

NOCAC Early Head Start

2022-2023
Family Handbook



“Guiding Children and Families
Toward Success”



NOCAC

Head Start and Early Head Start Home-Based Programming

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**Northwestern Ohio Community
Action Commission**

Head Start/ Early Childhood Education
1933 E. 2nd Street Defiance, OH 43512

www.nocac.org

Dear Families:

Hello and welcome to the Northwestern Ohio Community Action Commission (NOCAC) Head Start/Early Head Start and NOCAC Early Childhood Education (ECE) school readiness program. We are excited that you have joined our **School Family** and are looking forward to an amazing year!

Our Home Based Child Development program provides a high quality early childhood experience and we are always striving to meet the needs of our community. NOCAC's vision statement is, "Guiding Children and Families Toward Success." We at NOCAC believe that **you** are the primary educators of your children, and we look to you as the expert. It is our role to create a relationship with your family to ensure that we are meeting your individual needs. This is done by making sure that you have access to resources in order to be successful. One example is a referral to other NOCAC services or a community partner. We will also support you in a family goal that may require planning and steps to complete.

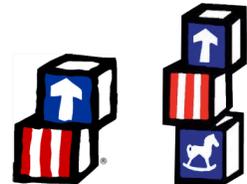
I want to encourage you to be an active participant in your child's education. The curriculum that we use focuses on your child's interests and we believe that children are natural explorers and researchers. Our role is to provide engaging activities to support their curiosity and support their overall development. **But we need your help!** We have volunteer opportunities that can be completed at socializations or from home. We also value your feedback and would love for you to be a part of a Parent Committee or serve as a representative of the Policy Council. For more information about any of these opportunities, talk to your child's home visitor!

It is my hope that you find this handbook helpful and provides an opportunity to learn about the different ways you can be involved in your child's education and understand our policies and procedures. Together we will make this a great year for your child!

If you have a concern during the school year, please reach out to your child's home visitor. If you feel that your concern is not resolved after speaking with the home visitor, please contact the HS/EHS Home Base Manager, Rhonda Davis at rdavis@nocac.org. If you still feel like the situation is not resolved, feel free to contact me at asimmons@nocac.org or call me at **419-784-2150 ext. 1111**.

If you would like more information about NOCAC services that may be available to you, please visit www.nocac.org. You can also "like" us on Facebook to receive up to date Northwestern Ohio Community Action Commission information.

I Wish You Well,
Amber Simmons
Child Development Director



Our Central Office is located in Defiance, and is open from 8:00 a.m. to 4:30 p.m., Monday - Friday. NOCAC Head Start staff members are available to listen to your concerns, comments, or questions. Our program is designed to serve your needs and we welcome your active involvement.

VALUE STATEMENT

The mission of NOCAC is to provide quality services to eligible families through staff who are dedicated to working with families. NOCAC staff work in partnership with community partners to provide and promote education, training, advocacy, collaboration with local organizations, and supportive services to empower people to become/ remain self-sufficient.

SECTION I: Management Information

NOCAC HEAD START/ECE PRESCHOOL CENTERS

****Socializations for the home based programs will be held at the centers two times a month.**

DEFIANCE COUNTY

Family Resource Center

Head Start **

644 S. Clinton Street
Defiance, OH 43512

Hicksville

Head Start Center

520B West High Street
Hicksville, OH 43526

PAULDING COUNTY

Paulding

Head Start Center

210 Dooley Drive
Paulding, OH 45879

HENRY COUNTY

Napoleon

Head Start

1075 Glenwood Avenue
Napoleon, OH 43545

NOCAC Child

Development Center**

22600 State Route 34
Archbold, OH 43502

FULTON COUNTY

Wauseon

Head Start Center

1210 N. Ottokee Street
Wauseon, OH 43567

WILLIAMS COUNTY

Pulaski

Head Start Center**

06678 US Rt. 127
Bryan, OH 43506

Montpelier

NOCAC Head Start

1015 E. Brown Road
Montpelier, OH 43543



**Miss Kim
Defiance Co. Home Visitor**

CENTRAL OFFICE STAFF

Child Development

Child Development Director	Amber Simons	asimmons@nocac.org
Program Admin/SFSP		
Disability Services Coordinator	Ami Presley	apresley@nocac.org
Project Manager	Deb Chandler	dchandler@nocac.org
Data Systems Specialist	Tiffany DeTray	tdetray@nocac.org
Data Systems Specialist	Leanne Anthony	lanthony@nocac.org
Early Childhood Education	Rhonda Davis	rdavis@nocac.org
ECE Coach & Support Specialist	Terri Bittinger	tbittinger@nocac.org
ECE Coach & Support Specialist	Machetta Porter	mporter@nocac.org
ECE Coach & Support Specialist		
Social Services Manager	Nate Kline	nkline@nocac.org
Family Support / Interpreter		
Health & Safety Manager	Sheana Behringer	sbehringer@nocac.org
Health & Safety Assistant	Crystal Genter	cgenter@nocac.org
Transportation & Safety Specialist	Jacque Gonzales	jgonzales@nocac.org
Head Start/Early Head Start Home		
EHS Home Visitor, Williams County		
EHS Home Visitor, Defiance County	Kim Vance	kvance@nocac.org
EHS Home Visitor, Defiance County	Kelly Monnin	kmonnin@nocac.org
EHS Home Visitor, Fulton/Henry County	Patty Macias	pmacias@nocac.org
Head Start Home Visitor	Tammy Tressler	ttressler@nocac.org

CHILD ABUSE/NEGLECT POLICY

NOCAC Child Development believes in concentrating on families - not just the parent or child. Our goal is to help you do the best you can in raising healthy, happy children. We understand every household has a different parenting style and we strive to understand and respect the rights of parents. However, we also know some parenting styles may place a child at risk of harm and/or injury.



NOCAC Child Development staff are mandated reporters. The definition of mandated is "to authorize or decree (a particular action), as by the enactment of law." **All staff are required by Ohio Revised Code 2151.421 to report any suspected incidents of child abuse or neglect.** As required by Ohio Job and Family Services, the NOCAC Child Development staff is trained in child abuse/neglect recognition & prevention and is aware of the mandated reporting laws. Ohio Revised Code 2151.421 states, "reporting is required if a mandated reporter **suspects** that a child under 18 years of age has suffered or faces a threat of physical or mental abuse or neglect."

Staff is expected to follow the policies set forth by the state regarding suspected child abuse/neglect and will contact the proper authorities in the event of a concern. If staff fails to report, they could be found guilty of a misdemeanor of the fourth degree and liable for civil damages. You may contact the Family & Community Engagement Manager at 419-784-5136 ext. 1105 with any questions.

It's Your Turn
To make a difference.



CONFIDENTIALITY

In order to fulfill our responsibility in serving you and your family, our staff must obtain personal or sensitive information. All information regarding you and your child(ren) is kept confidential. This means we will not release information to outside parties without signed authorization. This policy does not include communication between staff when both are working with your family, such as the Family Advocate, Home Visitor, Teacher or Teacher Assistant as we believe a team approach is the best method in serving you and your child(ren). In situations of divorce or custody arrangements, we must have custody documentation and if the non-custodial, non-residential parent pays child support and has visitation ordered, this parent is entitled to information about the child's education. If you believe confidentiality has been broken, please contact the Child Development Director at 419-784-2150 ext. 1111.

ISSUES OF CUSTODY

We believe parents are the primary educators of their children. This is why NOCAC Head Start strongly encourages parent engagement from both parents. We understand there are situations when the parents no longer live in the same home, due to divorce or a break in the relationship. **In situations of divorce and/or custody arrangements, we must have any court determined custody documentation on file. The parent(s) is responsible to provide any revised/updated documentation once filed with the court.** There may be times the non-custodial, non-residential parent would like to participate in our Head Start activities. Our staff welcomes parent engagement from both parents regardless of custody/visitation agreements and we will allow parent participation in our program, even if this conflicts with the custody/visitation schedule. **We will NOT allow the non-custodial, non-residential parent to remove the child from a home visit or socialization unless otherwise specified by the primary, custodial parent.**

SECTION II: Enrollment

Non-Discrimination Policy

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201. The Head Start program abides by the governing Equal Employment Act, Title VII of the Civil Rights Acts and Section 504 of the 1973 Rehabilitation Act relative to the hiring of personnel and delivery of program service.

Head Start Requirements

- At least 3 years old or turned 3 years old by the kindergarten cutoff date in the school district in which the child resides.
- Must be no older than the age required to attend school (some exceptions allowable)

Early Head Start Requirements

- From birth to 36 months of age
- Pregnant woman

Continued Eligibility Requirements (for both programs)

- Family's income is equal to or below 100% of the Federal Poverty Guideline
- Family is receiving Public Assistance including:
 - *TANF
 - *Supplemental Security Income (SSI)
 - *A kinship family who would be potentially eligible for Public Assistance
- A Child is determined homeless, as defined under the guidance of the McKinney Vinto Act
- A child is in Foster Care

SECTION III: Education

HOME-BASED HEAD START AND EARLY HEAD START SERVICES

Whether you are new to parenting and home-based programs or are the parent of several children who have been in a home-based program before, you are your child's first teacher. Because you are so important to your child, they pay attention to what you say and do. They learn by watching and listening to you and other family members day after day.

Your child learns about him- or herself, other people, and the surrounding world every day. For your child, everyday moments- getting dressed, preparing a meal, setting the table, taking a walk, taking a bath, reading a book- are learning moments. They are filled with interesting things to see, touch, smell, hear, taste, explore, and do.

Your home is filled with interesting things to see and do for your infant, toddler, or preschooler. Things that are fun and can help them learn are right there in your own kitchen, living room, closet, and even the garage.

HOME VISITS

The home-based program consists of 1.5 hour weekly home visits with a regular home visitor. The parents and home visitor will work together to establish goals based on the child's development, through parent observation. Home visits provide opportunities for the parents to strengthen their relationship with their child and help them develop and enhance skills they already have. The home visitor will also work with the parents to establish family goals, provide community resource referrals as needed and will share information about program activities and training opportunities that are available. Parents will help plan the home visits and will be engaged throughout the entire visit. **Home visits are opportunities for:**

- Strengthening parent- child relationships
- Learning more about parent-child interactions
- Developing positive relationships, which allow parents and home visitor to get to know one another
- Identifying learning opportunities in home environments
- Focus on family strengths and goals
- Identifying techniques that can be generalized to other children in the family

HOW TO CANCEL A HOME VISIT

If for any reason you need to cancel your home visit, please do so by calling or texting your Home Visitor at the cell phone number provided to you. You may also use DOJO to contact your Home Visitor and cancel/reschedule a home visit.

GROUP SOCIALIZATIONS

In the home-based program, NOCAC will provide the opportunity for group socializations two times each month. Socializations are a time when you, your child, and other parents and their children come together. Group socializations allow children and parents to interact with others, using age appropriate activities. They are also a chance for parents to participate in group discussions on topics like safety, nutrition, and parenting, and to develop new skills through different activities and interaction experiences. Socializations are also opportunities to build on the goals you have set for your family and child during your home visits.

Parents and guardians are encouraged to participate fully in the Group Socialization experiences. Group socialization experiences are held twice a month. The Head Start Home Visitor and Early Head Start Home Visitor assist in guiding parents with activities, but parents are encouraged to participate in the planning process for these events. **TRANSPORTATION IS AVAILABLE*!**

**Parent must supply approved car seat. Questions, call Ohio Department of Health at 1-800-755-GROW (4769)*

During socializations, you will be focused on different things, depending on your situation:

If you are the parent of a new baby, socializations may be a time for you to hold your baby in your arms and watch how he or she responds to what is going on or a time for you to talk with another new parent. As your child grows, activities you do together such as finger-plays, singing a song, or playing “roll the ball” are a chance to get to know your child better and have fun together.

If you are the parent of an infant or toddler, the focus of these group socialization experiences is your relationship with your child. From birth, babies are aware of other people and are eager to build relationships. They interact with you by making eye contact, by smiling, by cooing, by reaching out, and over time, by talking. As you and your baby participate in a group, you can learn about how your baby responds to you and others. This information will help you make decisions about how best to respond to your baby.

If you are the parent of a preschooler, the focus of these group socialization experiences is learning about how your child interacts with other people. What you learn will help you figure out ways to support your child’s social development.

Remember to dress children in comfortable play clothes and shoes that are appropriate for the weather. **It is advisable to bring an extra set of clothes for your child to the group socialization experience.** Please put your child’s initials on all coats, boots, snow pants, hats and gloves.

When your child is sick, please call your home visitor to determine if he or she should attend socialization.

The Benefits of Group Socialization Experiences

No matter what your child's age, group socializations will give you a chance to:

- Be out of the house and meet other parents
- Assist in organizing activities and gathering materials
- Share what you know and learn with other parents and HS/EHS staff members
- Attend presentations about safety, nutrition, discipline, or other topics of interest
- Learn that you are not alone in the joys and challenges of raising a young child
- Share activity ideas and things you learn with family members
- Most important of all, strengthen your relationship with your child



Outdoor Play-Cold Weather

Outdoor play should be a daily activity. Exercise and fresh air have positive effects on children and adults as long as they are dressed appropriately for the weather. We will try to incorporate some outside play during group socialization experiences when possible.

Appropriate winter outdoor clothing includes:

- Snowsuits or winter coat & snow pants
- Mittens

CURRICULUM & EDUCATION

Curriculum is the word used to describe what is planned and accomplished in a program. NOCAC's Head Start and Early Head Start home visiting programs use Growing Great Kids (GGK) and Growing Great Families (GGF) Curriculum.

GGK Curriculum is evidence based and includes 7 guiding principles:

- **Each child is unique and can succeed.** With the emergent use of GGK, every child's unique developmental needs can be nurtured with parent-child activities and support for the growth of essential parenting skills.
- **Learning occurs within the context of relationships.** The play and learning activities are designed to be parent-led, providing lots of opportunities for joyful interactions between parents and their children.
- **Families are children's first and most important caregivers, teachers, and advocates.** The secure attachment relationship is the primary focus of GGK™. By building that relationship the curriculum highlights the parent/caregiver as that first and most important first teacher for their child. GGK users empower parents to view themselves as their child's "Development Specialist".
- **Children learn best when they are emotionally and physically safe and secure.** The curriculum builds the 6 Protective Factors (Nurturing and Attachment, Social and Emotional Competence of Children, Knowledge of Parenting and Child Development, Social Supports, Parental Resilience, and Concrete Supports) to help create a positive and safe environment within the family.
- **Areas of development are integrated, and children learn many concepts and skills at the same time.** As this alignment will demonstrate, the areas of the curriculum are integrated within and across domains, recognizing that children do not develop skills in a bubble, but within and through all of their experiences.
- **Teaching must be intentional and focused on how children learn and grow.** Parents are the ultimate experts on their child's learning and skills. In partnership, the program collaborates with the parents/caregivers to use the curriculum to meet those needs.
- **Every child has diverse strengths rooted in their family's culture, background, language, and beliefs.** Knowing the culture, traditions, and values of the family are foundational to the work. There are several specific modules within the curriculum that support the practitioner in learning about these critical aspects of the family.

The GGF curriculum is a Family Strengthening, Stress Management, and Life Skills Curriculum. It is a component of the Growing Great Kids Parenting, Attachment, and Child Development Curriculum series. The GGF manual contains a series of modules aimed at building "Protective Buffers" for children and promoting parenting resiliency by: Offering parents insights into their personal and family assets, Strengthening a family's foundations, Motivating growth and change, Physical and brain development, Supporting parents to build skills for reducing and better managing their stress, and Enriching parent's life skills.

2022-2023 NOCAC School Readiness Goals: Birth to Five

Approaches to Learning	Objective	Expected Outcome	Action Plan Supports Program Goal #4
Children will develop a positive approach to learning by developing strategies for self-regulating their feelings and behavior.	To strengthen children's approach to learning by parents and teachers using expanded social and emotional skills and structures in the classroom and at home. Children's assessment scores will increase by 40% by the end of the program year.	Children will have increased their ability to self-regulate and become less reliant on adult guidance over time.	Utilize professional development focusing on the Managing Emotional Mayhem curriculum. Provide staff support and feedback utilizing book studies and peer to peer mentors.
<p>Head Start Early Learning Outcomes Framework: IT-ATL 1, 2 and P-ATL 1, 4 Ohio Early Learning Content Standards: Initiative, Initiative and Curiosity: I/T - Practice New Skills with Enthusiasm P - Focus on the task at hand even when frustrated or challenged Child Plus (DRDP): Approaches to Learning: Infant / Toddler ATL-Reg 2, 5 and Pre-K 2, 5</p>			
Social and Emotional	Objective	Expected Outcome	Action Plan Supports Program Goal #4
Children will show interest in personal relationships and use basic problem solving skills, with other children and will develop friendships with peers.	To strengthen the development of social and emotional skills by parents and teachers modeling problem-solving skills using social and emotional skills and structures. Children's assessment scores will increase by 25% by the end of the program year.	Children will have increased their ability to use problem solving skills in social situations, cooperate in interactions with peers and develop friendships with peers.	Utilize professional development focusing on the Baby Doll Circle Time and Safekeeper Rituals. Provide staff support and feedback utilizing book studies and peer to peer mentors.
<p>Head Start Early Learning Outcomes Framework: IT-SE 4 and P-SE 5 Ohio Early Learning Content Standards: Self, Relationships, Empathy and Self, Relationships: Peer Interactions and Relationships I/T - Demonstrate awareness that others have feelings. P - with modeling and support, negotiate to resolve social conflicts with peers. Child Plus (DRDP): Social Emotional: Infant Toddler SED 2, 4 and Pre-K SED 2, 4</p>			
Language and Literacy	Objective	Expected Outcome	Action Plan
P- Children will increase awareness of the sounds that make up language, show an interest in books, songs, rhymes and stories IT- Children will be receptive to understanding language and recognize frequently used words or gestures	To strengthen the children's awareness of rhyme in phrases, story refrains, spoken language, and segments of sound by the teacher and parents utilizing literacy activities. Children's assessment scores will increase by 15% by the end of the program year.	Children will have increased their ability to recite familiar nursery rhymes, identify words that rhyme, and words that have the same final phonemes.	Utilize professional development focusing on the implementation of the <i>Heggerly Phonemic Awareness</i> curriculum in the classroom and home visiting option. Provide staff support and feedback utilizing observations and reflection.

2022-2023 NOCAC School Readiness Goals: Birth to Five

<p>Head Start Early Learning Outcomes Framework: IT-LC 1 and P-LIT 1 Ohio Early Learning Content Standards: Language and Literacy Development, Reading, Phonological Awareness: I/T - Distinguishes between sounds that are the same and different. P - With modeling and support, recognize and produce rhyming words. Child Plus (DRDP): Literacy: Infant/Toddler LLD 1 and Pre-K 5, 8</p>			
<p>Cognition</p> <p>Children will develop their vocabulary and their sense of numbers, quantity, and objects in small sets.</p>	<p>Objective</p> <p>To strengthen the child's understanding of quantity by verbally responding with "more", "less", or "all gone" additionally with sets of numbers utilizing cognition and math activities. Children's assessment scores will increase by 45% by the end of the program year.</p>	<p>Expected Outcome</p> <p>Children will have increased their ability to utilize new number words or phrases to describe sets of numbers.</p>	<p>Action Plan</p> <p>Utilize professional development focusing on numeracy and math by incorporating <i>Creative Curriculum</i> activities focusing on language that describes quantity and substituting activities in the classroom and home visiting option. Provide staff support and feedback utilizing observation and reflection.</p>
<p>Head Start Early Learning Outcomes Framework: IT-C 8 and P-MATH 1, 2, 3 Ohio Early Learning Content Standards: Mathematics, Number Sense, Number Sense and Counting: I/T- Pay attention to quantities when interacting with objects. P- Identify whether the number of objects in one group is greater than, less than, or equal to the number of objects in another group up to 10. Child Plus (DRDP): Mathematics: Infant / Toddler COG 3 and Pre-K 3</p>			
<p>Perceptual, Motor, and Physical Development</p> <p>Children will use and demonstrate their ability to increase precision, strength, coordination, and efficiency when using fine motor manipulative skills</p>	<p>Objective</p> <p>To increase the child's ability to coordinate intentional movement utilizing their fine motor skills. Children's assessment scores will increase by 60% by the end of the program year.</p>	<p>Expected Outcome</p> <p>Children will have increased their ability to demonstrate a variety of tasks that require manipulation of small objects.</p>	<p>Action Plan</p> <p>Utilize professional development focusing on loose parts that build fine motor skills by manipulating, balancing, sorting, and positioning a range of smaller objects using their fingers and tools such as tweezers. Provide staff support and feedback utilizing observation and reflection.</p>
<p>Head Start Early Learning Outcomes Framework: IT- PMP 6, 7, 8 and P- PMP 3 Ohio Early Learning Content Standards: Motor Development, Small Muscle, Touch, Grasp, Reach, Manipulate I/T - Coordinate the use of arms, hands, & fingers to accomplish tasks. P-Coordinate the use of classroom and household tools independently with eye-hand coordination to carry out activities Child Plus (DRDP): Physical: Infant / Toddler PD-HLTH 4 and Pre-K 4</p>			

SECTION IV: Family Services and Participation

FAMILY SERVICES

NOCAC Child Development is committed to supporting your family by establishing a strong partnership with you. We will help you identify your goals and support you in reaching them by using your own strengths, community resources, networking, and education. This will reinforce the gains made by your child and support your own personal goals and self-sufficiency. NOCAC Home Visitors and Family Advocates (FA's) are available to help with information and resources.

Service opportunities include:

- Home Visits
- Emergency or crisis intervention
- Encouragement and support for your own efforts to obtain the quality services you desire
- Development of goals and strategies that you identify as areas for personal growth
- Support for child development, discipline, and stress management issues
- Advocacy for you in dealing with other agencies or individuals
- Information to support your training and educational needs
- Assistance with medical and dental needs, including securing health insurance coverage.
- Translation services for non-English speakers
- Support for fathers and significant males in parenting roles
- Transportation to appointments when needed

If you are placed on the FA's case load you will be asked to identify strengths and needs for you and your family. After completing the assessment, you will be asked to create family-centered goals. If your family is experiencing difficulty in any area and you would like some assistance, feel free to contact your Home Visitor for more information. You can also call the Central Office in Defiance at 419-784-2150 to speak with the Social Services Manager at extension 1140.

Family Engagement

You may already realize that Head Start/Early Head Start is not just a program for children. It is also a program for **PARENTS** and **FAMILIES**. The research says parents/guardians who are supporting and encouraging their child's education strengthen children's success as learners. Head Start/Early Head Start wants to support you during this important time. Please let us know how we can help.

Dads we NEED you!

Children do best in life when they grow up with the active, positive involvement of both a mother and father. Whatever the measure – physical and emotional health, educational achievement, behavior, substance abuse, crime or delinquency – children are more likely to lead healthy, productive lives when both their mother and father are actively involved in their lives in positive ways. This is because moms and dads tend to parent differently, at least in some important ways, and their complementary parenting skills and attitudes combine to give children the best environment in which to grow up healthy and successful.

NOCAC Head Start believes parents are their child's first and most important teacher.

We believe parents are the primary educators of their children. This is why our Head Start/Early Head Start program strongly encourages parent engagement from both parents. We understand there are situations when the parents no longer live in the same home, due to divorce or break in the relationship. We also understand many of these families have court determined custody/visitation arrangements and there may be times the non-custodial, non-residential parent would like to participate and our Head Start/ECE activities. We have an open door policy regarding all of our Child Development programs. This means any parent is welcome to visit our centers (unless there is a documented restraining or no contact order on file) at any time. ***This notification is to inform you that our staff welcomes parent engagement from both parents' regardless of custody/visitation arrangements and we will allow parent participation in our program, even if this conflicts with the custody/visitation schedule.***

*We will **NOT** allow the non-custodial, non-residential parent to remove the child from the classroom or our center's property, unless otherwise specified by the primary, custodial parent.*

WAYS PARENTS/FAMILIES MAY

PARTICIPATE

(these topics are all listed here
in Section IV—Family Services)

Parent Committee Events

Policy Council

In-Kind and Volunteer Time

Get Involved By:

- **Reading the newsletters and information Head Start offers.**
- **Attending Parent Committee events.**
- **Get involved with Policy Council to share your ideas.**



IN-KIND

WHY IT IS SO IMPORTANT

Head Start is federally funded and *free to Head Start Families*, but....

We get this to operate: 80% (Federal Funds)

We must get the remainder from

donated **time, space, and materials:** 20% (Federal Match)

To operate we **MUST** have : 100%

WHICH BRINGS US TO THE GOLD BRICK IN-KIND FORM

Each time you do an At-Home Project that increases your child's school readiness in areas of **MATH, SCIENCE, or LITERACY...** or anything you do at home on your own – we ask that you put it on your *GOLDEN* In-Kind form so we can meet the Federal 20% match. These forms equal money directly to the program! They're *worth their weight in gold!!*

**Complete this side
as you work with your
child.**

HEAD START Northwestern Ohio Community Action IN-KIND FORM Date: _____

In-Kind is **WORTH ITS WEIGHT IN GOLD**, and is necessary for the funding of the program. Please choose an activity number, circle the amount of time that you and your child spent on educational activities together, and describe them below. **DON'T FORGET TO SIGN THE BACK!** Thank you!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Activity #						
15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.	15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.	15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.	15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.	15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.	15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.	15 min. 30 min. 45 min. 1 hr. 2 hrs. 3 hrs.

Activity #'s (Please write the number of the activity that you and your child completed)

#1. Medical Appointment (dental, physical, etc.) #5. Activities from classroom newsletter
 #2. Museums, zoo, etc. #6. IEP (This is only for children who have an Individualized Education Plan)
 #3. Reading/Story Time at Library #7. Other Structured Activities
 #4. Bag Tag Activity

Briefly describe activities.

**Don't
forget to
sign!**

HEAD START - NOCAC-Child Development Center In-Kind Contribution

Parent's Signature _____ Site/Classroom _____

Parents Name - Please Print _____

Child's Name - Please Print _____ Weekly Start Date _____

Staff Signature _____ Total Time of Activity from Back _____

rev 5/27 as

In-kinds are very important to the Head Start Program. This means that any volunteer time, mileage, goods, etc. can be claimed as an In-kind towards the needed 20% by NOCAC Head Start.

If we do not receive the 20% in In-kind, we may lose funding.

Each week a yellow form called an In-kind will be given to you by your home visitor. Please take the time to fill out this form throughout the week with the different activities that we can count. These will be listed at the bottom of the In-kind with a number. Please circle the amount of time that it took for you and your child to complete the activity. The completed in-kind will be replaced with a blank one weekly. **We know that it may take some time to complete this form, but without your help we can't make it work!**

Informational Activities At Home

Check out <https://pathways.org/baby-milestones-calendar/> for informative activities and games based on your child's age! This is just one of many online resources to gain knowledge about important milestones and stimulating activities!

Find activities, milestones, and games based on baby's date of birth Get these by Email!

Enter Baby's Birthday
(Remember to adjust for prematurity)

Month Day Year Update

Activities at Week 1
11/25/19 – 12/02/19 Next Week

Activities at Week 1

- **Tummy to Play:** Always remember: back to sleep, tummy to play. Baby may not like being on their tummy at first because back and neck muscles are not very strong yet. Make Tummy Time part of baby's daily routine starting with a few minutes at a time, a few times a day. **Helps baby develop core strength.**
- **Face-to-Face:** Lie down propped up by a pillow and place baby tummy down on your chest so you're face-to-face. Hold firmly so baby does not roll off. **Helps baby strengthen core muscles and achieve developmental milestones.**
- **Get to Know Baby:** Take time to get to know baby in every way. Smile at them. Touch hands, feet and forehead. See how they wiggle and react to touch and voices. **Helps you connect with your baby.**



Share This!



Remember, activities and games that are structured that you complete with your child count toward in-kind minutes. Be sure to fill out your forms and let us know what you loved about the activities you tried!

POLICY COUNCIL

This group is made up of parents elected by the NOCAC Head Start Parent Committee. Community representatives and past parents may also serve on Policy Council by contacting the NOCAC Child Development Director. A minimum of 51% of Policy Council membership must be current parents. The general function of Policy Council is:

- Serve as a link between other community agencies, the NOCAC Board, and the people it serves;
- Initiate suggestions and ideas for program improvements and to receive a report on action in regards to its recommendations;
- Plan, coordinate and organize program-wide activities for parents (i.e.: field trips)
- Recruit volunteer services from parents, community residents, and community organizations and to mobilize community resources to meet identified needs;
- Approve hiring of staff members as well as grant applications and reports.

Policy Council meets once a month. Elected parents are reimbursed for mileage and child care while attending the Policy Council meetings. On-site child care is also available at no charge. Membership on Policy Council is a very important responsibility. Federal and state regulations require parental input into program planning; therefore, once elected, your participation at every meeting is essential. One Policy Council Representative will be elected to serve on the NOCAC Governing Board as a voting member and liaison between Policy Council and the NOCAC Governing Board.

Policy Council representatives are elected at the September Parent Committee meetings and begin at the October Policy Council meeting. Term of office is October to October. Training is provided.

TRAININGS FOR PARENTS AND FAMILIES

The NOCAC Head Start/ Early Head Start Parent Committee engages in Family Fun Nights and has opportunities to attend workshops on topics such as:

- Child Development
- Family Literacy
- Financial Literacy
- Health Services
- CACFP Regulations
- Parent Skills Trainings
- Preparing your child for Kindergarten success
- Social/Emotional Health

Training opportunities are provided throughout the school year. We encourage you to attend. Dates and topics will be handed out in time for child care arrangements to be made. Transportation for parents will be provided by staff if necessary. Some staff trainings that families may attend are:

- Occupational & Environmental Hazards
- Communicable Diseases
- Safety
- First Aid/CPR
- Nutrition
- Community Resources/Community Involvement
- Transitioning
- Preventative Physical and Dental Health

Please let your home visitor know what things you would like to know more about. We want to make sure we are providing you with interesting trainings that are meaningful to you and your family.

FAMILY ENGAGEMENT AND SCHOOL READINESS

Join Policy Council (group of parents who meet once a month)

- Approval of new hires (the ones who facilitate accomplishing the goals)
- Input and approval of the School Readiness Goals (SRG) and plan
- Opportunity to work with area educational professionals
- Sharing the opportunities from each members site as to how they are working with SRG or observing

Parent Committee Events

- Conscious Discipline/Parenting
- Family Fun Nights
- Family Picnics
- Reading/Math/Science Nights

Home Visits

- Home Visitor interaction
- Family Advocate interaction as needed

Home Connection & Activities

- Bag Tags
- Newsletter Ideas



**Mrs. Tammy
Fulton, Henry, Defiance,
Paulding, & Williams Co.
Home Visitor**

CHILD DEVELOPMENT NEWSLETTER

You will receive a newsletter from the Central Office at the beginning of each month. The newsletter contains important dates and upcoming events, parenting/child development articles, and program updates. If you find an item of interest or anything you wish to share with other parents, give it to a staff person for possible publication in the newsletter. Items should be turned in by the **10th of the month** for the next month's newsletter.

SECTION V: Mental Health and Behavior Services

CONSCIOUS DISCIPLINE

Northwestern Ohio Community Action Commission (NOCAC) uses Conscious Discipline®, written by Dr. Becky Bailey, as the framework for behavior management. This philosophy, based on current brain research and sound knowledge of child development, focuses on helping children feel emotionally *safe* and *connected* with others. When this is accomplished, children are better able to learn, remember what they have learned and are more *willing* to cooperate. At NOCAC Head Start/Early Head Start, we do this by striving to build a healthy School Family™ within our socialization rooms, family homes, and agency. Conscious Discipline® views all conflicts and problems as opportunities to learn and teach. Each child in our NOCAC Head Start/Early Head Start School Family™ has the opportunity to learn the skills needed to successfully manage life challenges as they occur throughout the daily routine with the guidance provided by our trained home visiting staff.



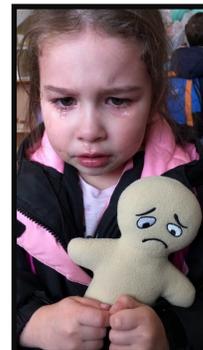
Conscious Discipline® empowers our staff with the Seven Powers for self control. These are:

1. The Power of Perception: No one can make you angry without your permission
2. The Power of Attention: What you focus on you get more of
3. The Power of Free Will: The only person you can change is yourself
4. The Power of Unity: Focus on connecting instead of trying to be special
5. The Power of Love: See the best in one another
6. The Power of Acceptance: The moment is what it is
7. The Power of Intention: Conflict is an opportunity to teach

These powers change how adults respond to conflict and help them to be more effective at helping children begin to learn to self regulate their emotions. What makes Conscious Discipline® different than all other behavior management programs is that it starts with the adult. In order to be effective in helping children change or improve their behavior it is important for the adult to be conscious of their own behavior and the intention behind their behavior—thus, be the adult that they want the children to become.

For children who exhibit chronic behavior challenges, NOCAC Head Start/ Early Head Start utilizes Conscious Discipline® as the blueprint for the intervention process that also includes parent and home visitor input.

For more information on Conscious Discipline® visit <https://consciousdiscipline.com/> or contact the Disability Services Coordinator.



CHILD GUIDANCE

Positive behavioral strategies are proactive, and serve to teach children skills to manage their own behavior. Individual and cultural factors will be considered when planning for and providing guidance. Child guidance and home visit decisions will promote positive social skills, foster mutual respect, strengthen self-esteem, and support safe environments. The following guidelines will be followed in the home environment:

1. Home Visitors will plan a safe and appropriate environment that supports pro-social behavior.
2. All adults will interact with children in a positive, friendly, and socially supportive manner, modeling pro-social behavior with each other and with the children.
3. Children will be provided with alternative choices and will be directed away from inappropriate behavior without engaging in power struggles between child and adult.
4. Schedules and routines will promote predictability and security for children; adequate time and preparation will be allowed for children to transition from one activity to another.
5. Children will be involved in developing clear, reasonable and consistent rules. Rules will be consistently enforced by home visiting staff, including at socializations.
6. Children will be taught positive social skills through direct teaching, modeling, and using practice with competent peers.
7. Expectations for appropriate behavior will be clearly and consistently stated and appropriate behavior will be recognized through praise and encouragement.

MENTAL HEALTH SERVICES

It is important to know that when one family member has a mental health need, every member of the family is affected.

Head Start/ Early Head Start employs a Disability Services Coordinator (DSC). The DSC provides guidance and services for children, parents, and staff through observations, trainings, home visits, one on one work and referrals. Throughout the program year, the specialist may observe an individual child at the request of a parent or home visitor.

If you have a mental health or behavior concern about your child, contact your NOCAC Head Start/ Early Head Start Home Visitor or the DSC. You will complete a Social/Emotional Screening (DECA) as well as help your child's home visitor to assist in identifying strategies to promote your child's social/emotional development.

SECTION VI: Health Services

NUTRITION SERVICES

Children in our program may be served nutritious meals at bi-weekly socializations that take place at sites, which follow the USDA—Child and Adult Care Food Program (CACFP) guidelines. **If your child has food and/or milk allergies, please let us know!** Your home visitor will work with our cooks, the health and safety assistant, and a registered dietitian to meet your child’s needs. No food will be provided at socializations with Help me Grow.

Head Start and Early Head Start Promote Healthy Food Choices

- Our policy does not allow any food to be brought to socializations for birthdays or other occasions. There are other ways to celebrate. Talk to your child’s home visitor for other creative ways to make the day special for your child.
- Please, no gum or candy during home visits or socializations.
- Food is never used as punishment or reward, children are encouraged, not forced, to eat or taste their food during meals and snack time.
- Meals are high in nutrients, and low in fat, sugar and salt.

Food Substitutions

If your child has food allergies, diabetes or any other need for a special diet, you must get a request from your doctor for a modified diet. A medical care plan will be put into place and followed. All other restricted diets must accompany a waiver or written request.

EMERGENCIES OR SUDDEN ILLNESSES

- We will provide emergency First Aid and will call 911 if needed during home visits or socializations.
- Staff follow all Medical Care Plans in place to provide comprehensive health services to all enrolled children. To learn more about the Medical Care Plan, contact your home visitor or the Health & Safety Manager.

NON-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant
Secretary for Civil rights, 1400 Independence Avenue, SW,
Washington, DC 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.



HEALTH SERVICES

NOCAC Home-Based Head Start and Early Head Start program helps participating families recognize the importance of prevention and early intervention of health concerns. We must identify health related issues during enrollment. All health check-ups or well-child visits that require follow-up will be tracked and monitored. Your Home Visitor can help you find a doctor or dentist in your area, access health coverage, make appointments, and provide transportation as needed*.

*For questions, call Ohio Department of Health at 1-800-755-GROW (4769)

Staff will work with you in obtaining the following documents:

- Current physical or well child exam- children must have a physical examination within 30 days of enrollment.
- Copy of current immunization record.
- Proof of current/valid medical insurance or ongoing source of health insurance coverage. Talk to your Home Visitor if you do not have coverage.
- Care plans and medication administration instructions from a physical for chronic illnesses, such as asthma, diabetes, etc. These forms must be updated each year.
- Special diet documentations from a health care professional.
- Allergy information with a Medical Care Plan in place.
- Lead and Hemoglobin screenings at 12 and 24 months.
- Hearing and vision screenings as recommended by EPSDT.
- Medical and Dental Homes.

BE VERY WISE — IMMUNIZE

It is important to keep your child up-to-date with immunizations by following recommendations from the Ohio Department of Health. For more information, talk to the Child Health and Safety Manager, your health care provider, or go to the ODH website: <http://www.odh.ohio.gov/immunization>.

DENTAL EXAM

Regular dental care prevents tooth decay and disease, improves food chewing, nutrient retention, language skills and overall health.

- Children must have a dental exam on file within 90 days of enrollment or eruption of first tooth.
- Head Start standards require that all children have a dental home where they receive ongoing routine preventative and restorative treatment.
- Our program partners with local dentists to assist in scheduling these appointments. Talk to your home visitor if you or your family is in need of a dentist.

SECTION VII: DISABILITIES

WHY SCREEN?

What's a developmental screening?

A developmental screening is a way of looking at your child's development in comparison to other children his or her age. Our program uses the evidence based ASQ (HS Program) and ASQ-(EHS program) as our screening tools. They show parents if their child is developing within the normal range for his or her age and in what areas the child may need help. Screening also measures your child's abilities in the area of motor skills, concept or cognitive skills and language development.

If your child is developing more slowly than expected in one or more areas, activities will be suggested that can be used to strengthen your child's skills in that area. We will re-screen your child again three weeks later. If necessary, suggestions for further evaluation will be made.

The results of this screening do not determine placement. The information from this screening is used in planning activities for your child, organizing the home visits, and selecting toys and materials.

This information is shared with you at Home Visits.

SERVICES FOR CHILDREN WHO HAVE SPECIAL NEEDS

The earlier a child's needs are identified and assistance is given, the better he/she will succeed in school. All children attending the NOCAC Head Start Program and Early Head Start Program are provided with individualized care and guidance to help them reach their full potential. Some children require special services in addition to the regular program. Head Start staff will help parents obtain those services.

Head Start/ Early Head Start seeks to enroll children with disabilities. It is a valuable socialization experience when children with disabilities and typically developing children learn to respect one another and their differences.

SPECIAL EDUCATION IEP or IFSP

If your child has an Individual Education Plan (IEP) it is important that you obtain a copy of the Evaluation Team Report (ETR) which shows all test results and the IEP. Your child may also have an Individual Family Service Plan (IFSP). Your child's home visitor may help you in making/obtaining the copies. Staff are required to address existing IEP/IFSP goals within the first two weeks of your child's enrollment date so it is important that your home visitor has this information.

NOTICE OF PARENTS' RIGHTS **OF IEP PROCESS**

You Have the Right:

- To give your written OK before any information is shared with the Head Start Program, and before Head Start gives other agencies any information on your child.
- To be a part of the evaluation team and to give them your observations and information about your child.
- You may request the meeting to be rescheduled.
- You may also send your child to different doctors or specialists for a second opinion and share the results with the team.
- To have your child's ETR finished in a timely manner.

- To give or not give your written OK for these plans.
- To be given a copy of the team's written plan for your child.
- To ask questions of anyone at the meeting.
- To take the plan with you so that you can discuss your issues or gain better understanding of the plan.

You have the responsibility to:

- Go to as many of the IEP/ETR team meetings as possible.
- Ask questions whenever you don't understand what is being said or done, or whenever you are concerned about how your child is acting or learning.
- Share your observations about your child with the team, as well as any changes in the family which might affect your child in the center.

IF YOU DO NOT AGREE WITH THE PLANS FOR YOUR CHILD: You can request another meeting with the ETR/IEP team to talk over the plans and the reasons you do not agree with them. You may bring someone with you to help you during this meeting.



SECTION VIII: OTHER PROGRAMS

SUMMER FOOD SERVICE PROGRAM

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet federal nutrition guidelines, are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.

Children ages 1-18 (to 21 with IEP) are provided a nutritious lunch from mid-June to the end of July.

Educational and recreational activities or programs may be provided to meet other children and have lots of fun.

Parents stretch food dollars and have healthy recreation for their children during the summer months.

For more information, call 419-784-5136 ext 1116.

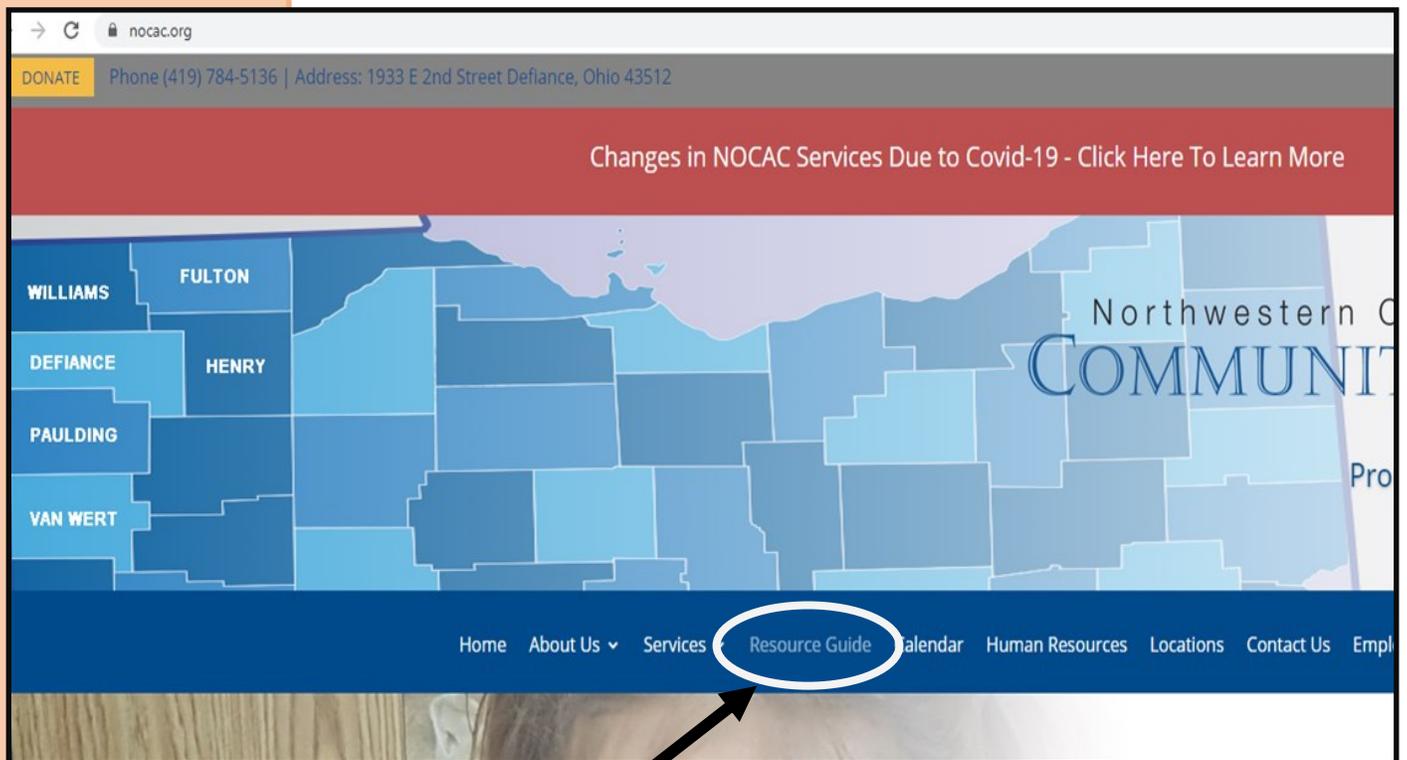
PUBLICLY FUNDED CHILD CARE

- Assists parents who are working or going to school and who meet the income guidelines for eligibility in paying for their child care services for children ages birth to 12 years.
- Provide child care services at a licensed child care center/home or a certified family child care home.
- Provide guidance through the Type B Home Day Care certification process and will provide trainings to child care center staff and home providers.

If you have questions about the Publicly Funded Child Care program please call the NOCAC Central Office at 419-784-2150 ext. 1131.

SECTION VIII: OTHER PROGRAMS

For access to an interactive resource guide, please visit nocac.org. If you need assistance, please contact your home visitor with a specific need.



The online resource guide serves as a convenient tool for accessing vital information, services and programs that will benefit individuals and families throughout the communities of Defiance, Fulton, Henry, Paulding, Williams, and Van Wert counties.

The Resource Guide can be found on the NOCAC website (www.nocac.org) on the home page under the Resource Guide link. We hope that you find it helpful. If further assistance is needed, please contact your home visitor.

SECTION IX: GRIEVANCE

GRIEVANCE PROCEDURE (CONCERNS, COMPLAINTS, PROBLEMS)

From time to time parents are unhappy with the way services are provided or other situations that arise during the course of the year. If you are unhappy with a situation in your child's center we encourage you to:

- 1) Discuss this with your child's home visitor or the HS/EHS Home Base manager. There is a center manager responsible for the operations of the centers.
- 2) After the HS/EHS Home Base manager you may contact the central office by telephone at 419-784-2150. If these communications are not helpful then you may follow the grievance procedure outlined below.

Persons having a complaint or concern regarding an area of operation of Northwestern Ohio Community Action Commission – Head Start Programs are encouraged to complete a Grievance form (following this section of the handbook and available at the NOCAC Central Office, 1933 E. Second Street, Defiance, OH 43512) and mail it to the attention of the Child Development Director. The Child Development Director will coordinate the grievance procedure.

A response regarding the area of concern will be sent within 7 days to the person sending in a written complaint. This response may include an explanation of operations and/or a plan of action to correct a situation.

Following the receipt of the agency response, persons may request or provide additional information by phone or Grievance form. Persons making a grievance following the above procedure will be kept confidential if requested. Grievances may be discussed with appropriate staff as needed.

Required Grievance Information -To get a copy of the grievance form, ask your home visitor or any NOCAC staff member.

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Explanation of Concern:

Suggestions for Improvement:

Name: _____ Date: _____

Address: _____ City: _____ State: _____

Telephone Number: _____

Please mail this information to: 1933 East Second Street, Defiance OH 43512
Attn: Child Development Director

Or email this form to: ewehri@nocac.org

Northwestern Ohio Community Action Commission

CENTRAL OFFICE

1933 E. Second Street | Defiance, OH 43512

Angie Franklin, Executive Director

Programs at NOCAC

Emergency Services

Publicly Funded Child Care

Weatherization

Head Start Preschool

PATH Center– Emergency Shelter, Soup
Kitchen, and Food Commodities

Financial Empowerment Programs

24 Hour Appointment Hotline:

1-844-493-1193

HEAP, PIPP, Utility Assistance, Rental Assistance,
and Other Emergency Needs

Serving Defiance, Fulton, Henry, Paulding, Van
Wert, and Williams Counties

