. Appropriate tissue use and disposal of tissues will also be taught and reinforced with all children. Tissues are always available in the classrooms and on the buses. Classrooms toys and manipulatives are routinely cleaned and sanitized to reduce the spread of germs, as are any toys or manipulatives brought to homes on home visits. Furthermore, it is encouraged that children receive their yearly flu shots to protect themselves, as well as to protect children who are less than 6 months old and can not receive the flu vaccine yet. Universal Precautions are practiced by all staff. The Infection Control Policy and Procedures are addressed during pre-service by the Health Services Manager and/or Health & Nutrition Specialist.
Head Lice Management

Head lice are not an indication of cleanliness or poor hygiene and it is not uncommon for a child to have a case of head lice. However, due to the fact that head lice can spread from one child to another, it is important to exclude children with live lice from the center until they are treated. Treatment is defined as any intervention that is successful in the elimination of all live head lice. Parents are strongly encouraged to remove all nits as well. If nits are not removed, they will hatch and re-infest your child with lice. For children under the age of two years, parents must contact the child’s pediatrician for appropriate treatment methods. Combing and picking lice and nits is always recommended.

After a child has been treated, the child’s parent/guardian must transport the child to the center to have a staff person check the child for signs of live lice before that child will be readmitted to the classroom. If live lice are found, the child will need to be sent home from school. Head Start will work with parents/guardians to educate them in the proper procedures to eliminate all lice from their homes and laundry and to prevent re-infestation. In chronic cases, contacting your child’s pediatrician for further assistance can be helpful.

Dispensing Medication

Medication Policy: (For prescription and non-prescription drugs)

A child cannot be refused entrance into the CAI Head Start Program because of having to take medication during regular school hours. However, any child who needs to take medication at school can not start school until all med forms are completed by the parent/guardian and doctor, and all medication has been received by the teacher. All teachers receive yearly training in medication administration. Parents/Guardians of children with Individualized Health Plans (IHP’s) requiring medication for their condition will train staff in the appropriate administration of that particular medication(s) as part of the IHP meeting/training.

A. Medication can be administered to children under the following circumstances.
   1. The dose schedule cannot be adjusted to be given during non-school hours.
   2. A child has a chronic medical problem (i.e. asthma) and may need medication in an urgent situation.

Procedure

A. Medication will be given only with written consent of the child’s parent/guardian and the written medication order of a registered physician, nurse practitioner, etc.

B. Any medication so prescribed must be in the original container and be properly labeled with the following:
   1. Child’s name
   2. Date prescription was filled
   3. Contents & dose
   4. Directions for administration
   5. Physician’s name
   6. Expiration date

C. If a child needs to be given medication at school the parent must bring the medication to the center. If transportation is an issue the parent may contact their family advocate for assistance. The family advocate is the point person to partner with the parents/guardians to resolve any issues that may arise that could prevent the child from having his/her medications at school. Medication can not come in on the bus for any reason and advocates can not be responsible for transporting a child’s medication to the center or day care home.

D. Any medication which needs to be cut in half or in quarters must be cut by the parent or pharmacist. When counted by the parent and staff members for the Medication Log each piece (i.e. half or quarter) will be counted as one.

E. If children are receiving medications that only need to be administered at home, parents must notify their child’s teacher. An “At Home Medication Form” needs to be completed. This information is necessary in order to monitor your child at school for possible side effects.

F. A child taking a new medication for the first time must be given the first dose at home – at least 12 hours prior to returning to school.

G. All medications, with the exception of rescue meds, are kept locked securely in the classroom’s med box. When medication is dispensed it is counted and logged on the Medication Log which is turned in monthly to
the Health Services Manager or Health & Nutrition Specialist.

H. All Rescue Medications (Epi Pens, inhalers, etc) are kept in SafetySacks located in the classroom cabinets, out of children’s reach, but in unlocked cabinets and remain easily accessible to adults in case of emergency so that the meds are immediately available.

I. In Early Head Start, for any oral, non-prescription, over the counter medication a Medication Order form completed by the child’s pediatrician must be in place and the parent/guardian must provide written consent weekly for the administration of the medication. Any changes to dosage or times per day must be accompanied by an updated Medication Order Form signed by the child’s pediatrician, as well as an updated Medication Authorization Form.

J. Any medication for a child that is leaving the program will be returned to the parent/guardian. If the parent does not come in for the medication, a notice will be sent to the parent/guardian giving a deadline for the collection of the medication. In the event that the parent does not respond, the Health Services Manager or Health & Nutrition Specialist will be notified and will remove the medications from the center. At that point the HSM and HNS will dispose of the medication at the Haverhill Police Department Medication Drop Box and a Disposal of Medication form will be completed by the staff members. For EpiPens the local ambulance company will be contacted and they will come to collect the EpiPens for disposal and sign off on the Disposal of Medication form.

K. Diaper rash ointment (over the counter) will be applied to children only when all necessary paperwork is completed. The Medication Authorization Form must be submitted weekly. The diaper rash ointment must be in its original container and clearly labeled with the child’s name.

**Asthma Medication**

Often parents will report that their child only needs asthma medications when they are sick and that the child does not need the medication for school. The Health Advisory Committee determined that all children who have asthma and need medication, no matter how infrequently, must have their medication on site before starting school or the parent/guardian must provide a letter from the child’s doctor stating that the child does not need to have his/her medication at school.

**Scent Free Environment**

Due to the increasing number of children and staff who have asthma and/or allergic reactions to a variety of scents, Head Start maintains a scent free environment. Children and staff must not wear scented perfumes, colognes, body lotions, etc. We also strongly encourage parents to follow the scent free practice when coming to any Head Start center or activity.

**Policy to Ensure a Smoke-Free Environment**

In order to maintain a safe and healthy environment and to eliminate exposure to tobacco smoke by children, staff, and parents the following regulations will be adhered to.

*Smoking is prohibited at all times in all spaces utilized by the CAI Head Start Program as well as on the buses.*

**SMOKING IS NOT ALLOWED ON HEAD START PROPERTY AT THE GOLDMAN CENTER. AT THE FOX AND SEACOAST CENTERS SMOKING IS ALLOWED ONLY IN DESIGNATED AREAS.**

Smoking will not be permitted at any center when the parents or the buses are dropping children off and/or picking them up. At the Seacoast Center smoking will not be permitted at times of transition (i.e. when children are going to and from the playground or arriving or departing the center).

Smoking materials must be disposed of properly. Cigarette butts **must not** be left on the ground.

*The above applies to all CAI Head Start staff, parents, volunteers, consultants, and visitors.*

Head Start staff will refrain from smoking during home visits and while transporting parents. Parents are asked to refrain from smoking during home visits and while being transported.
In addition, Head Start STRONGLY encourages parents/guardians not to expose their children to secondhand smoke by smoking in the house and/or car or allowing others to smoke in their house or car. The effects of secondhand smoke are dangerous for children – especially those with asthma and allergies. In addition to being harmful to your child, the third hand smoke on your child’s clothing and belongings can trigger asthma attacks in other children. We appreciate your cooperation in keeping all Head Start children safe.

**Nutrition**

The objectives of the nutrition segment of the Health Component are to provide a comprehensive nutrition curriculum for parents, staff, and children. This is done through:

1. The provision of sound, nutritionally balanced meals for all Head Start children to help meet part of each child’s daily nutritional needs.
2. Promoting a clean, pleasant environment for learning that will enable staff, parents, and children to understand the relationships between nutrition and health and that will promote sound physical, social, and emotional growth and development.
3. Use of appropriate nutrition curricula and including food activities, stories, and art projects.

It is the policy of the CAI Head Start Program that only food purchased and/or prepared at Head Start will be served to the children while in class, play groups, or on field trips. The menus are carefully planned to serve nutritious food and to accommodate children with food allergies. Parents must not send or bring in food or beverages. They will not be served to the children. THERE ARE NO EXCEPTIONS TO THIS RULE!

If an infant is prescribed a formula by their pediatrician for a medical condition and that formula is only available by prescription, the parent/guardian will need to supply the formula to Early Head Start. There must be enough formula on hand for an entire day in order for the child to stay for that day. In addition, a Medication Order form from the doctor must be submitted and an Authorization Form must be completed by the parent before the child can begin/return to the center.

Parents are encouraged to assist teachers with classroom food activities. Parents are also welcomed and encouraged to provide recipes to the cooks in the kitchen and to complete VAST training so that they can assist in the kitchen.

For health and safety purposes, we require that all parents/volunteers helping/working in the kitchen submit a current physical form, stating that they are in good health and are free from communicable diseases. Our physical form is available through your advocate, the HSM, or the HNS. Parents/Guardians will need to provide proof of MMR vaccinations either from immunization records, or a lab report showing immunity.

The VAST (Volunteer and Substitute Training) is held at least two times each year for all interested parents. We strongly encourage those who enjoy cooking to go through this training. Participation in VAST training enables parents/guardians to work as paid substitutes in the kitchen when the need arises.

Parents are encouraged to share suggestions and recipe ideas with the Health Services Manager, the Health & Nutrition Specialist, or with your child’s teacher. Parents may also contact the Health Services Manager or Health & Nutrition Specialist to discuss any of the above or any concerns and suggestions.
No Nut/Peanut Policy
Due to peanut and nut allergies in several children and staff, CAI Head Start has designated itself “Nut/Peanut Safe” and we strive to have no nuts/peanuts in any of our buildings.

Peanut/nut allergies are very serious and can be life threatening. For this reason we ask for full cooperation to keep all of our children and staff safe. CAI Head Start has taken the following steps:

1. No recipes or foods containing peanut butter or any form of nut are on the menu.
2. All labels are carefully read by the cooks and staff to ensure that none of the foods served contain “nuts”/peanuts or were processed in a factory where nuts/peanuts are also processed.
3. All staff, children, parents, and volunteers must wash their hands immediately upon entering classrooms/buildings.
4. Staff members and children are asked not to eat peanut butter, peanuts, or nuts before coming to the centers.

As parents/guardians we ask you to follow these rules:

1. Do not feed your child peanut butter, peanuts, or any form of nut before coming to the center/playgroup. If they do eat peanut butter, peanuts, or nuts, you need to carefully wash their hands and have them brush their teeth.
2. You, your child, and any other children with you at the bus stop must not eat peanut butter, peanuts, nuts, or any foods containing nuts/peanuts while at the bus stop.
3. If you come into a center and/or classroom please be sure to wash your hands, using soap and warm, running water for at least 20 seconds, as soon as you enter the building.

These requests may seem excessive, but it is important to understand that they are necessary for the safety of children and staff.
HEALTH POLICIES - EARLY HEAD START SPECIFIC

Pacifier Use
Because of the child’s preference and the variety of pacifiers that are available to children, the parents of infants and toddlers who use pacifiers will be asked to provide pacifiers for their child to use at the center. All pacifiers used by children will be handled and stored in a safe and sanitary manner to reduce exposure to germs and diseases. Dirty pacifiers will be cleaned in the dishwasher/sanitizer before being given back to the child. Children older than 12-months-old will only be given their pacifier for nap time, unless deemed appropriate for individual children for transitioning, soothing, etc.

Safe Sleep for Baby
To help reduce the infant’s risk of Sudden Infant Death Syndrome (SIDS):
1.) All infants will be placed on their backs on a firm mattress, covered by a fitted sheet, to sleep or to take a nap.
2.) There will be no objects placed inside of the crib while the infant is sleeping.
3.) Careful attention will be made not to overdress infants so as not to put them at risk of overheating while sleeping.
4.) Infants will not be put to sleep in car seats, infant carriers, or bouncers. An infant that does fall asleep in a car seat, infant carrier, or bouncer will be transferred to a crib.
5.) Children who use a pacifier will be given their pacifier to use during nap time.

Covered Shoes (Goldman Center only)
Only covered shoes or designated foot slippers will be allowed to be worn inside the infant room. Staff, children, parents/caregivers, volunteers, and visitors will be required to wear shoe covers over their shoes or designated individual slippers when inside the infant room. Shoe covers will also be required for families attending parent/child play groups. The shoe covers and slippers will be provided at the centers. This will help to reduce the amount of dirt, liquid, food, debris (or other material that is sometimes attached to a person’s shoe) from being tracked inside the classrooms and onto the floor which infants are frequently moving about on. No one will be allowed in the infant classroom without wearing proper shoe covering. This includes siblings and any other children. NO EXCEPTIONS!

Bottles
Early Head Start will provide BPA-free bottles for all infants. If parents insist on a specific type of bottle, they will need to supply the program with that specific type of bottle that is clearly labeled in permanent marker with the child’s name. If a child’s pediatrician finds it medically necessary for that child to have a specific type of bottle, then a medical order form from the child’s pediatrician needs to be provided to Early Head Start in which case efforts will be made to accommodate that request.

Infant Cereal
Cereal will not be introduced to an infant before 4 months old nor will it be added to a child’s bottle for any reason unless specific instructions and a diagnosis are submitted by the child’s pediatrician indicating its medical necessity.

Cow’s Milk
Cow’s milk will only be given to children that are 12 months old or greater. Whole milk will be issued up to 24 months old. Children that are 2 years old or greater will be given 1% low-fat milk for breakfast and skim milk for lunch and snack.

Diapers and Infant Formula
For children enrolled in the center-based and family day care option of Early Head Start, diapers and infant formula will be provided during the time they are in care. If a parent prefers to use a specific brand of diaper or infant formula other than what Early Head Start provides, the parent will be responsible for providing that specific item to Early Head Start for
use with their child, or must provide a note from their pediatrician stating that it is medically necessary.

COMPLAINT RESOLUTION PROCEDURE

As part of our plan to partner with parents, CAI Head Start staff members are available to talk with parents about questions, concerns, complaints, or suggestions. Parents may also submit complaints in writing.

Information regarding Head Start policies and procedures is routinely provided to parents through Policy Council meetings, parent center committee meetings, pamphlets, newsletters, etc. However, all questions are not anticipated. Therefore, the staff in the program is pleased to answer any further questions parents might have.

Parents seeking more information about their child's classroom should speak directly to the classroom teachers in the child's center. The family advocate can answer questions regarding community services. Parents are urged to contact the appropriate Head Start staff member as soon as a question or concern arises. Sharing accurate information can generally resolve problems and relieve concerns. The Head Start Director, Deborah Linett, is always available to assist with questions or concerns that may not be completely resolved by the managers. The managers, coordinators, and the director can be reached at (978) 372-5052.

Program areas and managers:

Education/Disabilities .................... Chris Espinola, Director of Children's Services
Health/Nutrition.......................... Kirsten Dumaresq, Health Services Manager
Family Services......................... Adriana Leo, Director of Family Services
Transportation............................ Evon Tudisco, Transportation Manager
Early Head Start......................... Sharon Smith, Early Head Start Director
Personnel................................. Joy Smith, CAI Personnel Director

Any issue or concern that, in the opinion of the parent, has not been adequately addressed should be brought to the attention of the CAI Head Start Policy Council. The members of the Policy Council are your elected representatives and meet monthly to discuss and/or vote on program business such as: policies, plans, expenditures, staffing decisions, etc.

Community complaints should be directed to the Head Start Director. The Director will inform the CAI Executive Director within forty-eight hours. All resolved issues will be reported to the Policy Council in the Director's Report. Issues not resolved within thirty days will be brought to the CAI Head Start Policy Council at the next meeting for discussion and resolution. Time will be allotted at each Policy Council meeting for discussion of community complaints/issues.

All our classrooms are licensed by the Department of Early Education and Care. If you have a complaint regarding the care of your child or would like information our regulatory compliance history, you may contact our licensor, Dan Hoyt, at (978) 681-9684 X337.
PARENTAL RIGHTS

The Department of Early Education and Care (EEC) licenses all child care programs in Massachusetts. EEC enforces strong licensing standards for the health, safety, and education of all children in child care. For program compliance history, parents may contact the Department of Early Education and Care at 360 Merrimack Street, Building 9, 3rd Floor, Lawrence, MA 01843. Phone: (978)681-9684.

In Accordance with Regulation 102CMR 7.00, updated on 7/24/98, Head Start is required to inform all parents of the “rights of parents”, as stated in the regulations, at the time of admission of their child to the center. These rights are as follows:

(1) Meeting with parents
   (a) In Group Day Care Programs. The licensee shall ensure that the administrator or his designee shall meet with the parent(s) prior to admitting a child to the program. The licensee shall provide the opportunity for the parent(s) to visit the program’s classrooms at the time of the meeting or prior to the enrollment of the child.

(2) Parent Information. The licensee shall provide to the parents upon admission of their child:
   (a) the program's written statements of purpose, administrative organization and services, as in 102 CMR 7.06(1) and (3);
   (b) the procedure for parent conferences and reports as in 102 CMR 7.04(3) and (6);
   (c) the procedures for parent input as in 102 CMR 7.04(5);
   (d) the policy for parent visits as in 102 CMR 7.04(4);
   (e) the behavior management policy as in 102 CMR 7.10(1);
   (f) the referral services policy as in 102 CMR 7.05(7);
   (g) the termination and suspension policy as in 102 CMR 7.05(8);
   (h) a list of the types of nutritious foods that should be sent for snacks or meals; (does not apply to Head Start)
   (i) the policy and procedures for identifying and reporting child abuse and neglect
   (j) the procedures for emergency health care and illness exclusion policy as in 102 CMR 7.05(5);
   (k) the transportation plan as in 102 CMR 7.12(1);
   (l) upon request, a copy of the full health care policy as in 102 CMR 7.05(1);
   (m) the procedure for the administration of medication as in 102 CMR 7.05(2);
   (n) a copy of the fee schedule as in 102 CMR 7.06(8);
   (o) in group day care, the procedures relating to children's records as in 102 CMR 7.04(8) and (9);
   (p) in school age child care, the procedures for on-going parent communication.

(3) Parent Conferences. The licensee shall make the staff available for individual conferences with parents at parental request.

(4) Parent Visits. The licensee shall permit and encourage unannounced visits by parents to the program and their child's room while their child is present.

(5) Parent Input. The licensee shall have a procedure for allowing parental input in the development of program policy and programs.

(6) Reports to Parents in Group Day Care Centers. The licensee shall, periodically but at least every six months, prepare a written progress report of the participation of each child in the center's program. This report shall be maintained in the child's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six months to discuss their child's activities and participation in the center. In addition:
   (a) for infants and children with disabilities, the licensee shall complete a written progress report of the child's development every three months, and provide it to the parent(s);
   (b) the licensee shall bring special problems or significant developments, particularly as they regard infants, to the parent's attention as soon as they arise.

(7) Notification of Injury. The licensee shall inform parents immediately of any injury which requires emergency care beyond minor first aid and shall inform parents in writing of any first aid administered to their child within 24 hours of the incident.
(8) **Confidentiality and Distribution of Records.** Information contained in a child's record shall be privileged and confidential.

(a) The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

(b) The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access the child's entire record shall be made available regardless of the physical location of its parts.

(c) The licensee shall establish procedures governing access to, duplication of and distribution of such information; and shall maintain a permanent, written log in each child's record indicating any time a child's record has been released.

1. Each time information is released or distributed from a child's record the following information shall be recorded: the name, signature and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released.

2. Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.

(9) **Amending the Child's Record.**

(a) A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;

(b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.

1. If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have the right to have a conference with the licensee to make his/her objections known.

2. The licensee shall, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

(10) **Transfer of Records.** When the child is no longer in care, upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies.

(11) **Charge for Copies.** The licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

(12) **Research and Experimentation; Unusual Treatment.** No licensee shall conduct research, experimentation, or unusual treatment involving children without the written, informed, consent of the affected child's parents or guardian, for each occurrence. In programs where observations of children (by other than parents of the children in the center) are common, a general parental consent may be obtained in writing. Observation shall mean that there is no interaction between the child and the observers and no identification of the individual child. In no case shall the licensee allow a child to be harmed during research, experimentation or unusual treatment. Research and experimentation shall not mean program evaluation or data collection for purposes of documenting services of the program which do not identify individual children.

(13) **Unauthorized Activities.** The licensee shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s) or guardian. "Activities" shall mean, but not be limited to:

(a) fundraising;

(b) publicity, including photographs and participation in the mass media.

A copy of the regulations is located at each center and available to any person upon request.
C.A.I. HEAD START and FAMILY DAY CARE
EMERGENCY CONTINGENCY PLANS
FIRE- NATURAL DISASTER-LOSS OF POWER/HEAT/HOT WATER
BOMB SCARE-HAZARDOUS MATERIALS-SUSPICIOUS ARTICLE/MESSAGE

PLANNING, PRACTICE AND PREPARATION ARE THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL EVACUATION PLAN.

EVACUATION PLAN:
1. Teachers/FDC educators must post at each exit, a written fire drill/evacuation plan for the center/FDC home.
2. A floor plan must be drawn up so that each room is represented. A red arrow must mark the primary avenue of exit and a green arrow must mark the secondary avenue of exit.
3. The procedure for evacuating the building/home is as follows:
   a. At the sound of the fire alarm the children will stop and listen for instructions.
   b. Line-up at the nearest exit (see individual classroom/FDC home evacuation plan.) Use alternative route if the nearest exit is blocked. The teacher assistant/FDC educator will ensure that all children including those with disabilities who are ambulatory (i.e., hearing impaired, visually impaired, learning disabled), are evacuated from the building in an orderly and efficient manner.
   c. The classroom teacher will remain behind to secure emergency forms & attendance book. The teacher will check for stragglers in all rooms including the bathrooms and with the help of the nutrition staff assist those children with disabilities requiring apparatus (i.e. wheelchairs, walkers and ventilators) from the building. In a family child care home the educator will secure emergency forms and check for stragglers in all rooms.
   d. The nutrition staff/FDC educator will turn off all appliances and will assist teachers with the evacuation of children with disabilities requiring apparatus if necessary.
   e. The assistant teacher/FDC educator will lead the group to a designated area and will do a head count.
   f. The classroom teacher/FDC educator is responsible for assuring that the number of children in attendance matches the number of children safely evacuated from the building/home.
4. Teachers/FDC educators will complete the Emergency Evacuation Report in duplicate. For CAI Head Start classrooms/FDC homes the original will be kept in the classroom black book/family child care home, the copy will be sent to the Operations Manager and Child Development Specialist (FDC).
5. Plans to use alternate routes must also be practiced.
6. Therapist, consultants, family advocates/PCAs, administration staff etc. must also evacuate the building.
7. Fire drills must be done monthly. All children will be informed of the fire drill procedure or take part in a fire drill within three days of entering the Head Start program.
8. A bell or whistle may be used for the September drill. Thereafter, the fire alarm must be used to familiarize the children with the sound. The center director, lead teacher or FDC educator will contact the Fire Department and informing/inviting them.
9. In the center based program the Fire Department personnel will visit all centers at least 4 times a year to conduct fire drills and question teachers and supervisors. These drills will be conducted without warning other then to the person in charge.

PLANS FOR EMERGENCY SITUATIONS
FIRE, BOMB THREATS, CHEMICAL SPILLS/CAUSTIC FUMES, HAZARDOUS MATERIALS

1. Evacuate all children immediately to the designated meeting site on the emergency evacuation plan posted in each classroom, if it is not safe to stay on the premises classrooms will evacuate to their designated site listed below.
   a. Primary Evacuation Site: Golden Hill School (for the Fox Center)
      Haverhill High School (for the Goldman Center)
      Bresnahan School (for the Seacoast Center) In the case of an emergency at the Seabrook Station Nuclear Power Plant staff and children will be evacuated to Masconomet Reception Center Boxford, MA. then proceed to Minuteman Regional High School Lexington, MA.
      ➢ Family child care homes should call their local Emergency Management Agency to find out where they should be evacuated to.
      ➢ Then the FCC Educator will call the evacuation site to ensure the site knows they will be coming in an
Once an evacuation site is set up ensure that it is written into the emergency evacuation plan posted next to the exits in the home.

FDC educators will then give a copy of their individual evacuation plans (with map) to the Child Development Specialist and Operations Manager.

2. The teacher/FDC educator takes the plan book with attendance records and completes a head count.

3. Notification of Police and Fire Departments will be done by the center director, FCC educator or a member of the administration staff.

4. Nearest land line telephone outside of the building is located: Haverhill Community Television (for the Fox Center).

5. The center director, FCC educator or lead teacher will contact administration building, who will set up a system to notify parents/alternates by phone.

6. The group will wait at the evacuation site until there is clearance to return to the site/discharge of children to their parents/alternates.

7. In case of emergency follow the above plan unless Fire, Police, Ambulance attendants, or Civil Defense give specific directions/procedures.

**LOSS OF POWER, HEAT OR WATER**

**POWER/HEAT**

**MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE REGULATIONS STATE THAT ROOM TEMPERATURE IN ROOMS OCCUPIED BY CHILDREN SHALL BE MAINTAINED AT NO LESS THAN 65° AND NOT ABOVE 80°. WATER TEMPERATURE CAN BE NO HOTTER THAN 120°.**

1. The teacher/provider should contact local electric company/gas company to determine anticipated length of time power will be out.

2. The comfort level of children should be determined. Consideration will be given to time of day, time of year, and anticipated return of power and/or heat.

3. In hot weather, turn off the lights, as they are a source of heat. Draw shades, provide ample cool drinks and encourage light clothing, limit vigorous activities and avoid sun.

4. In cold weather, provide warm clothing and vigorous activity to keep children active and comfortable.

5. In cases where it is determined that closing is necessary; parents will be notified that their children will be sent home. If the parent is unreachable the alternate will be called.

**WATER**

1. The teacher/provider will contact the local Water Department to report/determine status of loss of water.

2. If necessary, contact a plumber.

3. Taking that information into consideration staff/provider should confer with supervisor/administration staff to determine a plan to for staying open or closing.

4. Drinking water should always be available to children. Gallons/jugs of water should always be on hand/purchased in case of need.

5. In cases when it is determined that closing is necessary; parents will be notified that their child will be sent home. If parents are unreachable alternates will be called.

**EXTREME WEATHER CONDITION/NATURAL DISASTER**

**SEVERE WEATHER:** Blizzard, hurricane

1. In cases when it is determined that school closing is necessary due to severe weather:
   a. Late opening or early dismissal of children will be announced on Fox Channel 25 and Family child care homes will remain open unless there is a Declared State of Emergency.
   b. When early dismissal is necessary staff/providers will telephone parents/alternates utilizing both home and emergency numbers.
   c. When in transport, any child not met at their designated pick-up, will be returned to the center/FDC home.
   d. If weather makes it difficult to transport children home safely, the procedures for Natural Disaster will be adhered to.

**NATURAL DISASTER:** Tornadoes, earthquakes, etc.

1. Tornadoes and earthquakes strike with little warning. If this occurs the following procedures should be adhered to:
   a. Children should be brought to a central location as far from the windows and doors as possible.
   b. Teachers/FDC educator responsibility: Take attendance; keep children calm, monitor weather and civil defense instructions on the radio.
   c. Assistant teacher/FDC educator responsibility: Secure all doors and windows, bring first aid kit, fire extinguisher, flash lights and activity materials to designated area.
   d. Family Advocate/FDC educator responsibility: Notify parent/alternate if possible.
LOCKDOWN PROCEDURE
CAI Head Start follows the Lockdown Procedures below to ensure that the children will be safe at all times whether inside or outside of the building. All classrooms hold lockdown drills every month. Families will get a notice home when a lockdown drill is going to happen. In this way families will be aware and able to talk to their children about the lockdown. The Head Start goal is to be prepared for a real lockdown situation. Please understand that this procedure is for the safety of your child.

1. When a lockdown is initiated by a teacher or administrator:
   Everyone is to go to their classrooms and stay there. If outside leave all toys where they are bring children in as quickly as possible.
   Classroom teachers are to:
   i. Quickly glance around the room to assess the situation.
   ii. Lock all classroom doors.
   iii. Lower the shades.
   iv. Place students against the wall or set of cabinets in a “safe zone” so that an intruder can not see them while looking in the classroom.
   v. Turn out lights and computer monitors.
   vi. Keep students quiet with age appropriate quiet activities.

   Head Start Management team will lock all main hall doors and place lockdown instructions on door windows when it is safe to do so.

2. Locate and hold on to the attendance books in case an evacuation is necessary.

3. Stay in the “safe zone” until directed by law enforcement or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm.

4. In the event of a fire alarm or evacuation, all staff/classrooms will be directed by law enforcement or administration to a safe location. Once evacuated from the building, teachers will take attendance to account for all students.

5. An administrator will signal all personnel when the lockdown has been lifted.

6. All staff available will call families to inform them about the lockdown.
   (Families are notified after the situation because the telephone lines must stay clear while the lockdown is in process.)

Law enforcement officials with a badge and administrators are the only people allowed in or out of the building while the lockdown is in effect. Parents/family members will not be allowed into the building to pick-up their children until the lockdown has been lifted.

LOCKDOWN PROCEDURE FOR FAMILY CHILD CARE HOMES
CAI Early Head Start Family Child Care Homes follow the Lockdown Procedures below to ensure that the children will be safe at all times whether inside or outside of the home. All homes hold lockdown drills every month. Families will get a notice home when a lockdown drill is going to happen. In this way families will be aware and able to talk to their children about the lockdown. The Early Head Start goal is to be prepared for a real lockdown situation. Please understand that this procedure is for the safety of your child.

1. Upon notification of a situation requiring immediate lockdown:
   a. Everyone is to go into the home or remain inside and stay there.
   b. FDC educators are to:
      i. Quickly glance around the home to assess the situation.
      ii. Lock all doors.
      iii. Lower the shades.
      iv. Place children against the wall or set of cabinets, find a “Safe Zone” so that an intruder can not see them while looking in the home.
      v. Turn out lights and computer monitors.
      vi. Keep children quiet with age appropriate quiet activities.

2. If a lockdown is called by the educator from within the home:
   a. Call 911 and request “immediate police assistance (describe the situation and include the specific address).
   b. Call CAI Family Day Care administration, Robin Brooks 978-375-0833 or Kathie
Cote 978-815-0319, to make them aware of the situation.

3. Locate and hold on to the emergency forms in the case an evacuation is necessary.

4. Stay in “Safe Zone” until directed by law enforcement or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm.

5. In the event of a fire alarm or evacuation, the FDC educator will be directed by law enforcement or administration to a safe location. Once evacuated from the building, the educator will take attendance to account for all children.

   If the lockdown is called outside normal business hours and Family Day Care administration is not available, call Robin Brooks 978-375-0833 or Kathie Cote 978-815-0319. When the phone is answered explain the lockdown and exactly what you need them to do.

6. The FDC educator will make administration aware when the lockdown has been lifted.

7. The FDC educator will call families to inform them about the lockdown.

   (Families are notified after the situation because the telephone lines must stay clear while the lockdown is in process.)

Law enforcement officials with proper police identification and administrators are the only people allowed in or out of the home while the lockdown is in effect. Parents /Family members will not be allowed into the home to pick-up their children until the lockdown has been lifted.