

NOCAC

Head Start/Early Childhood Education *Family Handbook*

Table of Contents

- I. Management Information
- II. Enrollment
- III. Transportation Services
- IV. Family Services/
Participation
- V. Education
- VI. Mental Health & Behavior Services
- VII. Health Services
- VIII. Disabilities
- IX. Other Programs
- X. Grievance



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Director of Child
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Northwestern Ohio
COMMUNITY ACTION
Commission

HEAD START

Guiding Children and Families
Toward Success

**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 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 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 that you need in order to be successful. This may be a referral to one of our other NOCAC services or a community partner. We will also support you in a bigger family goal that requires planning and steps to complete.

I want to encourage you to be an active participant in your child's classroom. The curriculum that we use focuses on your child's interests. Children are natural explorers and researchers, it is our role 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 school, in the classroom, 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 teacher.

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

If you have a concern during the school year, please reach out to your child's teacher. If you feel that your concern is not resolved after speaking with the teacher, please contact the Center Manager. 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.

Amber Simmons
Director of Child Development

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

Defiance Head Start

644 S. Clinton Street
Defiance, OH 43512
419-784-2152

Napoleon Head Start

1075 Glenwood Avenue
Napoleon, OH 43545
419-599-7177

Pulaski Head Start

06678 US Rt. 127
Bryan, OH 43506
419-636-8862

Hicksville Head Start

520B West High Street
Hicksville, OH 43526
419-542-9500

Northwest State

22600 State Route 34
Archbold, OH 43502
419-267-1291

Wauseon Head Start

1210 N. Ottokee Street
Wauseon, OH 43567
419-337-9141

Montpelier Head Start

1015 E. Brown Road
Montpelier, OH 43543
419-485-6730

Paulding Head Start

210 Dooley Drive
Paulding, OH 45879
419-399-5617



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.

CENTRAL OFFICE STAFF

Child Development

Director of Child Development	Amber Simmons	asimmons@nocac.org
Disabilities Services Coordinator	Ami Presley	apresley@nocac.org
Data Admin	Tiffany DeTray	tdetray@nocac.org
Data Admin	Deb Chandler	dchandler@nocac.org
Early Childhood Education Manager	Rhonda Davis	rdavis@nocac.org
Classroom Coach and Mentor	Terri Bittinger	tbittinger@nocac.org
Classroom Coach and Mentor	Machetta Porter	mporter@nocac.org
Classroom Coach and Mentor		
Social Services Manager	Nate Kline	nkline@nocac.org
Head Start Translator/ Interpreter	Sheila St.John	sstjohn@nocac.org
Health & Safety Manager	Sheana Behringer	sbehringer@nocac.org
Nutrition Manager	Crystal Genter	cgenter@nocac.org
Transportation & Safety Specialist	Jacque Gonzales	jgonzales@nocac.org
Home-Based Manager	Heidi Foster	hfoster@nocac.org

SAFETY

1. NOCAC Child Development Centers shall maintain a completed copy of the **Child Enrollment and Health Information (JFS 01234)** form. This form will be completed and on file at the center by the child's first day of attendance. The form will be reviewed and revised as needed and updated at least annually.
2. NOCAC has developed a **Medical, Dental and General Emergency Plan** to follow in the event that an emergency would occur while your child is in the agency's care. This plan is posted next to the door in all areas used by the children.
3. **Fire drills and bus evacuation drills** will be held monthly at varying times; weather emergency drills will be held as well during the months of March through September. Dates and times of drills will be recorded and kept on file at the center. Documentation of these drills will be posted on the Family Board in a conspicuous location.
4. *A working telephone will be available at all times in the center. **Please see the backside of the front cover of this handbook for the phone number.***
5. *In the event of an emergency evacuation from the center, the children will be evacuated. **Please see the back page of this handbook for evacuation details and procedures.***
6. **An emergency escape plan for fire and weather safety** will be posted in the center area. These will detail and diagram all possible escape routes and will list staff responsibilities.
7. **Child Enrollment and Health Information Forms** for each child are kept on the bus and in the center at all times so that the information is readily available in emergency situations. Children's addresses, phone numbers, emergency contact numbers, immunization records, etc. will be updated continuously through the year to ensure availability in the event of an emergency.
8. A **Dental First Aid Chart** is posted in the classroom and all other spaces used by the children.
9. No child is to be allowed to bring dangerous or large articles from home.
10. To reduce accidents, children shall be instructed on proper usage of equipment.
11. No child shall be allowed to cause bodily harm to other children.
12. All chemicals and potentially dangerous materials are kept out of the reach of the children. No aerosol sprays will be used when children are present.
13. Telephone numbers of the fire department, rescue squad, and poison control center will be posted by the telephone and on the school bus.

SAFETY CONTINUED

14. **An Incident/Injury Report (JFS 01299)** will be completed by a NOCAC Child Development staff member in charge of the child when the following occur: An illness, accident, or injury which requires first aid treatment or a bump or blow to the head or emergency transporting or an unusual or unexpected event which jeopardizes the safety of children or staff such as a child leaving the center unattended.
15. If a child receives any injury an **incident report** will be completed and given to the child's parent/guardian for their signature on the same day as the incident. The parent/guardian will receive the original copy.
16. If a child has any condition or requires any specialized health or nutrition care, it will be provided, as appropriate, only after you complete **medical and/or medication care forms**.
17. **Written permission** from the parent/guardian of a child shall be obtained before any child is permitted to swim or participate in water play activities in bodies of two or more feet in depth. Any water play activities will be properly supervised.
18. **Universal safety precautions** (gloves and hand-washing) are used by all staff when dealing with potentially infectious materials.
19. In compliance with the **Ohio Revised Code, Section 2923.1212, Concealed Weapons Law**, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto the center's premises. Signs are posted at every entrance to our facilities.
20. The current state-issued **license for the facility is posted** at the center. Please ask a staff member for the posted location.
21. NOCAC Child Development centers **will not transport children in emergency situations**. If a child requires transportation, the parent or the emergency squad will be called.



SMOKE-FREE ENVIRONMENT

Program instruction ACYF-PI-HS-95-04, effective May 1995, requires Head Start/Public Preschool programs to create a smoke-free environment for children and adults and to eliminate exposure of children, staff and other adults to tobacco smoke. **Smoking is never allowed in a NOCAC Head Start site**. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms, hallways, outdoor play areas, and all agency vehicles.

Smoking is not allowed in front of the children during group socialization activities which include, field trips, neighborhood walks or other outdoor group activities.

In addition, please consider the health of your child and others involved during home visit time. Please try to refrain from smoking. If you wish to quit smoking and want more information, please contact the Health & Safety Manager at the central office.

SUPERVISION OF CHILDREN

1. No child will be left alone or unsupervised. A staff member will supervise children at all times.
2. Arrivals and Departures
 - A. Bus transportation is provided for most of the families in the five county area. A few classrooms are self transport due to location and proximity to the center.
 - B. Children will only be released to a parent/legal guardian or other designated person over 18 years of age who is on the Child Enrollment and Health Information form or the Release Form.

i. BUS TRANSPORTATION

- Parents/Guardians are required to bring their children to and from the bus.
- Attendance is taken immediately upon entering the bus, upon arrival at the center, checked again at the time of departure and on exiting the bus to ensure that all children are delivered home. Staff members will also check for children's presence in daily learning groups.
- Drivers will check buses at the end of the route to make sure no child is left on the bus and will display a "Bus is Empty" sign in the back window.

ii. SELF TRANSPORTATION

- Please do not leave your car running while you bring your child into the building.
- Parents are required to bring their child into the center and to their child's classroom.
- Children need to be signed in at the beginning of class and signed out after class.
- Staff must be made aware of your child's presence before you leave.
- Children may not be dropped off at the front door or be sent inside alone.
- When picking up your child, please make sure staff are aware that you are taking your child.
- Children should never be left unsupervised at any time while they are in the building or in the parking lot.



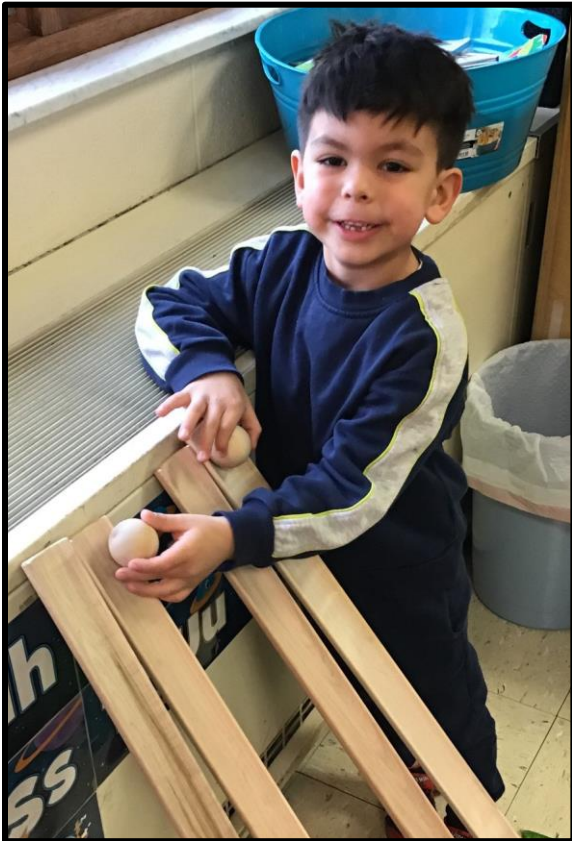
iii. CHILDREN ARRIVING FROM OTHER PROGRAMS

- When a child is expected to arrive at one of our centers from another program (i.e. a child with an IEP coming from the public school), a NOCAC Child Development staff person will meet the bus at the designated bus stop to get the child.
- If the child does not arrive, staff will first contact the parent to confirm the child was scheduled to arrive at the center that day. Then staff will contact the program from which the child was coming to inquire of the whereabouts of the child.
- If needed, staff will consult with the parents to determine further action.
- It is extremely important that parents contact NOCAC Head Start when their child is not going to be attending.

PERMISSION TO TRANSPORT/RIGHT TO REFUSE

The Enrollment and Health Information (EHI) form "Permission to Transport" section allows parents/guardians the right to refuse such permission if they choose. In the event a parent/guardian refuses permission to transport, the following procedure will be followed:

1. The "Do Not Give Permission to Transport" part of the "Emergency Medical Authorization" section on page 3 of the EHI must be filled out completely, including the actions the family wants taken.
2. 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 NOCAC Head Start staff. Copies of the minutes from the meeting will be attached to the EHI and kept in the child's file in the classroom, on the bus and at the central office.
3. In the event of an illness or injury that is deemed potentially life threatening NOCAC Head Start staff will call 911 and the parent/guardian will be contacted immediately.



Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)														
Temperature (F)	Relative Humidity (Percent)													
	40	45	50	55	60	65	70	75	80	85	90	95	100	
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												

Understand the Weather...

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index





- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*


All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.
INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.
YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.
INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.
YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

 Condition **RED** - most children should not play outdoors due to the health risk.
INFANTS/TODDLERS should play indoors and have ample space for large motor play.
YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.
OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather...

<p>The weather forecast may be confusing unless you know the meaning of the words.</p> <p>Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.</p> <p>Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.</p>	<p>Relative Humidity: The percent of moisture in the air.</p> <p>Temperature: The temperature of the air in degrees Fahrenheit.</p> <p>Wind: The speed of the wind in miles per hour.</p> <p>Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.</p>	<p>Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.</p> <p>Winter Storm Warning: Severe winter conditions have begun in your area.</p> <p>Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.</p>
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PICK-UP AND DROP-OFF

Arrival & Departure

Upon arrival, authorized caregivers* must:

1. Sign their child in on the Arrival/Departure Log
 - Everyone is required to write in the time and a signature on the log.
2. Make eye contact with your teacher or staff member and verbally let them know you are here and are picking up/dropping off your child.
3. Wait for verbal confirmation from the staff person before leaving.

If arriving early, caregivers must wait with their child until it is time for the teacher to be in the classroom. Once the teacher arrives see step 3.

**A list of authorized caregivers can be found on the NOCAC*

Head Start Child Pickup List Authorization form.

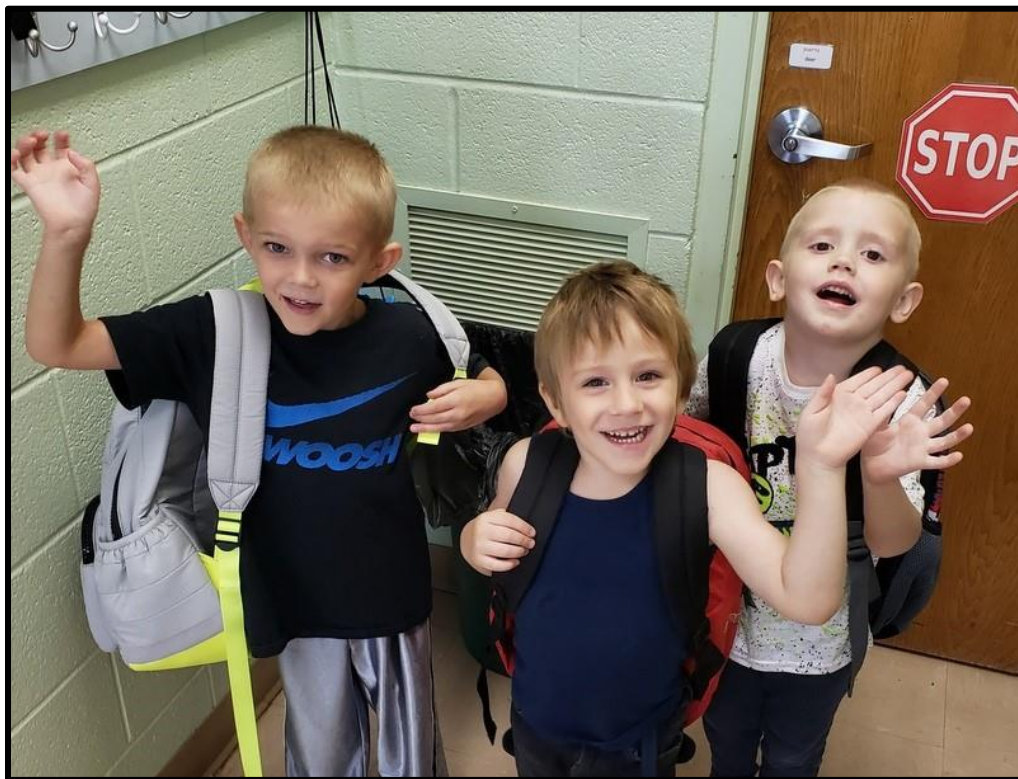
This form can be found in the child's file at the center.

Parent Sign-In Sheet	Please sign below <u>each time</u> you drop off and pick up your child				Date _____
	Drop Off		Pick Up		
	Drop Off Signature	Time In	Pick Up Signature	Time Off	
Kareem O'West					
Liz Onnia					
Marsha Dimes					
Nick L. Dime					
Paige Turner					
Rick Kliener					
Sam Pull					
Sheri Cola					
Ted E. Baer					
Tate Urchips					
Tina See					
Tim Burr					
Winnie Bago					
Zoltan Pepper					
NOCAC CHILD DEV – Family Resource Center – AM 3 – 19 participants					

This is what the daily sign in and out sheets will look like in the classroom.



It is very important that we are all doing our part to keep our children safe. You will notice "Stop Signs" throughout the center. Please help us teach your child that when he/she sees a stop sign that means he/she needs to stop and be with an adult before moving on.



If you self-transport your child to and from school please know as part of our school family we trust that you will **help keep our children safe while in the center.** When you leave the classroom, turn around and physically close the door with your hand so no child comes out of the classroom behind you. Thank you for helping keep our children SAFE!

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 fail to report, they could be found guilty of a misdemeanor of the fourth degree and liable for civil damages. You may contact the Social Services Manager at 419-784-5136 ext. 1140 with any questions or concerns regarding the child abuse/neglect policy.

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 and 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 Director of Child Development 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 program has an open door policy for all of our Head Start parents. This means any parent is welcome to visit our centers (unless there is a documented restraining or no contact order on file with us) at any time. Our staff welcomes parent involvement 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.**



SECTION II: Enrollment

CENTER-BASED PROGRAM OPTION

The center-based program serves children in a Head Start center four days per week. Class sizes range from 15 – 20 children per class depending on the length of the program day and primary age of the children enrolled. All Head Start classrooms are licensed by the Ohio Department of Job and Family Services. Head Start and ECE Centers are Step Up to Quality rated with 4 or 5 stars. Transportation is offered in most areas, however, some classrooms are self-transport and families transport their children to and from school.

The Center-based Program observes the following staff/child ratio and small group size: 1 adult to 10 preschoolers, with a maximum group size of 20. A minimum of 2 adults are assigned to each classroom.

The Center-based Program Option operates on the understanding that children learn through play. Activities in each learning center throughout the classroom are carefully planned so that the children have the best opportunity for learning. Staff plan activities and experiences based on individualized needs and the children's interests using emergent curriculum for their lesson plans.

Part Day Center

This option traditionally operates either in the AM or PM for 3.5 hours per day, Monday through Thursday. The program operates August through May/June and is closed during holidays and staff in-service days.

Full Day/Part Year Center

The full day option offers a center session up to 7 hours per day, Monday through Thursday. The program operates August through May/June and is closed during holidays and staff in- service days.

FAMILY BOARD

Each classroom has a Family Board to use as a resource when you are visiting the center. The Family Board includes the following:

Staff Schedules	Class Schedules	Lesson
Plans Field Trip forms	Reminders	Menus
A Classroom Newsletter	Important Information and Dates	

HOME-BASED OPTION

The Home-based option supports the idea that the parent/guardian is the primary educator of their child. The role of the Home Visitor is to work directly with the parent/guardian as they work with their child. Growing Great Kids curriculum is used in the Home-based program and is an evidence based approach that is designed to expand parental understanding of the developmental needs of their children while nurturing parenting skills that build stronger parent-child relationships. The parent/guardian is involved throughout the entire 1 1/2 hour visit in the home each week. With materials made and/or given during the home visits, the families will receive the very best support available.

Home-Based Socializations occur twice a month and are designed for families to participate in group activities and give children a classroom experience. Parents/guardians are expected to attend socializations. Parents/guardians will be planning Socialization times together. Parent's Engagement with socializations is highly recommended and will support the development of parenting skill sets that support their child's development in all domains while increasing their nurturing parenting abilities. Transportation to/from Socialization is available to all families. A meal/snacks may be offered during the socialization time.



ECE TUITION/FEES

NOCAC Head Start and ECE does not charge a registration fee. Head Start is a free service to those who qualify based on income. If your child is enrolled in ECE Preschool, monthly tuition will be based on your gross monthly income. You will be asked to sign a Tuition Contract which indicates your monthly tuition. Tuition is due on the 10th of each month. A 10% late fee is added on the 11th of each month. If your income changes or you experience financial difficulties, contact your teacher or Family Advocate for assistance and the possibility of adapting your tuition.

TUITION FOR ECE ELIGIBLE CHILDREN

PROCEDURES:

1. The ECE Monthly Tuition is based on a family's monthly gross income at the time of the application. The Family Advocate determines a family's monthly income at the time of application.
2. The monthly tuition payment will be shared with the family at the time of enrollment.
3. NOCAC Head Start staff will have parent/guardian sign a Monthly Tuition Contract (form ER 6 Monthly Tuition Contract) upon enrollment.
 - a. Contracts can be found in the child's Enrollment Packet.
4. The sliding tuition scale (guidance #57 – Sliding Tuition Scale) will be applied consistently to all families enrolled who are receiving ECE funding
5. The tuition payments are due on the 10th of each month. The tuition due date for September of each school year will be adjusted according to when the school year starts.
6. The tuition is considered delinquent on the 11th of the month and will be assessed a 10% late charge.
7. The tuition is due regardless of the child's attendance or days of service in each month. It is based on 455 hours of service received in a school year.
8. Families are encouraged to pay by check or money order. Cash is accepted when necessary.
9. When NOCAC staff receive a tuition payment from a family at the site, the staff will:
 - a. Write the parent a receipt and have the parent initial the receipt.
 - b. Put the money and copy of the receipt in an envelope with the child's name, amount enclosed, and initials of the parent and staff on the outside.
 - c. NOCAC staff will give the envelope to the Center Manager who will initial and date the envelope and put it in the lock box.
 - d. In the event the Center Manager is not present, NOCAC staff will put the envelope in the lock box and notify the Center Manager upon return.
10. When NOCAC staff receive tuition payments on the bus:
 - a. Put payment (cash, check, money order) in an envelope and seal it.
 - b. Record amount enclosed and child's name on the outside of the envelope.
 - c. NOCAC Staff and parent must both initial the envelope that the information on the outside is correct
 - d. Staff will give the envelope to the Center Manager who will count the payment with staff member and write a receipt. The Center Manager and staff member will both initial the receipt. Payment will be put back in the envelope with a copy of the receipt and put in the lock box.
 - e. In the event the Center Manager is not present, NOCAC staff will deposit the envelope in the lock box and notify the Center Manager upon return.
11. The Center Manager and a designated staff member will open the lock box together. These 2 staff will count the money, fill out a deposit slip, and record it on the Monthly Deposit Listing (form ER8).
12. The Center Manager will make copies of all checks and money orders before depositing in the bank.
13. The Center Manager records all tuition received on the ECE Monthly Tuition Tracking form – which can be found on the Google Drive.
14. The Center Manager and the Head Start/ECE Director will maintain control of the lock box keys.
15. The Center Manager will take all tuition collected to the bank **daily** or lock in a secure place in the event that they are unable to make the daily deposit at the bank.
16. The Monthly Deposit Listing, ECE Monthly Tuition Tracking form, check/money order copies, copies of all receipts and the bank deposit slips must be forwarded to the Finance Director by the 15th of each month.

Children receiving wrap around services with Head Start and ECE will not be charged a fee.

2022-2023 NOCAC HEAD START ECE GUIDELINE FEES															
Household Size	2		3		4		5		6		7		8		Monthly Fee
	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	
under 100%	1437	17240	1830	21960	2208	26500	2587	31040	2965	35580	3343	40120	3722	44660	\$0
up to 125%	1796	21550	2288	27450	2760	33125	3233	38800	3706	44475	4179	50150	4652	55825	\$10
up to 150%	2155	25860	2745	32940	3313	39750	3880	46560	4448	53370	5015	60180	5583	66990	\$20
up to 175%	2514	30170	3203	38430	3865	46375	4527	54320	5189	62265	5851	70210	6513	78155	\$30
up to 185%	2658	31894	3386	40626	4085	49025	4785	57424	5485	65823	6185	74222	6885	82621	\$40
up to 200%	2873	34480	3660	43920	4417	53000	5173	62080	5930	71160	6687	80240	7443	89320	\$50

CHILD CARE LICENSING RULES & REGULATIONS FOR CENTERS

- The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 his/her presence.
- The administrator's hours of availability 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, are available for review upon written request from the Ohio Department of Job and Family Services.
- It is unlawful for the center 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. 12101 et seq.
- 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>

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

WRITTEN COMMUNICATION

Staff will post newsletters and flyers on

ClassDojo. If you would like a printed copy please let your child's teacher know.



ABSENCE POLICY

- NOCAC Headstart will record attendance daily for each child.
- If your child is going to be absent **you are required to contact the center within one hour of your child's classroom start time.**
- NOCAC staff will conduct home visits if a child has had three or more absences with no contact from the family. An attendance goal may be set utilizing a "My Child's Attendance Goal" sheet to support the family.
- If a child ceases to attend, NOCAC Headstart staff will make appropriate efforts to re-engage the family to resume attendance. If the child's attendance does not resume, then it will be considered a vacant slot and the child will be withdrawn.

EXTENDED ABSENCE POLICY

Reasons for a child to have an extended (2 weeks) absence may include but are not limited to:

- | | |
|---|---------------------------------------|
| • Visiting an ill family member out of state | • Vacation |
| • Visiting non-custodial parent | • Child is ill or was injured |
| • Expired physical | • Other extenuating situations |

If the parent/guardian reports that their child will be absent for an extended period of time, the Teaching Team or other Child Development Staff will contact the Family Advocate in writing or by email. Families can also provide written documentation to center staff concerning their child's absence. The following information needs to be documented; **reason for extended absence, first date of absence, date of return, parent's signature (if they are writing a note).**

If a child is out for a medical reason for more than 2 weeks, the qualified NOCAC Head Start staff will inform the family that an Educational Home Visit or virtual environment activities will be provided (unless the parent has a doctor's note stating child should not participate starting the 3rd week) the child is absent. When appropriate a qualified NOCAC Head Start staff person (determined by the Center Manager) will complete an Educational Home Visit that needs to be 1.5 hours in length and will be documented on the Home Base Record Plan which will be turned into the ECE Manager.

If the family cancels an Educational Home Visit, the teacher will have the family sign a Missed Home Visit form documenting reason for not completing the visit. Virtual enrichment activities will be provided weekly. If the family refuses to complete the home visit the child will be withdrawn from the program and the family can reapply for the program when the child is ready.

SAMPLE DAILY SCHEDULE*:

AM

8:30-8:45	Arrival/Large Group
8:45-9:00	Breakfast
9:00-10:05	Free Play
10:05-10:25	Large Group
10:25-10:40	Small Group
10:40-11:15	Large Motor/Lunch Prep
11:15-11:45	Lunch
11:45-12:00	Large Group/Departure

PM

12:00-12:20	Arrival/Large Group
12:20-12:50	Lunch
12:50-1:20	Large Motor
1:20-1:35	Small Group
1:35-2:40	Free Play
2:40-3:00	Large Group
3:00-3:15	Snack
3:15-3:30	Large Group/Departure

Full Day

8:30-8:45	Brain Smart Start	12:00-12:10	Table Brushing
8:45-8:55	Writing Workshop	12:10-12:20	Wash Hands/Prepare for Nap
8:55-9:05	Wash Hands/Prepare for Breakfast	12:20-12:35	Interactive Storytime
9:05-9:25	Breakfast	12:35-2:05	Nap/Wake-up/Quiet Activities (1 hour nap)
9:25-9:55	Planned Large Motor Activity	2:05-2:35	Wash Hands/Snack
9:55-10:05	Water Break and Transition Back to Classroom	2:35-2:50	Small Group (Reflective)
10:05-11:05	Free Play	2:50-3:05	Health, Safety, Conscious Discipline, or Music Movement
11:05-11:20	Small Group	3:05-3:20	Nature Exploration Walk/Journaling/Storytime
11:20-11:30	Wash Hands/Prepare for Lunch	3:20-3:30	Goodbye Ritual/Songs/Finger Plays
11:30-12:00	Lunch	3:30	Dismissal/Load Buses

This is a typical Head Start Center Based Programming Schedule. This may not reflect Schedule changes due to Covid-19 health and safety guidelines.

Nap/Rest Time Policy

NOCAC Head Start will provide an age appropriate nap/rest time to children enrolled in a classroom that operates 6 or more hours each day.

CLASSROOM TRANSFERS & WITHDRAWS

Although we make every attempt to enroll each child into the most appropriate class/option, we understand there are times when a transfer is necessary. If you wish to request a transfer you can complete a Transfer Request form that your teacher has available for you. In the event there are no openings at the time of your request, your child may continue to attend the class he/she is currently enrolled in or you can request your child be withdrawn from the class and placed on our waiting list until an opening is available.

We also understand there are times when a child needs to be withdrawn from a class. Communication from you in the event your child needs to be withdrawn is very important. Our Social Services Manager can be notified by telephone, email, or in writing if you wish to withdraw your child from our program. When you notify us please identify the reason for your request and your child's last day of attendance. **If you wish to transfer or withdraw your child you can contact the Social Services Manager @ 419-784-5136 Ext. 1140.**



SECTION III: Transportation

TRANSPORTATION ORIENTATION INFORMATION

- **Transportation routes/bus stops are determined at the beginning of each program year based on established routes, safety, parent/guardian needs and classroom enrollment.**
 - **The Parent/Guardian will notify the center if their child will not be attending or are in need of bus services.** Messages can be left at your center at any time, day or night.
 - **Your PICK UP TIME is the time the bus is scheduled to LEAVE your stop.** Please have your child **OUTSIDE** at your designated bus stop a minimum of 15 minutes before this time. If you are not present with your child at the pick-up time, the bus will continue with the route and it will then be the parent or guardian's responsibility to transport their child to school.
 - **DROP OFF TIME is the time the bus is scheduled to ARRIVE at your stop.** Parents/providers need to be available at the designated bus stop to receive their child 15 minutes before the scheduled drop off time and until the bus arrives.
1. If a child is taken home and the parent/guardian is not present, the driver will continue the route without releasing the child.
 2. The **bus** monitor will attempt to contact the parent/guardian by phone.
 3. After all the children have been taken home, the driver will attempt to take the child home a second time (when logistically possible).
 - a. The second attempt to take a child home will be documented on the Bus Attendance Form.
 - b. When a family has repeated issues with being on time at drop off; a second attempt will not be made.
 - i. The bus monitor will contact the family to inform them of the situation and ask that they meet the bus at the center at the end of the route.
 4. If the second attempt is unsuccessful, the bus monitor will contact the Center Manager about the incident and the child will be returned to the center.
 - a. Child being returned to the center will be documented on the bus attendance form.
 - b. Parent/Guardian or authorized pick up person must sign the child out on the Classroom Sign-Out Sheet.
 5. Once back at the center, if the parent or emergency contact person cannot be located within a half- hour, the NOCAC staff must call the local Department of Job and Family Service (if it is after hours, the sheriff/police department will be contacted) and file a report. The Center Manager will notify the Child Development Director of the situation.
 6. If the parent or contact person is still not located, the child will be released to the Department of Job and Family Services or local police/sheriff department.
 7. Staff will write a detailed account of the incident and the outcome on a Child Abuse/Neglect Reporting form.
 8. Follow up support will be made by available center staff to insure the family will-being. Support could include, but is not limited to:
 - a. Phone call
 - b. Home visit



C.



- The parent or authorized adult must wait for the hand signal and escort their child **to and from** the bus in order to both pick up and release the child. We do not permit children to leave the bus until we see a person listed on the emergency contact form, who must be at least 18 years of age.
- **Route Changes:** Children will be picked up and dropped off at a regular bus stop that is based on the established route.
 - a) EMERGENCY Bus Route changes can be made when necessary
 - b) NON-EMERGENCY Bus Route changes—Must be received in writing at least 24 hours prior to the affected change.
 - c) If a child moves and the length of the route remains the same or is increased by no more than 15 minutes from the original route, email the updated bus route to the Transportation/Safety Specialist (TSS).
 - d) If a child moves and the route is increased by more than 15 minutes, the driver must call the TSS,
 - i. The driver and the TSS will work together to see if there is a better solution
 - ii. The Social Services Team will be consulted as necessary to assist in meeting the family's transportation needs.
- **Cell Phones:** Buses are equipped with cell phones which are to be used for necessary communication with the center or in emergency situations. Parents/providers should not call the bus cell phone, always contact the center with concerns.
- **Self-Transport:** Children should arrive no earlier than ten minutes before class and be picked up promptly at the end of class. Children must be accompanied into the center by a parent or guardian. Children must be delivered directly to a classroom staff person.



TRANSPORTATION SERVICES FOR CHILDREN

SCHOOL DELAYS

If the weather is bad, listen to your local radio and/or TV station to find out if the center will be delayed or cancelled. **There may also be times when the center must cancel or delay transportation or class not related to weather.** Talk to your teacher about the "ClassDoJo" App.

BUS ROUTES

1. Bus routes are to be under one (1) hour, if at all possible, therefore pick up/drop off points may be utilized to keep your child from being on the bus for more than one (1) hour.
2. If your child has a pick up/drop off point the child must remain in the vehicle until the bus completely stops.
3. Because the bus runs on a schedule, if your child is not ready, the bus cannot wait if there is traffic and cannot come back. Please have your child ready at least 15 minutes early.
4. Child/Parent must wait for the hand signal before approaching the bus. Parent/Guardians **are required** to assist the child onto the bus and off the bus and assist with the seatbelts.
5. The Child Enrollment and Health Information forms for each child are kept on the bus at all times so that the information is readily available in emergency situations. If emergency contacts or phone numbers should change, please let your driver know.
6. No food, drink or gum is to be eaten on the bus.
7. Please do not send toys, blankets, etc. on the bus unless used in class.
8. All buses will be equipped with a cell phone, fire extinguisher, an emergency seat belt cutter, a First Aid kit, and body fluid clean-up kit.
9. Appropriate child restraint systems are utilized in our school buses depending on child's weight and size.
10. Vehicles cannot back up or do a turn around, except when necessary for reasons of safety or physical barriers. A driver must get prior authorization from the Director of Child Development in order to back up or turn around.
11. Due to the Ohio Department of Jobs and Family Services Center Licensing Rules and Regulations we cannot transport siblings (non-Head Start children) on our school buses.



TRANSPORTATION CURRICULUM

<u>September</u> <ul style="list-style-type: none"> • Front Evacuation • Bus Safety Rules • Seatbelt Safety • Crossing the Street and Pedestrian Safety 	<u>October</u> <ul style="list-style-type: none"> • Rear Evacuation • Waiting for the Bus • Boarding the Bus 	<u>November</u> <ul style="list-style-type: none"> • Combination Evacuation • Danger Zones
<u>December</u> <ul style="list-style-type: none"> • Front Evacuation • Railroad Crossings 	<u>January</u> <ul style="list-style-type: none"> • Rear Evacuation • Review Bus Rules • Review Seatbelt Safety 	<u>February</u> <ul style="list-style-type: none"> • Combination Evacuation • Review Waiting for the Bus • Review Boarding the Bus
<u>March</u> <ul style="list-style-type: none"> • Front Evacuation • Review Danger Zones 	<u>April</u> <ul style="list-style-type: none"> • Rear Evacuation • Review Crossing the Street & Pedestrian Safety 	<u>May</u> <ul style="list-style-type: none"> • Combination Evacuation • Summer Safety Rules

Resources: Transportation Safety Education Curriculum, Local Law Enforcement, Ohio State Highway Patrol, ODE Pre Service Coordinator Joe Dietrick (419-222-1836), NOCAC Transportation/Safety Coordinator. Bus Drivers.

A MESSAGE FOR FAMILIES ABOUT PEDESTRIAN SAFETY

Here are some facts you should know:

- Preschool children are quick and often unaware of danger.
- Each year, many children are injured or killed when they suddenly dart into the path of a car.
- Most preschoolers are injured near their home or on their own street.
- Most crashes involving children occur in fair and warm weather.
- Twice as many preschool boys are injured than preschool girls.

This is How You Can Prevent These Tragedies:

- Supervise children at all times.
- Children should not be allowed to cross the street alone.
- Teach them who can help them cross the street safely.
- Teach by example. When you cross a street with your child, always: explain to your child the safe way you cross a street. Say: "When I cross a street, I always stop at the curb. I look for cars. I look left for any traffic coming and then I look right for traffic coming that way. Then I look left again. When it is clear, I cross the street and keep looking left and right." Encourage your child. As you both safely cross the street together, point out your child's safety behaviors. Use safe language and specific safety words. Practice what you teach at all times.

If you have any transportation concerns or questions contact the Transportation and Safety Specialist at 419-784-2150 Ext. 1127.

SECTION IV: Family Services

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 Headstart Family Advocates (FA) and Teachers 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 Role Models in parenting roles
- Transportation to appointments when needed
- Work with you on your child's absenteeism and develop a plan to ensure good attendance

A home visit from the Teacher will take place before or within your child's first month of school. The purpose of this visit is to start to build a relationship with your family. In your enrollment packet there will be a Family Strengths and Needs Assessment that you will need to fill out and give to your teacher. This assessment will help determine if your family would benefit from additional support and services from the FA. Based on the family's interests and needs some families will receive more or less of these services throughout the program year.

For families who would benefit from and are interested in formal goal setting information, referrals, and resources will be provided in response to the goal(s) chosen by the family. Check-ins by phone, center and home visits will be made to check on goal progress throughout the year. Home visits will be scheduled at times that are convenient for families and staff.

If you are placed on the FA's Case Load you will be asked to identify additional 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 the center in your county to speak with the FA. You can also call the Central Office in Defiance at 419-784-2150 to speak with the Social Services Manager at ext. 1140.

Family Engagement

You may already realize that 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 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 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/ 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.

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
Volunteering in the Classroom

*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.*

STAY IN CLOSE COMMUNICATION WITH YOUR CHILD'S DEVELOPMENT.

Get Involved By:

- **Reading the newsletters and information Head Start offers.**
- **Volunteering or observing in your child's classroom.**
- **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 BAR"** 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 # _____	Activity # _____	Activity # _____	Activity # _____	Activity # _____	Activity # _____	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.)
- #2. Museums, zoo, etc.
- #3. Reading/Story Time at Library
- #4. Bag Tag Activity
- #5. Activities from classroom newsletter
- #6. IEP (This is only for children who have an Individualized Education Plan)
- #7. Other Structured Activities

Briefly describe activities _____

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

Parent's Signature _____ Site/Classroom _____

Parents Name – Please Print _____ Weekly Start Date _____

Child's Name – Please Print _____

Staff Signature _____ Total Time of Activity from Back _____

Rev 5/27 as

**Don't
forget to
sign!**

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 sent home. 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. **We know that it may take some time to complete this form, but with your help we can continue to provide high quality programs!**

VOLUNTEER

WE NEED YOUR HELP!

There are many opportunities for parents/family members to grow, learn, and participate in the program. Your time, ideas, and energy will make this a better program for your children. Parents, grandparents, aunts, uncles, extended family members, etc. are all invited and encouraged to volunteer as often as possible.

On your Parent/Family Board you will find Volunteer/Visitor ID Badges. If you are interested in observing your child in the classroom put on the red "Family Visitor" badge. If you have time to help in the classroom and want to volunteer your time you can put on the blue "Family Volunteer" Badge. Putting on the badges while in the classroom helps tell your teacher what your intentions are while you are at the center.

Tips for When You Volunteer

- Call if you can't come.
- Sign in upon arrival and sign out before you leave.
- Wear comfortable play clothes (no "R" rated T-shirts).
- Read the daily schedule posted in the room.
- Ask staff questions or for help with any given situation.
- Get involved in the children's activities. Get down on the floor!
- Bend down to child's eye level when speaking.
- Praise and encourage each child's work.
- Use children's names. Do not use descriptive nicknames (ex. "Freckle-face").
- Do not tell a child what to make or how to make things during creative art; provide only as much help as is needed.
- Do not show partiality to the children or staff; avoid comparison or competition.
- Use a soft voice. Stay calm.
- Never leave children alone.
- Let a staff person know about child misbehavior. However, do not discuss children's behavior or appearance in front of them.
- Do not share information about children/families with anyone other than staff.
- Discuss any differences in opinion with the staff at the end of the day; never in front of the children during class time.
- At the end of the day, meet briefly with the staff to discuss how your day went. SIGN YOUR INKIND SHEET AND SIGN UP TO VOLUNTEER ANOTHER DAY.



We want parents and families to be as involved as they can be!

FAMILY VISITATION IS ENCOURAGED

We strongly encourage all parents/guardians to come and spend time in our classrooms. Our programs have an **“Open Door”** policy for our parents/guardians. Please drop in at any time; we would love to have you! If you are staying for lunch, please call in advance to allow staff some time to prepare enough food. Parents/guardians are their children's primary educators. Children's learning tends to increase the more parents are actively involved in their children's education. Children benefit most when parents/guardians and teachers share information and work together. For this reason, NOCAC Child Development needs parents and family members who can volunteer some time with our program. Parents are encouraged to let their teacher know how they can help inside and outside of the classroom.

Other Ways to Participate and be Involved:

For those of you who cannot volunteer during school hours, here are some activities that can be done at home or after class:

- Create a game - rhyming, letter recognition, number recognition, colors, shapes, counting, etc.
- Cut out items for the classroom
- Collect art items for projects or the collage box
- Collect nature items for children to explore in the discovery area
- Create a book for the class to read (Write the story and then draw pictures to match)
- Draw “blueprints” for the block area the children can follow
- Sew items for the dramatic play area
- Make sock puppets for the library area so children can retell stories
- Volunteer in the classroom, kitchen, field trips and Home base Class
- Be home and participate in scheduled home visits
- Attend and/or take a leadership role in the NOCAC Policy Council, Parent Committee Meetings and Community Events
- Read a story to the children
- Share a personal talent with the children and/or parents
- Keep other parents and community members informed about Head Start
- Bus monitoring

PARENT COMMITTEE

Did you know that you are automatically a member of the Parent Committee? This membership carries many privileges. You can:

- Help advise staff in the development and implementation of local programs, policies, activities, and services;
- Help plan, conduct, and participate in informal as well as formal programs and activities for families and staff;
- Participate in the recruitment and screening of Head Start employees with established guidelines.

You are valued and needed, you have an important voice, and your involvement makes a difference for your child.

PARENT COMMITTEE EVENTS AND MEETINGS

Parent Committee meetings are held during family events including but not limited to Beginning of the Year Picnic, Fall Family Fun Night, Spring Family Fun Night and the End of the Year Celebration. During the meeting portion of the event you have an opportunity to help plan and organize events that staff are not able to assist with. We will also review updates on our Policy Council, job postings, health and safety issues and Conscious Discipline. Some ideas of things you and other parents and caregivers could do at your center are:

- Fishing Derby
- Have a Movie Night at the Center
- Create a preschool sports team (soccer, T-ball, etc.)
- Have an Art Show
- Put on a play! Make props, costumes, and then invite other families to come see the performance
- Find fun outside speakers for the children – dancers, musicians, animal keepers etc.

WHAT IDEAS DO YOU HAVE?

BRING YOUR MOM/DAD TO SCHOOL WEEKS

These are special weeks where we encourage all children to bring mom or dad to school with them. One week will be dedicated to moms and/or positive female role models such as step- mothers, aunts, and grandmas and one week to dad and/or positive male role models such as step -fathers, uncles, and grandpas. An invitation will be sent home to you inviting you to Bring Your Mom/Dad to School Week at your child's center.

Our doors are always open for parents and family members to visit. You do not have to wait for one of these special weeks to come and enjoy seeing your child in his/her learning environment. We are always looking for classroom volunteers.

POLICY COUNCIL

This group is made up of parents elected by other NOCAC Head Start Parents. 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 meetings schedules are determined at the beginning of each program year. 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. Policy Council members take program information back to the NOCAC Head Start Parent Committee and bring information from Parent Committee to Policy Council. 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.

Information packets about Policy Council (PC) will be sent home to you at the beginning of the program year. If you are interested in being elected to our PC you complete the ballot form and return it to your child's teacher. Once the ballot deadline is over all ballot entries will be sent home to all the families at your center. Families will then vote on who they want their PC representatives to be. Those elected will be notified. Also done at Family Events.

This nominating and voting style will continue throughout the program year as needed to ensure good attendance of our PC. Terms of office are October to October. Training is provided.

TRAININGS FOR PARENTS AND FAMILIES

The NOCAC Head Start Parent Committee's Family Fun Nights are a great opportunity to attend workshops on topics such as:

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

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 | • Transitioning | • Community Resources/Community Involvement |
| • Safety | • Communicable Diseases | • Preventative Physical and Dental Health |
| • Nutrition | • First Aid/CPR | |

FAMILY ENGAGEMENT AND SCHOOL READINESS

Join Policy Council (see previous page)

- 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
- Reading/Math/Science Nights
- Family Fun Nights and Picnics

Home Visits

- Teacher interaction
- Family Advocate interaction

School to Home – Home to School Connection & Activities

- Bag Tags
- Newsletter Ideas
- In-Kind



CHILD DEVELOPMENT NEWSLETTER

You will receive a newsletter from the Central Office at the beginning of each month through ClassDoJo. If you would prefer a paper copy of this newsletter, please let your teacher know. The newsletter contains upcoming events and will highlight what is happening at our centers and introduce you to some of our staff. 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.

TRANSPORTATION SERVICES FOR FAMILIES

Transportation for Head Start related services are available as a last resort for those families who have no transportation or support system to assist them. Related services can include doctor/dental appointments, locating resources, education services for families, and advocating for you and your family. If you need assistance, please contact your child's teacher or your Family Advocate at the center or the Social Services Manager at the Central Office, 419-784-2150 ext. 1140.

Buckeye and Paramount Medicaid providers also provide transportation for medical related appointments.

SECTION V: Education Services

EDUCATION SERVICES

Lesson Plans — NOCAC uses The Creative Curriculum to guide our environment and lesson plans. The curriculum focuses on the following areas of development and learning: social/emotional, physical, cognitive, language, literacy, mathematics, science and technology, social studies, and the arts (English language acquisition if applicable). Your child will experience the following each day: large group (circle time), small group, at least 2 books/stories, free play, and a planned outdoor activity. Please refer to the lesson plan or talk to your child's Teacher to discuss what happens throughout your child's day.

Cooking Experiences — your child will have the opportunity to participate in cooking experiences. This will allow your child to practice the following skills throughout the year: cutting, mixing, spreading, measuring, peeling/shredding, baking, ingredients changing form, and exposure to cooking appliances (toaster, blender, griddle, crock pot, etc.)

Field Trips — exploring the community is a fun and exciting way for your child to learn all about social studies! Your classroom teachers will keep you updated on what has been planned in the classroom newsletters and by getting a permission slip signed with all the important details. In order to keep your children safe, we require extra adults to keep the 1 adult to 9 children ratio rule. We encourage you to join in on the fun! Your child's classroom may take routine walking field trips. A specific permission slip will be sent home to accommodate which field trip they will be attending, splash pad, fire department, etc.

Classroom Newsletter — you will receive a classroom newsletter written by your child's teacher each month. It will include important dates, what will be happening in the classroom, activity suggestions for you and your child to try at home and volunteering options for the classroom or at home.

Home Visits and Conferences — your child's Teacher will contact you twice a year to schedule a home visit and twice a year to schedule a conference. These meetings will give you time to discuss your child's progress with the teacher in addition to reminders, upcoming dates, important information, etc. We will work to meet your needs if you are unable to travel to the school. Families will not have a consequence due to lack of attendance. Please take this opportunity to ask and answer questions and, to assist us in providing the best education for your child.



SCHOOL CLOSINGS, HOLIDAY CLOSINGS AND OTHER SPECIAL DAYS

National Holiday Celebrations:

By following an anti-bias curriculum, we do not celebrate the national holidays that reflect stereotypes, only represent specific religions, or exclude a specific group of people. What we do celebrate is the changing of the seasons, thankfulness, joy, kindness, and each child as an individual. Please do not send in commercial or religious holiday themed treats, activities, or cards with your child. Your classroom newsletter will provide you with information about upcoming celebrations. For guidance on what you can send in to the classroom, please refer to the Table of Contents under Health Services in the Nutrition Services section.

School Closings and Delays:

Please have your phone number added to our ClassDojo to receive updates on school closings and delays.



NOCAC Child Development School Readiness Goals

Our goal is for the children in our program to be successful when entering kindergarten. We will address this by working on the following goals throughout the year. These goals were created from parent input, outcomes data, classroom observations, expectations for our local school districts, and our curriculum resources: the Creative Curriculum for Preschool 5th Edition, The Head Start Early Learning Outcomes Framework (ELOF), and the Ohio Early Learning Content Standards.

Observation tools: Child Plus, Kindergarten Observation Form, Creative Curriculum Fidelity Observation Tool, and Classroom Assessment Scoring System (CLASS) Observation.

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.
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			
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.
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			
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>Haggerty 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

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			
Cognition	Objective	Expected Outcome	Action Plan
Children will develop their vocabulary and their sense of numbers, quantity, and objects in small sets.	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.	Children will have increased their ability to utilize new number words or phrases to describe sets of numbers.	Utilize professional development focusing on numeracy and math by incorporating <i>Creative Curriculum</i> activities focusing on language that describes quantity and subitizing activities in the classroom and home visiting option. Provide staff support and feedback utilizing observation and reflection.
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			
Perceptual, Motor, and Physical Development	Objective	Expected Outcome	Action Plan
Children will use and demonstrate their ability to increase precision, strength, coordination, and efficiency when using fine motor manipulative skills	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.	Children will have increased their ability to demonstrate a variety of tasks that require manipulation of small objects.	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.
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			

Kindergarten Transition

We would like your child's transition to Kindergarten to be as smooth as possible for both you and your child. The following will happen to assist in the process.

1. Your child's Teacher will observe a Kindergarten classroom and discuss what the Kindergarten Teachers expect from the children.
2. Your child will attend a Kindergarten visit to experience the new environment. This will give him/her an idea of what to expect and prepare you also. We encourage you to attend this field trip.
3. You will receive transition information at the last conference and last home visit to review and discuss with your child's Teacher.
4. You will receive a list of schools in the area with their screening dates and information in advance.
5. The newsletter will contain articles to better prepare you and your child for the transition from preschool to kindergarten.

THE "END OF THE YEAR CELEBRATION"

Why do we at NOCAC Child Development choose an "End of the Year Celebration" instead of a "Formal Graduation"?

Young children have different interests, abilities and skill levels. If young children are pushed to do things before they are ready, they may experience failure and as a result their self-esteem may suffer. Young children may feel anxious when in front of a group. If young children become anxious they may think that they are not capable of succeeding. We feel a "Formal Graduation" is inappropriate for young children.

We choose instead, to have an "End of the Year Celebration". At Head Start we strive to give as many opportunities as possible for the children to feel success. When activities are matched to their abilities the children develop self-confidence in a safe and accepting atmosphere. In this way young children develop a good feeling of competence and self-esteem.



VOLUNTEER GUIDANCE

POSITIVE APPROACH—We Use a Positive Approach When Directing a Child, So Can You! Children accept positive direction best so here are a few examples of how to redirect a child in a positive way.

Try using	-	Sit down when you slide
Not	-	Don't stand up when you slide
Try using	-	Use both hands when you climb
Not	-	You'll fall if you don't watch out
Try using	-	Keep the puzzle on the table
Not	-	Don't dump the puzzle pieces on the floor
Try using	-	Turn the pages carefully
Not	-	Don't tear the pages

CLASSROOM AREAS YOU CAN HELP WITH

Art

- Prepare art materials
- Write or help child write name on art
- Reinforce the rules of the area

Discovery

- Encourage children's observations
- Plant seeds
- Animal care
- Encourage problem solving

Table Toys and Games

- Sit at the table while the children work with puzzles
- Verbally assist a child with activities

Music

- Sing along with the children
- Play instruments with them
- Learn their finger plays
- Teach a song/finger play

Outdoors

- Observe children on equipment
- Be near slide or other equipment to help children go up and down

Library

- Tell a story
- Sit with the group while another reads
- Read to children
- Show how to turn pages carefully
- Ask questions about pictures in the book

Blocks

- Assist with building by handing child materials
- Reinforce rules, such as be careful of other's buildings; take blocks down carefully from the top

General Services

- Assist in clean up
- Help prepare and serve food
- Sit and eat with the children
- Share any native or cultural customs with staff and children

VOLUNTEER GUIDANCE CONTINUED

NON-TEACHING ACTIVITIES FOR VOLUNTEERS

- Assist on the bus
- Help recruit eligible families
- Encourage parent involvement by talking with other parents about its importance
- Assist with office work
- Attend special functions and trainings
- Design and put up bulletin boards
- Make name tags for volunteers and children
- Participate in Parent Committee, Policy Council, and committee meetings
- Participate in the Spring Assessment-Program Review
- Share a talent, skill, or cultural tradition in the classroom or at a parent/staff training
- Translate at home visits, meetings, or with written materials for non-English speaking families
- Make suggestions about program operations
- Select new ideas for activities, finger plays, music, etc.
- Complete weekly in-kinds
- Make puzzles or games
- Attend parent-staff meetings, home visits and conferences
- Complete and submit mid-year and end of year evaluations

Maintenance of Equipment and Premises

- Make curtains, doll clothes or toys
- Collect dress up clothes and other materials for dramatic play area
- Wash and repair doll or dress up clothes
- Collect miscellaneous items for art work
- Repair equipment - toys, books
- Assist with set up and cleanup of rooms

Field Trips

- Assist staff with supervision of children
- Help with clothes, snacks, or other items
- Answer children's questions or help find answers
- Report experiences to teachers
- Assist on the bus
- Assist with planning

Kitchen/Cooking

- Assist with food preparation, cleaning, serving meals
- Put on a cooking demonstration for children and/or parents
- Prepare special refreshments for meetings or parties in the center's kitchen
- Make play dough at home

Community Activities

- Assist with gathering parent information for the Community Needs Assessment
- Work with other community groups about a common cause (tenant rights, housing needs, transportation, etc.)

LET OUR STAFF KNOW IF YOU ARE INTERESTED IN PARTICIPATING IN OTHER VOLUNTEER ACTIVITIES!



SECTION VI: Mental Health and Behavior Services

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 classroom management decisions will promote positive social skills, foster mutual respect, strengthen self-esteem, and support safe environments. The following guidelines will be followed in classrooms:

1. Teachers will plan a safe and appropriate classroom 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 classroom rules. Rules will be reviewed regularly as new children enter the classroom, and will be consistently enforced by program staff.
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

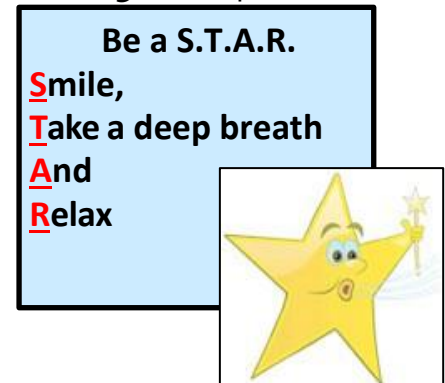
It is important to know that when one family member has a mental health need, every member of the family is affected.

Head Start employs a DSC. This staff member 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 DSC may observe an individual child at the request of a parent or teacher.

If you have a mental health or behavior concern about your child, contact your NOCAC Head Start Family Advocate or the DSC at 419-784-5136 ext. 1105. You will complete a Social/Emotional Screening (DECA) as well as help your child's teacher to assist in identifying strategies to promote your child's social/emotional development.

CONSCIOUS DISCIPLINE

Northwestern Ohio Community Action Commission (NOCAC) uses Conscious Discipline®, written by Dr. Becky Bailey, as the framework for classroom and 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, we do this by striving to build a healthy School Family™ within our classrooms, centers and agency. Conscious Discipline® views all conflicts and problems as opportunities to learn and teach. Each child in our NOCAC 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 teaching 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 utilizes Conscious Discipline® as the blueprint for the intervention process that also includes parent and teacher input.

For more information on Conscious Discipline® visit
<https://consciousdiscipline.com/> or contact the Disability Services
Coordinator at 419-784-5136 ext. 1105.

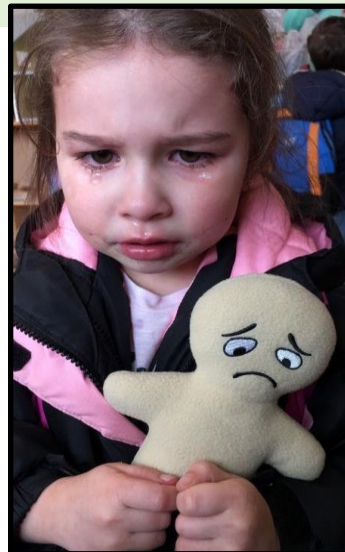
BEHAVIOR PLAN

NOCAC Head Start partners with the Children Resource Center for mental health referrals and individual child observations. Maumee Valley Guidance Center is also used as a referral source and provides guidance for mental health concerns. The Local Education Agency (LEA's) will also be included if a suspected developmental delay is identified through our screening procedures.

If there are behaviors seen in the classroom, your child's teacher will contact you and either ask that you come into the center for a meeting or will discuss the issues over the phone. During this conversation or meeting you and the teacher will discuss possible interventions to try at home and in the classroom for your child. You may also be asked to fill out a screening tool, similar to the one you filled out at the beginning of the year. After two weeks, if the behavior has not improved or has gotten worse, your child's teacher will contact you to get your permission to make an internal referral to the Head Start Mental Health Staff. After the internal referral is made, the DSC will contact you to set up a meeting time. Head Start staff will attempt to contact you five times before going ahead with the meeting without a guardian present. At the Behavior Team Meeting it will be you, your child's teacher, the site manager and the Intervention Manager and possibly the FA. At this meeting, the DSC will bring the Behavior Plan for intensified, specific interventions for your child in the classroom and at home. At this meeting, outside counseling referrals will be discussed. After the meeting, your child's teacher and the DSC will keep in contact with you about your child's progress and behavior in the classroom. If the behavior continues after 6 weeks of time, another meeting will be held and more serious options will be given to the family for safety reasons.

****The plan can be modified at any time if your child is expressing severe, unsafe behavior in the classroom.**

****If you want an outside counseling referral for your child at any time, please call the DSC or let your child's teacher know.**



SECTION VII: Health Services

NUTRITION SERVICES

Children in our program are served nutritious meals 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 teacher will work with our cooks, the health and safety assistant, and a registered dietitian to meet your child's needs. Children in our program are served two-thirds of the child's recommended daily dietary allowance.

Mealtime is Part of Class Time

Children learn a lot at the table when they serve and pour for themselves, pass food and take part in conversations. They are even willing to try foods they might not eat at home! Parents tell us this all the time. So be positive and don't tell your child, "You won't like that!"

Children in a **full-day** program receive breakfast, lunch and an afternoon snack. Children who come for the **morning session** receive breakfast when they arrive and lunch before they go home.

Afternoon session children receive lunch when they first arrive and a snack before they go home.

Head Start Promotes Healthy Food Choices

- Our policy does not allow any food to be brought into the classroom for birthdays or other occasions. There are other ways to celebrate. Talk to your child's teacher for other creative ways to make the day special for your child.
- Please, no gum or candy in the classroom or on the bus.
- The menu is posted on the parent board and in the kitchen; it is also sent home monthly. Changes to the menus will be noted as soon as they are decided.
- 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.

Birthday and Special Occasions

For the health and safety of all children, only meals and snacks prepared at school or by a licensed food service organization will be served to the children during the school day, including field trips. For birthday and other celebrations, arrangements can be made with the teacher about other ways to celebrate. Staff are aware of special restrictions and diets and can give you ideas that are not food related that all children can enjoy.

Breastfeeding Management Policy

NOCAC Head Start provides education and support to encourage breastfeeding and proper storage/handling of breast milk for families and staff.

Because breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both the infant and the mother, it is important for NOCAC Head Start Staff to support and encourage breastfeeding.

NOCAC Head Start will provide an atmosphere that welcomes breastfeeding families.

NOCAC Head Start will provide breastfeeding mothers a private space other than a bathroom to breastfeed their babies or express milk.

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, audiotope, 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: How to File a Complaint (<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>) 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



PHEALTH SERVICES

Our goal is good health for your child and your entire family. We must identify any health related issues during enrollment. All health check-ups or well-child visits that require follow-up will be tracked and monitored. 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 to continue to attend class in the Center Base Option.
- Copy of current immunization records.
- Proof of current/valid medical insurance or ongoing source of health insurance coverage.
- Medical and Dental Homes
- 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 and Action plan if necessary.
- Dental Exam and dental referral of follow-up treatment (cleaning, filling, crowns, sealant, etc.).
- Lead and Hemoglobin screenings.
- Hearing and vision screenings.



EMERGENCIES OR SUDDEN ILLNESSES

- We will provide emergency First Aid and will call 911 if needed.
- We will call you at home, school, or work in case of an emergency. If you are not available we will call the emergency contact listed on your Child Enrollment and Health Information form. (Please tell us when phone numbers change.)
- 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 center's staff or the Health & Safety Manager Sheana Behringer sbehringer@nocac.org

BE VERY WISE — IMMUNIZE

According to the Ohio State Department Recommendations, it is important to keep your child up-to-date with immunizations. 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>.

(C)(1) A child is not required to be immunized against a disease specified in division (B) of this section if any of the following is the case:

- (a) Immunization against the disease is medically contraindicated for the child;
- (b) The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
- (c) Immunization against the disease is not medically appropriate for the child's age.

(2) In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

(D)(1) The medical statement shall include all of the following information:

- (a) The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
 - (b) Whether a child is subject to any of the exceptions specified in division (C) of this section.
- (2) The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

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.**
- **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 Family Advocate if you or your family is in need of a dentist.
- Children brush teeth daily in the classroom.

MEDICATION AT SCHOOL

All medication should be given at home unless it is absolutely necessary for it to be given during center time. If medication is to be given during center time we will need written directions from your doctor including:

- The child's name
- Name of the medication
- The illness or diagnosis
- Exact time to be given
- Possible side effects
- The physician's signature

Staff medications are stored in a locked file and out of reach of all children.

Diapering Policy

Diapering will be implemented in a manner that prevents the spread of communicable disease and maintains the integrity of the diapered child's skin. When a child enrolls and is not toilet trained, the teacher and family and/or Family Advocate will develop a plan to support the child's development of independent toileting in the school setting.

Communicable Disease Policy

NOCAC Child Development will reduce the spread of communicable diseases among children and staff through proper hygiene, housekeeping and infection control practices.

NOCAC staff follows the most updated version of the ODJFS (Ohio Job and Family Services) Communicable Disease Chart and all state food service requirements.

The program temporarily excludes a child who exhibits recognizable signs of communicable disease or illness to protect the health of the affected child, other children and staff.

Classroom teaching staff perform routine health checks of all children before children daily.

If a child is suspected of having a communicable disease, Classroom Teaching Staff will isolate the child and contact the parent/guardian to pick up their child.

- A child isolated will be:
 - Within sight and hearing of a staff member at all times.
 - Cared for in another room or portion of a room away from other children

- Provided a cot, if necessary and made comfortable.

After use, the cot shall be properly cleaned and sanitized.

Classroom teaching staff notify the parents of the children in the same classroom (at a minimum) if any child has been diagnosed with a communicable disease and distribute Contagious Disease Parent Letter when applicable.

All staff and children practice good hygiene when toileting, hand washing, and diapering.

Classroom teaching staff disinfects contaminated articles and surfaces by using approved disinfectant solution per the Classroom Sanitation Policy.

TRANSPORTING MEDICATION ON THE BUS

The parent or guardian must bring the medicine into the center and give it directly to their child's teacher and complete the required paperwork before we can accept the medication. Emergency medications such as "Epi-Pens" or inhalers may be needed during routine trips. Drivers and monitors must not carry personal medications with them on the bus.



WHEN YOUR CHILD IS SICK

Please call as soon as possible if your child is sick or won't be coming to the center or home visit. If children have diarrhea, a fever, or are vomiting they must be symptom free for 24 hours before returning. The child should remain home with a temperature of 100.0 or greater. The child may return to school after being fever free for 24 hours without the use of fever reducing medicine, such as Tylenol, ibuprofen, etc. If your child is too sick to play outside, then your child is too sick to be at school. Sick children cannot remain at school. In certain cases, if your child has been hospitalized or seen in the ER or Urgent Care, we ask that you bring a note from your doctor when your child returns to class letting us know that your child is well enough to return to school. We have a health care plan that gives more detail about illness. If you are interested, ask a staff person to share that with you.

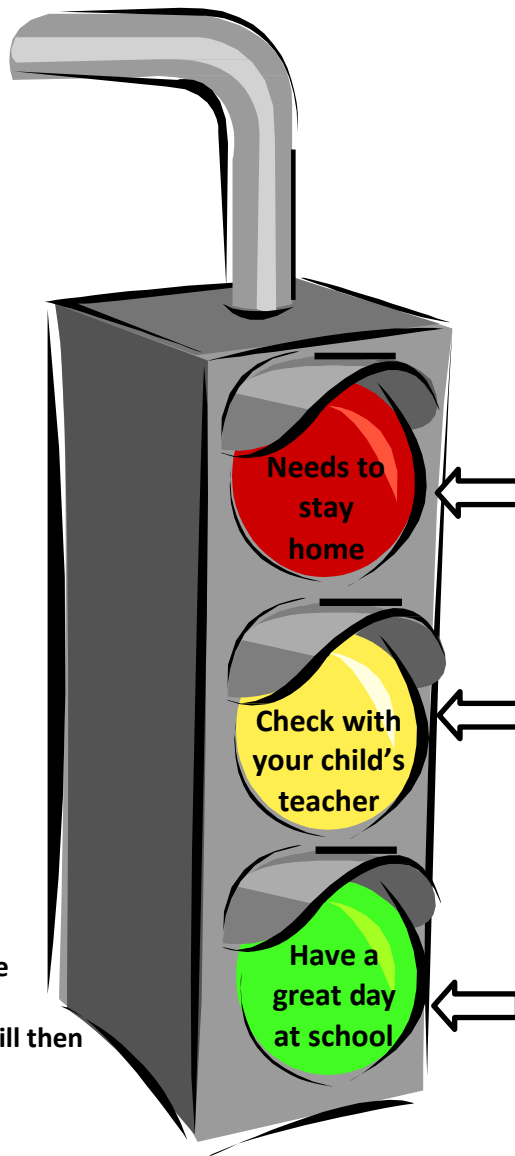
**IS YOUR
CHILD WELL
ENOUGH TO
BE IN SCHOOL
TODAY?**

**Working together to
keep children,
families and staff
healthier!**

Children that become sick while in our care will be isolated to a designated area while maintaining staff-child ratio. The parent will then be contacted to pick the child up.

HANDWASHING

Staff, volunteers and children must wash their hands with soap upon arrival, before preparing food, eating, or feeding children and after using the toilet or helping a child with toileting. Hot water supplied to fixtures accessible to children will not exceed 120 degrees.



- Fever over 100 degrees (underarm)
- Open/infected sores not easily covered
- Vomiting more than 2 times in 24 hours
- Diarrhea
- Earache
- Red eyes with discharge
- Lice or nits (until treated)
- Persistent cough
- Not feeling well enough to participate in school activities

- Runny nose
- Rash
- Been to the doctor, hospital or emergency room
- Is not acting as usual
- Family member that is ill

- Feeling well today
- Has been well for the last 24 hours without use of medication

SECTION VIII: 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 Ages and Stages-3 (ASQ-3) as our screening tool. It shows 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 classroom or center, and selecting toys and materials.

This information is shared with you at Home Visits and Parent/Teacher Conferences.

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 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 seeks to enroll children with disabilities. It is a valuable pre-school experience when children with disabilities and typically developing children learn to respect one another and their differences.

SPECIAL EDUCATION IEP

If your child has an Individual Education Program (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's teacher or the center's Family Advocate (FA) may help you in making/obtaining the copies. Staff are required to address existing IEP goals within the first two weeks of your child's enrollment date so it is important that your child's teacher 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.

If you have any questions about this process please
CDSC at 419-784-5136 ext. 1105

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.
- Try to carry out those activities which the team suggests would be helpful to your child when he is at home, and report back the effect these activities have on him.



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 IX: 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 mid-August.

Children can participate in provided educational and recreational activities or programs, 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 1130.

**Sponsored by Northwestern Ohio
Community Action Commission**

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

COMMUNITY RESOURCES

A community resource guide is available on NOCAC's website.

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 Resources link. We hope that you find it helpful. NOCAC Head Start/Early Head Start Staff will be happy to help you if needed.



SECTION X: 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 teacher or the center manager. The center manager is responsible for the daily operations of their center.
- 2) After you have spoken to the center manager and you are still not satisfied 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 Director of Child Development. 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 GREIVANCE INFORMATION -To get a copy of the form, ask your teacher or any NOCAC staff member.

Explanation of Concern:

Suggestions for Improvement:

Name: _____ Date: _____

Address: _____ City: _____ State _____

Telephone Number: _____

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

OR: email this form to: asimmons@nocac.org

NOCAC Head Start Safety Information

If an emergency occurs during school hours (natural disaster, facility hazard, or bomb threat in which the NOCAC Head Start school building is damaged or considered unsafe, gas leak, accident in front of the school involving flammable liquids, etc.), do not drive to the school unless it is safe to do so and/or you have been directed by the NOCAC Center Manager/designee to pick up your child. In times of emergency, information about the status of NOCAC Head Start is communicated through the following: Local media, The NOCAC website: www.nocac.org, the Northwestern Ohio Community Action Commission Facebook page and the school notification system. The school requests that you do not call the school office in times of emergency as it is important to keep phone lines free for emergency communications. Some emergency circumstances may prevent you from picking up your child or may require that your child be picked up at a location other than the school facility. The safety of our children and staff and the reuniting of parents with their children is our first priority. Head Start staff will accompany the children to a safe off site location (see below) and remain with the children until the children are all reunited with their parents. Once it is deemed safe to pick up your child you will be directed by NOCAC staff to the parent pickup location at the Safe Off-Site Location. Your child will only be released to persons who are listed in your child's file.

Safe Off-Site Locations

DEFIANCE

The children will be walking to Defiance City Building Community Room – 631 Perry St. Defiance OH, 43512 and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is St. Paul Lutheran Church, 671 Clinton St., Defiance, OH.

In case of emergencies or school delays: We will sign you up on our school notification system, ClassDojo.

HICKSVILLE

(Bomb Threats) The children will be transported to Johnson Memorial Library - 116 W. High St., Hicksville, OH and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) Rotary Park Pavilion, Bryan St., Hicksville, OH.

In case of emergencies or school delays: We will sign you up on our school notification system, ClassDojo.

MONTPELIER

The children will be sheltered in the Bus Barn – E. Brown Road, Montpelier, Ohio and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is at the Superior Township School Gymnasium, State Route 576 Montpelier, OH.

In case of emergencies or school delays: We will sign you up on our school notification system, ClassDojo.

NAPOLEON

The children will be walking to Napoleon High School – 701 Briarheath Dr. Napoleon, OH and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is at the Nazarene Church – 630 Appian Ave. Napoleon, OH.

In case of emergencies or school delays: Listen to Local Radio: 103.1 WNDH. We will sign you up on our school notification system, ClassDojo.

NSCC

The children will be walking to Northwest State Community College – 22600 St. Rt. 34, Archbold, OH and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is at the Four County Career Center – 22900 St. Rt. 34, Archbold, OH.

In case of emergencies or school delays: Listen to Local Radio: 96.1 WMTR or 103.1 WNDH. We will sign you up on our school notification system, ClassDojo.

PAULDING

The children will be transported to the Chief Supermarket – 1069 N. Williams St., Paulding, OH and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is the Paulding Senior Center 401E. Jackson St. Paulding, Ohio

In case of emergencies or school delays: We will sign you up on our school notification system, ClassDojo.

PULASKI

The children will be transported to Pulaski United Methodist Church, 6950 US Highway 127, Bryan, OH and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is the New Hope Community Church – 15627 US Hwy. 127 E/W Bryan, OH.

In case of emergencies or school delays: We will sign you up on our school notification system, ClassDojo.

WAUSEON

The children will be transported to Haven Heights Baptist Church – 1373 Ottokee, Wauseon, OH and will remain there until the “All Clear” is declared and the Parent/Child Reunion has been organized and you have been notified when and where to pick up your child. A secondary location (needed in case the first Safe Off-Site Location is compromised) is at the Crossroads Evangelical Church – 845 E. Leggett St., Wauseon, OH.

In case of emergencies or school delays: We will sign you up on our school notification system, ClassDojo.