



Parent Handbook & Calendar

2023-2024

Alliance Franklin Center

Darinda Spinks
Center Manger
dspinks@sccaa.org

321 Franklin S
Alliance, OH 44601
330-821-5977 – Office
330-821-4580 – Fax

Hours of Operation
8:00 a.m. – 4:30 p.m.
(Monday – Friday)

William Hunter Center

Ashlie Creter &
Mary Higgins,
Center Managers
acreter@sccaa.org
mhiggins@SCCAA.org

3015 Mahoning Rd, NE
Canton, OH 44705
330-456-6218 – Office
330-430-3646 – Fax

Hours of Operations
8:00 a.m. – 4:30 p.m.
(Monday – Friday)

Head Start Locations

Bus Garage

Call -off line

(330)453-6262

William Malloy Center

Edie Mingus,
Center Manager
Edith.Mingus@SCCAA.org

1134 Walnut St., SE
Massillon, OH 44646
330-834-3567 – Office
330-834-3848 – Fax

Hours of Operation
8:00 a.m. – 4:30 p.m.
(Monday – Friday)

Southeast Center

Jodi Batchik
Center Manager
jbatchik@sccaa.org

1400 Sherrick Rd SE,
Canton, OH 44707
330-438-4994 – Office
330-456-6641 – Fax

Hours of Operation
8:00 a.m. – 4:30 p.m.
(Monday – Friday)

Feel free to ask us about our partner sites!

- All Star Kids Early Learning Center
- Fair Play Family Center LLC



Head Start Administrative Offices

3015 Mahoning Rd. NE
Canton, OH 44705
330-456-6218 –Office
330-430-3646 – Fax
Director – Mary Maxwell

WWW.SCCAA.Org



Dear Families,

On behalf of the staff, Head Start Policy Council, SCCAA Governing Board, and Rodney Reasonover, Chief Executive Officer, I would like to welcome you and your family to the Head Start and Early Head Start Program.

Head Start is a national commitment to give every child an opportunity to succeed in school and in life. In the over 50 years since its beginning, Head Start has improved the lives of more than 32 million children and their families. Head Start alumni are active in all walks of life.

Head Start offers a unique whole child-whole family program that includes local and national standards, monitoring, professional development, and family engagement.

Head Start is rooted in the belief that every child has the ability to succeed in school and in life. Ending injustice, racism, and bias is fundamental to delivering on this promise.

There are four major components to Head Start:

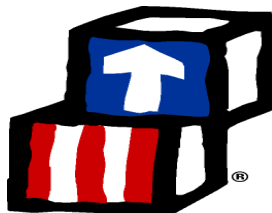
- **Education**: Providing a variety of learning experiences to help children grow intellectually, socially and emotionally. SCCAA Head Start uses Frog Street Curriculum and Creative Curriculum which encourages children to learn through play and active exploration of their environment.
- **Health**: Providing health services such as immunizations, dental, medical, mental health, nutritional services, and early identification of health problems.
- **Parent Involvement**: Involving parents in the planning and implementation of activities. Parents serve policy councils and committees that make administrative decisions; participate in classes and workshops on child development; and volunteer in the program
- **Social Services**: Providing outreach to families to determine what services they need.

This Parent Handbook has been designed to keep you informed of the program policies and procedures that apply to families, our staff, and volunteers. This handbook is updated annually and includes important information about ways we will work together to keep your child's safety as our number one priority!

It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. Please contact your Center Manager if you have any other questions. I hope you and your child have a great year in Head Start!

Mary Maxwell

Head Start Director



The Stark County Community Action Agency's overall mission is to promote economic self-sufficiency among the low-income families and individuals of Stark County.

Our Vision

Head Start/Early Head Start is based on the premise that all children share certain needs, and that children of low-income families, in particular, can benefit from a comprehensive developmental program to meet those needs.

Our Mission

SCCAA Head Start/Early Head Start programs are committed to nurturing the dreams and aspirations of families in the program and embracing the uniqueness of every family.

Affirmative Action Statement

Stark County Community Action Agency is an equal employment opportunity agency that does not discriminate in its employment practices, or in its delivery of services. Head Start/Early Head Start provides enrollment of eligible children regardless of race, sex, creed, color, national origin or handicap conditions.

SCCAA History

On June 24th, 1980 the Stark County Community Action Agency (SCCAA) was incorporated as a private, non-profit corporation within the state of Ohio and was designated to operate anti-poverty programs in Stark County.

SCCAA administers major programs which serve socio-economically disadvantaged residents of Stark County. Programs include Head Start/Early Head Start, Home Weatherization Assistance, Home Energy Assistance, and Families in Partnership employment training.



The SCCAA Governing Board directs the administration of the agency. Membership on the Board is equally divided among representation from the public sector, private sector, and low-income persons or representatives of organizations whose mission is to advocate, assist and aid low-income families.

SCCAA Programs

Center for Education & Employment Opportunities

CEEO provides basic skill instruction to assist persons in acquiring their GED, computer training in word processing, database and spreadsheet creation, financial literacy education, and Micro Enterprise Business Development for persons interested in starting a micro business. For information call 330-580-9347

Home Weatherization Assistance Program (HWAP)

HWAP is designed to improve home energy efficiency through installation of strategic conservation measures such as attic and side wall insulation, the sealing off of major air-leak areas, heating system repairs or replacements and health and safety inspections and testing. For information call 330-452-9823.

Home Energy Assistance Program (HEAP, PIPP, PIP+ & Summer Crisis)

These programs assist eligible low-income families to pay their utility bills and assist households whose primary source and / or necessary secondary energy source have been disconnected, are threatened with disconnections, or who have less than a ten-day supply of bulk fuel. For more information, call 1-800-282-0880.

Community Action Pathways HUB

The Community Action Pathways HUB holds a mission to reduce fetal and infant deaths among at-risk minority women and families in Stark County through focusing efforts on improving access, through care coordination, to primary care and quality social services.

Please note, some items may be changed temporarily due to COVID-19 pandemic. Please refer to COVID-19 policies in separate document.

Head Start / Early Head Start

Head Start serves children ages 3 to 5 who are not eligible for kindergarten, and Early Head Start serves pregnant women and children from 6 weeks to age 3. The program brings many resources together to assist children and their families.

Head Start activities help children grow mentally, socially, emotionally, and physically. While Head Start offers a variety of full day and part day classes, Early Head Start serves a full day, full year program as well as a Home Base offering.

Enrollment eligibility for Head Start and Early Head Start is determined using guidelines that are established by the federal government. We provide services to children and families in Stark County, Ohio. The following documentation must be submitted along with a completed application:

- Proof of your child's birthdate
- Proof of total income for the previous year or the past 12 months
- Immunization record
- Medical insurance card
- Custody documents, Protection Orders, etc. if applicable.

Head Start / Early Head Start is available at no cost to parents and caregivers. Families must be working, attending school/ training, or a combination of both to benefit from full day services.

All of the above referenced programs administered by the Stark County Community Action Agency have no fees associated with participation and receipt of services.



Visiting the Center

Please Note the Following Rules:

- Upon entering the center, all visitors must sign-in and out at the office. No person will be allowed to roam / loiter in or around the building.
- Do not leave minor children unattended in cars while you are in the center.
- Absolutely **NO CELL PHONE USE** in the building during drop-off or pick-up. Photos and recording of other children, staff or parents is not permitted without consent.
- NO SOLICITING is allowed on the Head Start/Early Head Start premises.
- SMOKING IS PROHIBITED ON SCHOOL PREMISES.
- FIREARMS OR DEADLY WEAPONS ARE NOT PERMITTED ON ANY HEAD START PROPERTY.
- **THERE WILL BE ZERO TOLERANCE FOR ANY THREATS TO HEAD START / EARLY HEAD START STAFF OR ALTERCATIONS ON SCCAA AGENCY PROPERTY.** These actions may jeopardize your child's placement and your access to Head Start/Early Head Start property.
- Center and classroom visits for families can be arranged through Center Manager. Parent volunteers are welcome and encouraged at center events, but due to child care licensing rules, we cannot allow other children, including siblings, in the classroom.
- All activities in the building must be pre-approved and advance notice given to the center manager.

Emergency Procedures

In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills and periodic tornado and lockdown drills. Should we need to evacuate for any reason, staff will follow the written instructions posted in each classroom and children will be transported to the nearest safe place as listed on the Emergency Plan in each classroom.

A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

During a fire, tornado or lockdown drill, parents in the center MUST evacuate according to center procedures. Parents may not remove their children during the drill.

School Closings



We will make every effort to open our doors at the normal time. On rare occasions, however, it may be necessary to close the centers due to weather or calamity.

SCCAA will use the WHBC, FOX 8, and "i-Alert" System when the SCCAA Head Start/Early Head Start site is delayed or closed for the day. The "i-Alert" school closing network is made up of various radio stations including; WMJI 105.7FM; WGAR 99.5FM; and television stations: WKYC Ch. 3; WOIO Ch. 19; WVIZ Ch. 25 and WUAB Ch. 43. **Text messages will be utilized as well. Please remember to keep updated phone numbers on file.**

We suggest using the FOX 8 app to register for text alerts. You can also look on the **Facebook page @sccaaheadstart.**

Attendance Policy



In order for children to obtain the most benefit from the program, it is important that children attend class regularly, arrive on time and stay until the end of the session.

SCCAA Head Start & Early Head Start staff work in partnership with families to ensure regular attendance. We expect that children will attend class every day they are able.

Your Family Service Specialist will follow up on all unexplained absences and absenteeism concerns by telephone call, letter and/or home visit.

If your child arrives late three (3) or more times, a meeting with a Center Manager and Family Service Specialist will take place to ensure the issue is resolved.

If your child must be absent for any reason, you must do the following:

- **Non-Bus Riders (Self-Transport):** Phone the site to report your child off, giving the reason for the absence, and when the child will return to school.
- **Bus Riders:** You must phone the center to report your child off **and** contact the bus garage at **330-453-6262** notifying them that your child will not be attending. You must give them information on why your child is not attending class and when you would like your child picked up for their return to school. After your child has been absent three (3) days, the bus garage must be called to resume transportation.

Suspension & Expulsion

Temporary suspensions will be used only as a last resort for circumstances where there is a serious safety threat due to a child's behavior that cannot be reduced or eliminated through a plan, referrals, or services.

The program will not expel or un-enroll a child from Head Start because of a child's behavior.

When any child exhibits persistent and serious challenging behaviors, the program will explore all possible steps and document all efforts taken to address such problems, and facilitate the child's safe participation in the program.

If after a program has explored all possible steps and documented all steps taken, the program, in consultation with the parents, the child's teacher, and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program will work with the family to facilitate the transition of the child to a more appropriate placement.

Child Guidance & Management Policy

Child guidance, management, and self-regulation measures must be developmentally appropriate for the child, shall be consistent, shall be explained to the child and shall take place at the time of the incident as soon as the issue can be safely addressed.

Staff and supervised volunteers will guide children by:

- Setting clear expectations
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate self-regulatory behavior

- Encouraging children to control their own behavior, cooperating with others and solving problems by talking
- Intervene, when needed, as quickly as possible to ensure the safety of all children
- Communicate and consult with parents or guardians prior to implementing any specific behavior plan. All plans must be in writing, signed by the parent/guardian

Under absolutely no circumstances will a staff member or supervised volunteer:

- Abuse, endanger, or neglect children
- Restrain a child by any other means than holding a child for a short period of time, such as a protective hug, so the child may gain control
- Humiliate, threaten or frighten a child
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about the children or their families
- Isolate and restrict children from any activities

Security Camera Policy

To ensure the safety and security of all children, staff, parents, as well as the security of the building, SCCAA Head Start is equipped with interior and/or exterior 24-hour video surveillance and security cameras. These cameras may be located in classrooms, hallways, outdoor play areas and/or other common outdoor areas. The cameras are intended to help promote the safety and security of people and property and can assist staff in reviewing an incident. SCCAA insists on protecting the privacy of all children, parents, and staff, therefore, our surveillance system/security cameras are for internal purposes only. SCCAA does not permit parents to view or obtain copies of recordings. **With proper procedural documentation, SCCAA will cooperate with law enforcement by providing access to and/or copies of surveillance videos when and if necessary.** Security camera recordings will be periodically deleted, as they are on a system with a limited amount of storage.

Transportation

Head Start offers transportation on a limited basis for Head Start students only. Your child's behavior is important for the safety of others during bus transportation. There is zero tolerance for children displaying behaviors such as not staying buckled up, inappropriate language, or any form of aggression during bus transportation and could affect your child's transportation privileges.

Busing Guidelines

- All bussed Head Start children will be transported only to the pick-up and drop off addresses on file.
- If a change in pick-up or drop off location is needed, please notify your Family Service Specialist at least one (1) week in advance. Parents may have to self-transport until the new address can be checked for the availability of transportation services **Parents must notify the bus garage (330-453-6262) and the center** where the child attends when the child will be absent from class.
- Children must be ready when the bus arrives. The bus will not wait longer than two (2) minutes.
- If a child misses the bus, it will be the parents' responsibility to bring their child to school.
- A parent or an authorized person of at least 16 years of age listed as an emergency contact must bring the child to the door of the bus at the time of pick-up, and must meet the child upon his/her return. **A photo ID is required to get your child off of the bus.**
- If the bus arrives at the stop and no authorized person is there to receive the child, the child will be returned to the center for **parent pick up.**
- Only Head Start children and volunteers are allowed to ride the bus to and from the centers. **No food, drinks, medications, weapons, or smoking is allowed on the bus.**
- Toys & electronics should not be sent with the child, unless the teacher requests it for "show and tell" day, or for a short period of time to assist in transitioning.
- All adult bus passengers must wear seat belts and all children will be in a 5-point harness while on the bus.
- If the bus driver determines a child is ill at the time of boarding the bus, the driver may refuse to accept the child. If a child becomes ill on the bus, the child will be returned home or taken to the site and the parents will be contacted.

Safe Arrival & Departure Policy

Parents are required to bring their children into the building and all children must be signed in and out. **Parents may be required to show identification and should have their Photo ID with them at all times.**

- Staff must be made aware of each child's presence at arrival and departure.
- Children may not be dropped off at the entrance of the building or be sent inside alone.
- Parents are responsible for the supervision of their child before signing them in and after signing them out.
- No child is permitted to be passed over the playground fence for pick up or drop off.
- Please do not leave minor children unattended in cars.
- For the protection of your child, we do not release children to anyone other than you or authorized persons.
- If you want your child released to another person, this person must be listed on your child's ODJFS Information Form, not be under the age of 16, and **provide a picture ID** (No Exceptions).
- If there is a custody and/or visitation agreement for your child, please be sure to have a copy of file at the school. This ensures your child is only released in compliance with said agreement.
- It is the responsibility of the parent to keep all contact numbers/ emergency contacts current.
- Our staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol.
- Emergency contacts will be called to transport the child home.
- **All children must be picked up by the close of their session.**
- After three (3) times of failing to pick your child up on time after class, your child may be suspended from school until a meeting with the Center Manager is arranged.
- If you are experiencing an emergency, please call the center as soon as possible. If a child is not being picked up at the end of class time, reasonable efforts will be made to contact all authorized persons before center staff contacts the local police department.

Classroom Schedules

Early Head Start (Infant/Toddler)

Early Head Start (EHS) is a program that serves infants and toddlers from age 6 weeks to 3 years old. EHS provides early, continuous, intensive, and comprehensive child development and family support services to infants and toddlers and their families, and pregnant women and their families.

- Greet Families
- Breakfast & Feeding Time
- Diapering (as needed & according to schedule)
- Small group activities & learning experiences
- Gross Motor Play
- Lunch & Feeding Times
- Naps
- Outdoor Play / Walks
- Snack / Departure / Dismissal

Head Start Full Day (3 - 5year old's)

- Greet Families / Free play
- Family Style Breakfast
- Large Group Meeting
- Small Group Activities & Learning Experiences
- Outdoor Play / Gross Motor Play
- Family Style Lunch
- Rest Time
- Snack
- Small Group Activities & Learning Experiences
- Large Group Meeting
- Departure / Dismissal

Head Start Part - Day (3 -5-year old's)

- Greet Families / Free play
- Family Style Breakfast or Lunch
- Large Group Meeting
- Small Group Activities & Learning Experiences
- Outdoor Play / Gross Motor Play
- Family Style Lunch or Snack
- Large Group Meeting
- Departure / Dismissal

Nap & Rest

Children enrolled for more than six hours will rest in their classroom on an assigned cot or crib, labeled with their name.

Children who do not sleep will rest or do quiet activities on their cot.

Potty Training

When appropriate, potty training provides opportunities for children to learn self-control, responsibility and self-help skills as well as healthy practices and hygiene. For preschool children who have not yet mastered toilet training, a **Toileting Plan** will be developed with parents and staff to plan an appropriate approach which would be followed both at home and school.

Parents are encouraged to share information about their child's toileting experiences and concerns regarding their toilet learning

Head Start / Early Head Start Curriculum

SCCAA uses Frog Street Curriculum and Creative Curriculum, comprehensive, research-based curriculums designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

Children enrolled in the program will be formally assessed for their developmental progress using Desired Results Developmental Profile (DROP). Child specific data will only be shared with parents/guardians. It will not be shared with outside providers, funding sources, ODJFS, etc. without the written permission of the parent or guardian.

Staff/Child Ratios

	State Required Staff Child Ratios	Head Start /EHS Ratios	Group Size
Births to <12 mo.	1:5	1:4	8
12 - 17 mo.	1:6	1:4	8
18 - 30 mo.	1:7	1:4	8
30 - 35 mo.	1:8	1:4	8
3 yrs.	1:12	1:10	20
4 & 5 yrs.	1:15	1:10	20

Staff Supervision

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Head Start / Early Head Start staff are caring, alert and actively supervising the children. All children will be within sight and hearing of a qualified staff person at all times. Under no circumstances shall a child be left alone.

Home Visits & Parent Teacher Conferences

Head Start/Early Head Start teachers are required to make at least **two (2) Home Visits per year** and to also conduct **two (2) Parent /Teacher Conferences**. Conferences are held at the center in your child's classroom in the fall and spring.

Frequent communications between parents and the program are crucial to the development of children and the success of the education experience.

Home Visits and Parent/Teacher Conferences are important because they promote:

- A respectful relationship between the parent and the teacher.
- Opportunity for parent input for educational goals for your child.
- Learning opportunities for your children at home.
- An understanding/awareness of the child's progress and development.

Dress Code Policy

SCCAA Head Start /Early Head Start is wholly committed to ensuring a safe environment for your child(ren) while they are in our care. We need for families to adhere to the dress code we have established in order to keep all children safe. For safety purposes:

- Children may not wear open toed shoes to class.
- Clothing with drawstrings should be avoided.
- Children must be dressed appropriately for play/learning time. Children paint, play outside, and participate in water play while in class.
- Your child must have an extra set of clothing at the center that is appropriate for the weather.
- Ohio Health Department regulations do not permit the Head Start / Early Head Start Program to wash soiled clothing. Clothes will be bagged and sent home with the child.

Outdoor Play Policy

Outdoor play will be provided each day for all children so children should come to school dressed for outdoor weather conditions. Children will not be taken outside for any activities when:

- The outside temperature is below 25 degrees Fahrenheit, including wind chill.
- The outside temperature is above 90 degrees Fahrenheit. Shaded areas are available on all playgrounds.
- There is lightning, heavy rain, heavy snow, or ice on the playground.
- There is a storm watch or warning issued for Stark County.
- There is an outdoor health warning issued for Stark County for ozone, pollen counts, humidity, or other conditions making it unsafe for outdoor play.
- If outdoor play is not permitted because of any of the above conditions, indoor gross motor activities will be provided.

Swimming & Water Play

Children will not engage in any swimming activities. Wading pools are prohibited.

Nutrition – Meals & Snacks

Head Start/Early Head Start participates in the Ohio Child and Adult Care Food Program (CACFP). This program assists child care sponsors in serving nutritious meals to all enrolled children.

Menus are written using the United States Agriculture Department (USDA) & CACFP guidelines. This requires all meals being served to provide 1/3 of each age groups recommended daily dietary allowances.

Children attending an AM session will receive breakfast and lunch; children attending our PM session receive lunch and a snack; and children attending our Full Day session receive breakfast, lunch, and a snack. Children are not permitted to bring their own food.

Private space for breast feeding mothers is provided at our William Hunter location. Please check with the Center Manager on site. Breast milk in

bottles will be given with proper labeling. Formula of parental preference will also be provided.



A registered dietitian is available to answer any questions regarding nutrition and to assist you as needed

If your child has an allergy to foods, requires a food supplement, or requires a modified diet you must complete the Child Medical Physical Care Plan – ODJFS 01236.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202)690-7442

(Spanish) http://www.ascr.usda.gov/complaint_filing_cust.html

Holiday Celebrations & Parties

To ensure the safety for all children, **the program will not accept any outside food or permit food to be brought into the classroom.**

Some other ways you can celebrate with your child are listed below:

- Having lunch with your child in his/her classroom
- Volunteering to read or tell a story to the class
- Planning a special activity for the children
- Sharing your culture or family tradition with the children

SCCAA serves a diverse ethnic and religious population. We recognize and support the uniqueness of each child and family we serve. The following celebrations will be observed during the school year:

- Fall Festival/Harvest Celebration in October –**No Costumes**
- Winter Wonderland - Before Winter Break
- End of the Year Celebrations

Women, Infant & Children (WIC)

WIC is a nutrition education program. WIC provides nutritious foods that promote good health for women who are pregnant, breastfeeding or have a baby less than 6 months old. Infants and children up to 5 years old are eligible to apply for WIC. Fathers are welcome to apply for WIC for children up to age 5.

To qualify for services, you must:

- Live in Ohio
- Meet WIC income guidelines
- Have certain nutritional or health risks

Stark County WIC Office Locations:

Canton City Health Dept. (330) 489-3326 (Canton City),
Stark County Health Dep. (330) 493-9917 (County Resident)

Medication Policy

We must have the following forms on file for your child to receive medication at the center:

- Child medical physical care plan (JFS 01236)

All sections of the forms must be completed on all children with special health concerns or conditions (i.e., asthma, allergies, etc.). All medications will be stored in a designated area inaccessible to children. Medications may **NOT** be stored or transported in a child's cubby or book bag.

Only **prescription medication** will be given to children attending Head Start/Early Head Start with the following stipulations:

- Such medication is necessary for life survival
- The parent cannot adjust the dosage time to avoid school hours
- The parent cannot come to the Head Start /Early Head Start Center to personally administer the medication
- **No over-the-counter medications** will be given to children at the centers

Prescription medications must be unopened in the original container with a valid prescription label. Medication will be administered according to the instructions on the label and Physicians order. Parents are responsible for ensuring Head Start Staff are trained on how to properly administer the medication.

Immunizations

In accordance to Ohio State Law all children attending licensed Day-Care / Head Start Centers must be sufficiently immunized; **NO** child will be permitted to enter program without proof of having the required immunizations or having an Immunization Exemption Form on file. Any family signing an Immunization Exemption Form will be provided with information/education about the many childhood immunizations and risks of disease and outbreaks

Health Services

Health and Wellness Services include all aspects of a child's health, safety, and well-being. We believe that children work to the best of their ability when they feel their best.

At Head Start we require that every child get a complete physical and dental examination yearly. At Early Head Start we require every child follow the recommendations of the Academy of Pediatrics and complete all well child visits from birth to 30 months. The American Pediatric Dentists recommend dental care start when the first tooth appears or no later than child's first birthday. Proof of lead and hemoglobin (anemia) screenings are required as appropriate for the child's age.

Additionally, up-to-date child immunization record must be on file. Head Start/Early Head Start will assist you in locating and obtaining these services.

Health Screenings

The following health screenings will be performed on your child while attending Head Start / Early Head Start: vision, hearing, height and weight, developmental, social & emotional, and speech/language. These screenings must be completed within the first forty-five (45) days of school. All screenings will be performed by trained and qualified individuals. A dental screening is required within the first ninety (90) days of school. With your consent a dental screening will be performed in the fall and spring by a trained dental professional. If additional treatment is needed, we will assist you in locating a local dental provider.

Sick Child

Head Start provides children with a safe, clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We ask that you not bring a sick child to the center. They will be sent home! Your child may not report to school with the following signs or symptoms:

- Temperature of 100 degrees F or higher
- Diarrhea - (3) or more abnormally unexplained loose stools within a 24-hour period
- Severe coughing and/or excessive coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, discharge, matted eyelashes, burning, itching or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with and elevated temperature
- Evidence of untreated lice or untreated nits, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Severe headache
- Open or draining wound

If your child becomes ill at the center, staff will take the following steps:

- Isolate the child from other children and make the child comfortable.
- Contact the parent and/or emergency contacts to pick up the child as soon as possible
- Call 911 if the condition does not improve and we have not been able to contact any other authorized persons

Children will be readmitted to the center as soon as they are symptom free for 24 hours. If they are not symptom free, a return to school slip will be required stating that the child is no longer contagious.

If a child is diagnosed with any communicable disease, we must have a return to school slip before the child can return to class.

No later than the end of the next business day, the center will notify parents when their child has been exposed to a communicable disease.

Serious Incident, Injury or Illness

There is always at least one staff member present in the classroom as well as someone on each bus who has received training in First Aid, Cardio Pulmonary Resuscitation (CPR), Communicable Disease and Child Abuse recognition. In the case of minor accident/injury, staff will administer basic first aid.

If the injury is more serious, first aid will be administered and parents contacted immediately. If the injury is life threatening, EMS will be contacted, parents notified, and a staff member will accompany the child to the hospital with all available health records.

An incident/injury report will be given to the person picking the child up on the day of the incident/injury. In the case of a serious incident/injury and the child must be transported, a report shall be available within 24 hours.

Emergency Medical Treatment when a “Parent Refuses Permission to Transport”

The purpose of the Permission to Transport section of the Child Enrollment and Health Information Form is to ensure that parents/guardians authorize Head Start/Early Head Start to secure emergency transportation for their child in the event of an illness or injury which requires emergency treatment.

This form also allows parents/guardians the right to refuse such permission if they choose.

In the event a parent/guardian refuses permission, the following procedure will be followed:

- The "Do Not Give Permission to Transport" portion of the Emergency Medical Authorization Form must be filled out completely, including the action plan the family wants initiated.
- A meeting will be held with the family, prior to the child's first day of class, to review the action plan with the appropriate Head Start/ Early Head Start staff and copies of the minutes from that meeting will be attached to the child's file.

In the event of an illness or injury that is deemed potentially life threatening, Head Start/ Early Head Start Staff will call 911 and the parent/guardian will be contacted immediately.

Family Wellness

Comprehensive mental health services are provided to children and families in partnership with local community resources. Mental health consultant is available to support children in their classrooms at all sites, on a regular basis.

Special Needs and Disabilities

Head Start/Early Head Start serves children with disabilities in the least restrictive environment, while providing the necessary services for the child.

The Special Services Coordinator will work with parents or guardians, Help Me Grow, and the Local School Districts in referring, evaluating, and obtaining appropriate services.

Parent Rights & Responsibilities

- Expect that our center and classroom environment reflects' learning, openness, respect and promotes diversity.
- Be consulted and informed about your child's educational growth and developmental progress.
- Be informed of any continuing education and employment training opportunities available through formal and informal networks in the community.
- Be informed of community resources that are responsive to your needs and enhance your quality of life.
- Express concerns and offer constructive



Parent Complaint Procedure

When a parent or guardian has a concern or complaint about the Program, they should contact the Center Manager so that the concern or complaint may be resolved informally.

If the complaint cannot be resolved informally, the parent/guardian should put the complaint in writing on the "Parent Complaint" form and give the completed form to the Center Manager.

The Center Manager will review the parent/guardian's written complaint with the appropriate Manager. The parent/guardian will be contacted by the Center Manager and a meeting scheduled to address and, if possible, resolve the complaint. It is the intent of the SCCAA Head Start/Early Head Start Program to resolve the parent/guardian's complaint within five days.

Supporting Head Start /Early Head Start by Adhering to Center Policy & Program Standards

- Learn about the program and be involved in program policy-making and operations.
- Ensure your child benefits from the Head Start / Early Head Start experience through regular attendance.
- Guide your child with patience and be consistent.
- Be a vital part of your child's educational growth and development through open communication with staff, and participation all home visits, parent/teacher conferences and other meetings.
- Participate in the center as a volunteer and contribute toward the success of your child's education.
- Influence community services through your active participation in our parent committees and policy groups.
- Parents are required to complete ten volunteer hours each month, either in the classroom or at home working with your child on Home Activity packets.
- Utilize our programs and services designed to enhance your existing knowledge about child development, parenting and self-sufficiency.

Parent Involvement & Volunteer Participation

Center Parent Committee / Policy Council

All parents/guardians of enrolled children are members of their site's Parent Committee. This committee provides parents with the opportunity to assist in developing activities that will focus on their interests and needs, and support the education and healthy development of their children. Parent committee elections are held in October at each Head Start site.

The members are trained on how to plan and conduct their own monthly site meetings. Parent Committee members will represent their parents at the monthly Policy Council meeting. They will discuss what is happening at their site, as well as keep parents informed of Policy Council actions.

Parents will also have the opportunity to attend valuable trainings on child development, health, mental wellness, nutrition, literacy, budgeting and fatherhood.

Policy Council brings parents together to share common interests. Policy Council assists in the decision making for the Head Start / Early Head Start program by working in partnership with key management staff and the governing bodies to develop, review, approve or disapprove certain policies and procedures. The Policy Council also provides input into the planning, budget, self-assessment, and grant processes.

In-Kind

All Head Start programs are required to collect In-Kind as a match to the federal funding we receive. In- Kind is a volunteer service or donation provided to our program. Monetary value is placed on the volunteer service or donation.

Did you know that families volunteering with the SCCAA Head Start/Early Head Start program also supports our federal requirement to meet our In-Kind goal? When you volunteer, the value of your donated time is counted as "in-kind".

Some examples of ways families can volunteer and contribute In-Kind are: reading to your child, completing "homework" packets, being part of the Center Parent Committee, assisting at center events, assisting your child's teacher, assisting with recruitment events, etc. The possibilities are endless!

Please keep an eye out at our child's site for ways to get involved with Head Start and be part of the program's success.

Volunteer Opportunities

Parents are encouraged to volunteer as often as possible and attend monthly parent meetings. For more information, on volunteering at Head Start/Early Head Start, contact the Center Manager or Parent Engagement Coordinator.

Family Services

The Head Start program serves as a link between families and the community. Every family enrolled in the program is assigned a Family Support Specialist (FSS) who will:

- Assist your family in obtaining all the required information with regard to enrollment and health requirements.
- Support your family in setting and reaching goals and helping you in crisis or emergency situations.

Assist you in identifying resources, such as food, clothing, employment, and housing, as well as counseling and other referrals as needed.

Family Partnership

The Family Partnership Agreement is a way for you and your Family Support Specialist to work together on goals that you want to achieve. Goals like owning a home, obtaining your GED or volunteering in the classroom. This agreement is planned out in steps that will allow you to see the progress you are making.



Transitions

Transitioning can be stressful and exciting. We are committed to making your transition period one of ease, and comfort by assisting the family and child in a variety of ways:

- The program will work with community agencies to assist families interested in enrolling their children into the Head Start/Early Head Start program options.
- Teachers will conduct initial home visits.
- Children transitioning from Early Head Start (birth – three) into Head Start (preschool) will begin the transition process 6 months before the child's third birthday. A transition plan will be completed for all children transitioning from Early Head Start to Head Start.
- Meetings with parents/guardians will occur throughout the year to plan the most successful way to help their children progress from one option to another.
- The program will share all relevant information to whichever school/program the child may be transferring or attending with the parent's /guardian's approval

ODJFS Licensing Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of their presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers

Write or call: HHS

Region V, Office of Civil Rights
233 N. Michigan Ave, Ste.240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

ODFS

Bureau of Civil Rights
30 E. Broad St., 37th floor
Columbus, OH 44312-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll-free)
(614-752-6381 (fax)
1-866-221-6700 (TTY) -or-
(614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

SCCAA Head Start/Early Head Start 2023-2024 School Year

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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December 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
3	NO SCHOOL-Staff Work Day
4	CLOSED - Independence Day
10	FSS staff return

August	
11	Last Day for EHS
14-23	NO SCHOOL - Staff in-service/Home Visits
14	Teaching staff, custodial, secretarial return
21	All Staff Meeting-nutrition, transportation return
24	First Day EHS
29	First Day HS

September	
4	CLOSED - Labor Day

October	
9	NO SCHOOL- Home Visits/Conferences
20	NO SCHOOL- Staff In-service

November	
9	NO SCHOOL- Staff Work Day
10	CLOSED - Veteran's Day
23-24	CLOSED - Thanksgiving

December	
20-29	NO SCHOOL-Head Start Winter Break
25-26	CLOSED - Christmas

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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28	29	30	31			

February 2024						
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25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January	
1-2	CLOSED-New Year's Day
3	NO SCHOOL - Staff In-service
15	CLOSED - Martin Luther King Jr. Day

February	
16	NO SCHOOL - Home Visits
19	CLOSED - President's Day

March	
25-28	NO SCHOOL - HS-Spring Break
28	NO SCHOOL - EHS - Teacher Work Day
29	CLOSED - Good Friday

April	
15	NO SCHOOL - Staff In-Service

May	
3	NO SCHOOL - Conferences
22	Last Day for Head Start
23-24	NO SCHOOL - Teacher Work Day
27	CLOSED - Memorial Day

June	
19	CLOSED - Juneteenth Day

- NO SCHOOL - Holiday
- NO SCHOOL - Staff work day/in-service
- EHS OPEN / Head Start closed
- First Day for Students
- Last Day for Students



STARK COUNTY COMMUNITY ACTION AGENCY

**CENTRAL OFFICE
1366 MARKET AVE., N**

**330-454-1676 - OFFICE
330-454-6850 - FAX**

RODNEY REASONOVER, CHIEF EXECUTIVE OFFICER

WWW.SCCAA.ORG



@sccaahdstart



Scan for info.



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