

Community Action Committee of Pike County Early Childhood Program



Parent Handbook



Parent Handbook Table of Contents

Program Hours and Contact Information	Page 1
Center Parent Information	Page 2
Center Program Information	Page 3
Staff/Child Ratios	Page 3
Mission Statement, Program Goals and Philosophy	Page 3
Confidentiality	Page 4
Head Start and Early Head Start Options	Page 4
Western, Scioto Valley and Eastern Preschool Options	Page 5
Western, Scioto Valley, and Eastern Preschool Fees and Registration	Page 5
Child Care Fees and Registration	Page 5
Daily Routines	Page 6
Guidance and Management Policy	Page 7
Standards of Conduct for Staff and Volunteers	Page 7
Outdoor Play Procedure	Page 8
Program Curriculums	Page 8
Transition Activities	Page 8
Suggestions for Home Visits	Page 9
Services for Children with Disabilities	Page 9
Custody Agreement Procedure	Page 9
Bus and Transportation Policy	Pages 10-11
U.S.D.A. Statement and Nutrition Services	Page 11
Health Screenings	Page 12
Sick Child Policy	Pages 12-13
Immunizations	Page 13
Medical, Dental and General Emergency Plan	Page 14
Client Complaint Procedure	Page 14
Parent Involvement	Page 15
Parent Committees	Page 15
Policy Council	Page 15
In-House Volunteers	Page 16
Parent Rosters	Page 16
Social Services for Families	Page 16
Other Children in the Center and Bus	Page 16
Severe Weather Procedure	Page 16
Emergency Evacuation Procedures	Pages 17-20
Policy Council Member Job Description	Page 21
Center/Bus Aide Volunteer Job Description	Page 22-23
Office Assistant Volunteer Job Description	Page 24-25

Welcome to the Early Childhood Program!

Early Childhood Director:	Barb Tackett	289-2371 ext.140	barbtack@pikecac.org
Education Services Manager:	Janice Caughlan	289-2371 ext. 145	jlcaughlan@pikecac.org
Education Staff Supervisor:	Rita Russell	289-2371 ext. 144	rrussell@pikecac.org
Family Services Coordinator:	Diana Myers	289-2371 ext. 156	dimyers@pikecac.org
Health/Nutrition Coordinator:	Sherri Streitenberger	289-2371 ext. 155	sherri@pikecac.org
Disabilities/Mental Health Coordinator:	Laura Dobbins	289-2371 ext. 142	lauradob@pikecac.org
Parent Involvement/HR Coordinator:	Stephanie Remy	289-2371 ext. 141	stremy@pikecac.org
Enrollment Coordinator:	Kathy Reed	289-2371 ext. 146	kreed@pikecac.org
Early Head Start Supervisor:	Rhonda Taylor	289-2371 ext. 138	rtaylor@pikecac.org
Idaho Site/Transportation Supervisor:	Sue Stevens	493-3385	sstevens@pikecac.org
Idaho Site Assistant Supervisor:	Shelly Lansing	493-3385	slansing@pikecac.org
Office Personnel:	Erin Tackett	289-2371 ext. 147	stackett@pikecac.org
	Tiffany Benson	289-2371 ext. 269	tbenson@pikecac.org
	Mary Blevins	493-3385	mblevins@pikecac.org

Piketon Full Day & Early Head Start Child Care children:	6:00 a.m.-6:00 p.m. Monday-Friday
Center hours for Part Day/Head Start children:	A.M. Session 8:30 a.m.-12:00 Monday-Thursday
	P.M. Session 12:00 -3:30 p.m. Monday-Thursday
Idaho Full Day/Head Start and ECE children:	8:30 a.m.-3:30 p.m. Monday-Thursday
Eastern ECE children:	8:30 a.m.-1:30 p.m. Monday-Thursday
Early Childhood and Family Center Early Head Start children:	7:00 am-5:00 pm Monday-Friday

Addresses & Phone Numbers for the CAC of Pike County Early Childhood Programs

Piketon-941 Market Street, Piketon, Ohio 45661 Main Office	289-2371
Piketon Main Office Toll Free Number	1-800-866-1185
Piketon Main Office Phone Number for TDD	289-2608
Idaho-15221 State Route 772, Piketon, Ohio 45661	493-3385
Eastern-1170 Tile Mill Road, Beaver, Ohio 45613	226-6402
Early Childhood and Family Center, 10 American Blvd., Piketon 45661	289-1681
Community Action Committee of Pike County Website	www.pikecac.org

In compliance with public laws, there will be no discrimination of any child enrolled in the Community Action Committee of Pike County Early Childhood Program on the basis of race, color, religion, sex, disability, or national origin.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Rosters of the names and telephone numbers of the parent 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.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://fs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

Center Program Information

The Community Action Committee (CAC) of Pike County Early Childhood Program is licensed to operate legally by the Ohio Department of Job and Family Services. Licensing reports are posted in the hallway or parents and guardians may request to review the reports by calling the Early Childhood Director. The center's tax ID number shall be provided to parents and guardians upon request. The hours of operation for each classroom are listed in the front of this handbook. Staff may be contacted Monday-Friday from 8:00 am to 5:00 pm. Classrooms will be closed to observe the following holidays: Labor Day, Veteran's Day, Thanksgiving Break, Christmas Break, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, and Independence Day. Classrooms will only dismiss early in the event of inclement weather or in the event the classrooms do not have water, heat, or electric for an extended period of time. Parents will be contacted if these situations arise.

Staff/Child Ratios

The program will follow the Ohio Department of Job and Family Services licensing rules and Head start Performance Standards when meeting staff/child ratios. Teaching staff members are assigned to a group of children to supervise in the centers and on field trips and have regularly assigned working hours for the care of children. Staff/child ratio will be kept in each center, while on field trips, and when arriving and departing from the bus even when there is a combination of ages within a group of children. The staff/child ratio is as follows:

- | | |
|--|--|
| ▪ Infants (birth to under 12 months old) | 1 staff to 4 children or
2 staff to 8 children in the same room |
| ▪ Infants (12 months-under 18 months) | 1 staff to 4 children |
| ▪ Toddlers (18 months-under 2 ½ years old) | 1 staff to 4 children |
| ▪ Toddlers (2 ½ years –under 3 years old) | 1 staff to 4 children |
| ▪ Preschool – 3, 4 and 5 years old | 1 staff to 10 children |

Mission Statement

The mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.

Program Goals and Philosophy

The overall goal of the Community Action Committee of Pike County Early Childhood Program is to bring about a greater degree of social competence in children. Social competence represents the child's everyday effectiveness in dealing with both the present environment and later responsibilities in school and life. Children are provided with a wide variety of learning experiences to promote growth in all areas of development (socially, physically, intellectually, and emotionally).

The goal of the Community Action Committee of Pike County is to help Pike County's low income residents solve some of their existing economic and social problems. The aim is to stimulate a better focusing of all available resources upon the goal of enabling families to obtain the skills, knowledge, and motivation to secure the opportunities to become self-sufficient.

Confidentiality

The Community Action Committee of Pike County has an agreement that states that any employee, parent, or volunteer will not share information about a child, family, or agency staff with other people. We are here to serve the family's needs. The agency policy states that a release form must be signed before client information can be released to other community agencies.

Early Childhood Program Options

The Early Childhood Program has several options for parents to choose from to meet the needs of their children zero to five years old, as well as meeting the needs of prenatal women. CAC provides comprehensive services to all enrolled families which include education, health, social services, parent involvement, and services to children with special needs.

The **Early Head Start Program** is a developmental program providing services for pregnant women and families with children birth to three years old, including services for children with special needs, who meet 100% of the poverty income guidelines. Some of the primary objectives of the Early Head Start program are to build an understanding of child development, offer parenting support, involve parents in their child's play through socialization times, and provide each child with a complete health plan.

This program has two options for families. The center-based program operates 6:00 a.m. to 6:00 p.m. Monday-Friday on a year round schedule. Services are provided to families who work or go to school who need child care on a full-time basis. Children attend developmentally appropriate classrooms and receive home visits from the teacher throughout the year.

The home-based program serves income eligible pregnant women and families with infants and toddlers in their home setting. A qualified home visitor provides one home visit per week for 1½ hours in length to each family enrolled. Home Visitors use a prenatal protocol and an infant/toddler curriculum. A required part of the home-based option is for each family to attend two socialization experiences a month. These socializations are held at the Idaho site or a place in the community. Limited transportation may be provided for families if parents let a staff person know in advance.

The **Head Start Program** serves income eligible families under the 100% poverty guidelines with children three to five years old during the months of September through May. Children in the part day center-based program are transported on school buses if available, to attend developmentally appropriate classrooms for 3½ hours a day, Monday-Thursday at the CAC Piketon site or the Idaho site. Each classroom has a qualified teacher and a center aide. Teachers use the High/Scope Approach to teach developmentally appropriate activities and to build upon the child's interest on a daily basis. The teacher in the classroom provides home visits and parent teacher conferences throughout the school year to ensure comprehensive services to the families. Services are also provided for children with special needs. One preschool classroom at Piketon offers child care for families who work or go to school on a full time basis.

The home-based option serves families of children three to five years old who may not be ready to attend a classroom setting or whose parents choose the home-based option. This option consists of weekly home visits from a qualified teacher for 1½ hours a week and two socialization experiences a month for the children to attend the center. Parents must transport children to socialization days at the center.

The **Western Local, Eastern Local, and Scioto Valley Early Childhood Education Programs** serve families with children three to five years old who may be over the income guidelines for Head Start eligibility, but below the 200% income guidelines. Some children enrolled in Western and Scioto Valley preschool units attend a full day session from 8:30 a.m. to 3:30 p.m. Monday-Thursday. Children enrolled in the Eastern preschool units attend sessions from 8:30 a.m.-1:30 p.m. Monday-Thursday. Transportation is provided for the children to and from center unless busing to an area is unavailable. These preschool classrooms are operated the same way as the Head Start classrooms. Some families may be responsible for a monthly fee depending on their income. The Eastern classrooms are licensed by Ohio Department of Education.

Western, Eastern, and Scioto Valley Early Childhood Education Fees & Registration

Parents whose children attend the Western, Eastern, or Scioto Valley ECE classrooms and have a monthly fee will sign a contract stating the tuition amount and the date in which all fees are due if their income is within certain ranges of the income guidelines. Tuition for the month of December will be reduced by 50% due to a two week Christmas break. This is the only time fees are reduced for holidays. If the child enters the program on any other day than the first school day of the month, tuition will be adjusted for that month only, using a daily rate. If a child drops from the program at any time after tuition has been paid, tuition will not be refunded for the remainder of the month. ECE fees range from \$0 to \$100.00 per month depending on income. All ECE fees must be paid on or before the 1st of each month. Any fees not paid by the 5th of the month will result in your child not being allowed to attend center until the fees are paid. A \$2.00 per day late fee will occur for any fees paid after the 5th of the month.

Child Care Fees and Registration

The Child Care Program is intended to provide full day services for children zero to five years old that have parents working or going to school. A payment arrangement contract will be signed for each family. Child care payments are due by the 5th of each month. Subsidized child care is approved by the Dept. of Job and Family Services. If a family is denied subsidized child care due to being over income, the family may be given the option of the self-pay weekly rate if an opening is available in the classroom.

Fee Schedule	Preschool	Toddlers	Infants
Full Week (25 + hours)	\$120.00	\$135.00	\$150.00

Self-Pay Rates (regardless of days of attendance):

	Preschool	Toddlers	Infants
*Advance Payment Discount	\$90.00	\$101.00	\$113.00
*CAC Employee Rate Discount Paid	\$84.00	\$95.00	\$105.00

Parents are responsible for submitting college schedules to DJFS and to classroom staff each quarter. It is also the parent's responsibility to let staff know of any changes in income or employment status.

Excused absence: Any absence in which 24 hour notice is given.

Unexcused absence: No show/no notice.

Each family/child is excused from center for the following as long as documentation is received.

- Two weeks of vacation a year.
- Six weeks medical leave for extended illness or surgery.
- Two weeks to seek employment from the last day of previous employment.

Daily Routines

“What happens now?”, “What do we do next?”, “When will we have time to..?”, and “When will we go outside?” The High/Scope daily routine helps children answer these questions by providing them with a consistent schedule of events they can depend on and understand. As with all routines for children, the High/Scope daily routine consists of specific time segments allotted to certain activities. There is time for children to play, to carry out their plans, to participate in group activities, to play outside and to rest. Sample daily routines can be found below.

Part Day Preschool Center Daily Routine

A.M. Class

8:30-8:45
8:45-9:15
9:15-10:15
10:15-10:45
10:45-11:15
11:15-12:00

P.M. Class

12:00-12:15 Arrival, Circle Time, Handwashing
12:15-12:45 Breakfast or Lunch, Clean Up, Planning Time
12:45-1:45 Toothbrushing, Work Time, Outside Play/Gross Motor
1:45-2:15 Recall Time and Small Group Activities
2:15-2:45 Circle Time, Story Time, Handwashing
2:45-3:30 Lunch or Snack, Clean Up, Departure

Early Head Start Center Daily Routine

6:00-8:30 am
8:30-9:00 am
9:00-10:00 am
10:00-11:00 am
11:00-12:00 noon
12:00-12:45 pm
12:45-3:00 pm
3:00-3:30 pm
3:30-6:00 pm

Greeting, Choice Time, Handwashing, Breakfast
Toothbrushing, Planning Time
Choice Time, Clean Up and Recall Time
Small Group Time and Outside Play/Gross Motor
Handwashing, Lunch, and Toothbrushing
Outside Play/Gross Motor
Quiet and Nap Time
Choice Time, Handwashing, Snack
Free Play, Outside Play/Gross Motor, Departure

Full Day/Full Year Center Daily Routine

6:00-8:45 am
8:45-9:30 am
9:30-10:10 am
10:10-10:30 am
10:30-11:30 am
11:30-12:30 pm
12:30-2:00 pm
2:00-2:50 pm
2:50-3:30 pm
3:30-6:00 pm

Greeting, Free Play, Rest, Circle Time
Planning Time, Handwashing, Breakfast
Work Time and Toothbrushing
Clean Up and Recall Time
Small Group Time, Outside Play/Gross Motor
Large Group Time, Handwashing, Lunch
Circle Time, Toothbrushing, Quiet and Nap Time
Table Activities, Choice Time
Handwashing, Snack, Outside Play/Gross Motor
Free Play, Table Activities, Departure

Guidance and Management Policy

Center staff believe that helping the child learn self-control is very important. Each child will learn self-discipline through caring guidance. All children are treated with respect and love. If children are treated with respect and love, they will learn to love and respect others. Positive reinforcement (letting a child know he/she is doing the right thing) and redirection (removing a child and giving them an appropriate activity) will be used. A child may be asked to sit for a short time to give him/her a chance to regain control. Time outs are age appropriate in length and done in the classroom if needed. Staff will not impose punishments or humiliation for failure to eat, sleep, or toileting accidents. Classroom staff use the Second Step Curriculum as an additional resource to teach children about feelings and self-control that helps prevent aggressive behavior.

There are times when children are too angry to work through issues appropriately. If teachers are unable to redirect a child's attention and the child is causing harm to others or themselves, the child may be removed from the classroom. A staff person will be with the child until the child is able to calm down and return to the classroom. In cases where a child's behavior becomes unacceptable on a regular basis, a behavior management plan will be developed in consultation with the parents and will be consistent with requirements of Rule 5101: 2-12-22 OAC. Staff members will not engage in any unacceptable management techniques that will in any way cause a child harm or shame. This discipline policy applies to all staff, parents, and volunteers while they are in the center. See Standards of Conduct rules below.

Standards of Conduct for Staff and Volunteers

Parents, volunteers, and staff must understand, respect, and abide by the following standards of conduct when working with children and their families in the Early Childhood Program.

- I will respect and promote the unique identity of each child and family.
- I will refrain from stereotyping on the basis of gender, race, culture, ethnicity, religion, or disability.
- I will follow the program confidentiality policies concerning information about children, families, and staff members.
- I will be responsible for each child under my care and not allow any child to be left unsupervised.
- I will use positive methods of child guidance and discipline.
- I will not engage in corporal punishment, humiliation, physical or emotional abuse of any child in the program.
- I will not employ methods of discipline that involve isolation, the use of food for punishment or reward, or the denial of basic needs of any child in the program.

****All parents/volunteers are expected to conduct themselves in a professional manner while working around children and other families.**



Outdoor Play

Outdoor play is an important part of the daily routine and is considered an extension of the classroom. The Early Childhood Program will ensure all children are provided an opportunity for outdoor play each day they attend class if weather conditions are suitable. Limitations of outdoor play include temperature (under 20 or over 90 degrees), humidity, wind chill, ozone levels, pollen count, lightning, rain or ice or any safety concerns. When weather is not suitable for outdoor play, indoor large muscle activities will be provided. Playgrounds will be maintained and kept safe of any hazards. Staff members will watch for potential hazards while observing children and will actively supervise them to prevent injuries. The playground is in an area that is accessible to other adults if needed; however child/staff ratios will be maintained at all times.

All parents should send their child to school with appropriate clothing for outdoor play, weather conditions, and messy activities. Parents are asked to return extra clothing the school provided for your child or to send extra clothing to be kept at school in cases they are needed. All children must have a parent's written permission on file at the center for their child to participate on walks, water play, and field trips. Sunscreen sent to school with children must be lotion or oil and must be marked with the child's name and birth date. Aerosols cannot be used. The CAC Early Childhood Program will follow ODJFS licensing rules at the Picketon, Idaho and ECFC sites and ODE licensing rules at the Eastern site in providing outdoor play for children.

Program Curriculums

The Early Childhood Programs center-based classrooms use the High/Scope Curriculum. The teachers use the Child Observation Record to help identify and record growth in children throughout the school year. The Child Observation Records are shared with parents three times a year during home visits or parent teacher conferences. The Early Childhood Head Start home-based program uses the Portage Guide and the Early Head Start home-based program uses the Parents as Teachers curriculum to monitor the progress of children's development. Parents and teachers work together to plan activities at home based on the child's age and developmental level.

Transition Activities

Early Head Start children will start transitioning into a preschool classroom prior to six months of their 3rd birthday. Enrollment slots cannot be guaranteed. Parents will sign a transition plan with the staff and discuss their child's transition process. Whenever possible, children will visit the new classrooms prior to transitioning to preschool.

Children who will enroll in Kindergarten in the fall will participate in readiness skills throughout the year. Children will be provided the opportunity to visit the public school they will attend. Parents will be invited to attend a Kindergarten Transition training to discuss concerns about their child entering the public school system. Staff will help parents with Kindergarten registration, getting the child's shot record, birth certificate, child's social security card, and any custody agreements needed for the school.

Parents/Guardians of children enrolled in Early Head Start and Preschool Programs that receive therapy services are invited to participate in a special meeting to share information and discuss the best placement for their child. Parents are encouraged to work with their school district to ensure their child receives any special accommodations.

Suggestions for Successful Home Visits

1. Please be home at the scheduled time! It is often difficult to reschedule your appointment once it has been missed. Call the home visitor ahead of time if your child is ill or you cannot be home.
2. Have the child dressed, fed, and looking forward to having the home visitor arrive.
3. Turn off the radio, T.V. or things that may distract you or your child during the home visit.
4. Have a special place cleared where everyone can work together.
5. Participate in the lesson plan and comment on the lesson whenever possible.
6. The home visit is a very important aspect of our program. With your cooperation, you and your child can grow together.

Services for Children with Disabilities

The Early Childhood Program, the Educational Service District (ESCD) and school district personnel collaborate to provide screenings and referrals for children ages three to five years old. Evaluations are completed for children suspected of having a disability by the ESD itinerant teachers and related services staff. Early Childhood staff and ESD staff work closely together to develop Individual Education Plans (IEP) for children in need of special services.

Early Head Start (EHS) staff complete screenings and referrals for children zero to three years old. EHS children are referred to the Pike County Help Me Grow Program for evaluation. Parents in all programs are informed in writing when a child is suspected of having a disability. Early Head Start staff and the Help Me Grow staff work closely together to provide appropriate services and develop Individual Family Service Plans (IFSP) for families that are dual enrolled.

Children are provided special education and related services necessary to foster the development of each child's potential. Children may receive these services with parental permission: physical, occupational, speech, and language therapies or social-emotional behavioral assistance.

Scioto Paint Valley Mental Health specialists are on site bi-weekly to provide parents, staff, and children with support concerning social-emotional skills, behavioral issues, and guidance. They also provide parenting classes throughout the year.

Custody Agreement Procedure

Parents provide the program with family information on the child's application for enrollment. Children may only be released to an authorized person listed on the emergency card. In cases when biological parents were never married, the program follows the Ohio law stating the mother has full custody of the child. In cases where parents are or were married, both parents have the right to pick up the child unless court documentation says otherwise. All parents who have custody agreements must have official court documents on file. Staff will act in accordance with court documentation when releasing a child or information about the child. Custodial parents will be informed of any related requests. If any changes or revised agreements have occurred since the child's enrollment, parents must provide a copy of the updated agreement. Parents that have shared custody of a child are informed of their child's school activities and progress of their child upon request.

Bus and Transportation Policy

The CAC of Pike County Early Childhood Program has qualified staff with a school bus endorsement license (CDL) or van certification that provides transportation. Bus drivers are required to receive annual physical exams and in-service training. Driver records are monitored through Ohio Dept. of Education Pupil Transportation Office.

All school buses are equipped with lap belts/child safety seats that are appropriate for the size and weight of all preschool children. Bus evacuations are conducted throughout the year so children, staff, and volunteers know how to follow the proper procedures in emergencies. Buses and classrooms have surveillance cameras in place for additional security. Staff must have the child's emergency card on the bus or van, a first aid kit, a radio or cell phone, and a seating chart posted. Loose items such as book bags are not permitted on the bus.

Transportation is not provided for the Early Head Start or Full Day/Full Year child care programs or the Head Start home-based program. Transportation is limited for Early Head Start home-based socialization experiences. Children who are transported by their parent or designated person to the classrooms must let a staff person in the center know of their presence so the child can be marked on the form. Parents who use the child care classrooms must use the sign in-out sheet upon arrival and out when departing on the daily schedule.

All children are supervised by an authorized staff member when arriving and departing to and from center, on field trips, and on the school bus. Children's attendance is taken by the bus driver when they board the bus and again when they depart from the bus. Teachers also keep individual attendance on each child as they arrive to the center and again when they depart from the center either with the parent or designated person on the emergency card or when boarding the school bus. No one can pick up a child from school or get them off the school bus except the child's parent or someone designated in writing by the parent on the emergency card.

Parents must give permission for our program to transport your child on the school bus or van for routine trips and field trips. If the program is providing transportation for your child, we will give you approximate times that the bus will be at your home. When the driver is familiar with the addresses, times should be close to the same daily. Parents will be informed of time changes if there are children moving or as new children are enrolled.

Have your child ready! The bus driver cannot wait very long because other families expect the driver on their scheduled time. When the bus brings your child home, a responsible person must be home who is listed on the emergency card. Greet your child so the driver will be certain someone is in the house. If no one is at home to greet the child, every effort will be made to contact the parent and emergency card numbers. If persons listed on the emergency card are close to the bus route, your child will be taken to their home. If not, your child will be taken back to the center and after a reasonable amount of time, if no contact can be made it may be necessary to contact Children's Services or the Sheriff's Department.

If an emergency arises and your child must be taken home to another address, you must notify the site supervisor in writing. We can do this only if it is not abused and only used for emergencies. This is for your child's protection and ours.

Parents are also asked to please be sure to talk to a staff person when calling into the program if you need to let someone know about changes in your child's attendance or bus route. Messages that are left on staff voice mails may not reach the appropriate staff person in a timely manner if your request is urgent.

If parents know their road is unsafe for bus drivers to travel on, or if a child is not attending center that day, please contact CATS at 289-4525 before 8:00 a.m. or 289-2371 after 8:00 a.m. for children attending the Piketon or Eastern sites. Parents who have children attending the Idaho site should call 493-3385 and for children attending the Early Childhood and Family Center, call 289-1681.

U.S.D.A. Statement

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Nutrition Services

Meals are planned by a Registered Dietician following U.S.D.A./CACFP Guidelines. Approved menus are followed that meet the daily nutrition dietary allowance for children appropriate for their age. Parents receive a copy of the menu each month. The children will receive breakfast and lunch for morning sessions and lunch and snack for the afternoon sessions. Children who attend full day programs will receive breakfast, lunch, and snack. Children attending the Eastern site follow the Eastern School District's menu.

Classrooms serve relaxed family style meals and encourage conversation while eating. Staff encourage children to taste the food that is offered to them. We also introduce a variety of ethnic foods. The children take turns setting the table and clearing their own plates to teach them independence and self-help skills. Parents and staff are expected to be good role models at mealtime by using appropriate table manners and talking positively about the food with the children.

Infants are fed on demand and support parent preferences in infant feeding, including breastfeeding. Parents may provide instructions to staff regarding new foods introduced to their diet.

If your child has a food allergy or is on a special diet, a written form from the doctor will be necessary before we can alter or limit the prepared menus. This information is posted in the kitchen and in the center and carefully observed.

Centers have a valid food service license and inspected by the county health department. Meals are catered, but the children are provided the opportunity to prepare foods as part of the nutrition education program. All staff and volunteers who serve food wear food handler gloves and have a tuberculosis test for safety and sanitation purposes.

We request that parents do not send food or candy from home due to choking hazards, children with food allergies, or religious beliefs.

Health Screenings

From its beginning, the program recognized that any child in poor health can never function in any way as well as a completely healthy child. Therefore, all children receive a comprehensive health screening, which includes; a physical and dental exam, hearing, speech, and vision screening, nutrition and immunization surveys. All children must have parent or guardian's permission for the program to conduct vision, hearing, developmental, and speech screenings. Parents are given the results of these screenings and are notified if further evaluation is indicated. Staff will assist in making arrangements for these referrals. Medical records are kept for each child upon enrollment with parental permission, the medical history, immunizations, results of the physical exam, dental exam, screening, height and weight results, and any referrals. Two copies are kept, one at the center where your child attends and one at the main office. With your signed permission, we will forward your child's information on to the school where your child will be attending kindergarten. It is the responsibility of the parents to make arrangements for physical and dental examinations. The physical exam must be completed prior to your child's entry into the classroom or within thirty days after admittance. The exam should include height and weight, blood pressure, immunizations, hemoglobin or hematocrit, and a lead screening. The dental exam should be completed within forty-five days from the first day of attendance. A dental cleaning and a fluoride application are recommended.

Sick Child Policy

In an effort to provide a safe and healthy environment for the children and staff, our Early Childhood Program has established a number of rules and policies concerning communicable diseases and illness. It is important for all parents to be aware of these policies and to cooperate with them. A communicable disease chart is posted in each classroom. The CAC Early Childhood Program provides a safe and healthy environment for young children. Centers and buses are cleaned and disinfected on a weekly basis. The floors are never cluttered or unsafe. Running is only allowed outside. Spray aerosols and bleach are never used around the children. Belongings such as pillows and blankets are washed often for the children who attend center all day. Staff stress good hygiene and good health habits during the center day such as washing hands after using the restroom and brushing teeth after meals. Parents are encouraged to keep these healthy habits continued at home.

Upon arrival at school every day, each child will be given a health check. The teacher will look at each child's general appearance, as well as specific signs. If the child appears to be ill or has a communicable disease, you will be notified and asked to come get your child as soon as possible. The child will be isolated with a staff person present until discharged with his/her parent or guardian, or an authorized person listed on the child's emergency card. All parents in the exposed child's center will receive a letter by the end of the next center day stating that their child has been exposed to a communicable disease. When a staff member is ill or has symptoms, they are to follow the same procedures as the children and a qualified substitute will be called in. Our program tries very hard to stop the spread of contagious diseases, and ask parents to follow the guidelines below. If you have any doubts about your child's illness, please do NOT send them to school, but send a note in with the bus driver or call your child's teacher. The Health Coordinator or a designated staff person will make a home visit if needed.



Sick Policy

Do not send your child to the center if he/she has the following symptoms.

- Elevated body temperature of 100 degrees Fahrenheit or higher when in combination with any other signs of illness
- Vomiting more than one time or when accompanied by any other sign of illness
- Evidence of untreated scabies, head lice or other parasitic infestations
- Diarrhea (more than three loose stool within a 24 hour period)
- Severe coughing, causing the child to become blue or red in the face or makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stools
- Stiff neck with elevated temperature
- Sore throat or difficulty swallowing

May Send to Center:

1. Minor cold symptoms with no fever.
2. If child is generally not feeling well.

The list below requires Medical Treatment: (Need a statement from a doctor or the Health Department before the child can return to school).

1. Head Lice-reoccurring and at discretion of the Health Coordinator (must be free of nits prior to returning to school).
2. Impetigo (must be treated with antibiotics for 24 hours prior to returning to school).
3. Strep (must be treated with antibiotics for 24 hours prior to returning to school).
4. Pink Eye (must be treated with antibiotics for 24 hours prior to returning to school).
5. Ring worm (must be treated with antibiotics for 24 hours prior to returning to school).
6. Scabies (must be treated with antibiotics for 24 hours prior to returning to school).

If your child will be taking medications while at school, be sure to request a Medication Authorization Form to be completed by a physician. No medications will be given without the proper authorizations! This includes over the counter medication such as Tylenol, Motrin, and Inhalers. All medications will be stored in a locked box in the center and/or the school bus. All prescription medication must be in its original container and will be administered according to the instructions on the label.

Immunizations

Your child must have received or be in the process of receiving the following vaccines: DTP or DTaP, Polio, Hepatitis B, MMR, and Hib before he/she enters the classroom. These immunization requirements may be waived upon request for exemption by the parent for medical or religious reasons. The signed waiver is kept on file at the center and must be updated annually. *Required vaccines for kindergarten admittance is a series of 3 Hepatitis B vaccines, 5th DTaP or DTP, 4th polio, 2nd MMR, and the varicella vaccine.

Medical, Dental, and General Emergency Plan

Each center has medical, dental, and general emergency plans posted on the bulletin boards or by the center telephone. The Ohio Department of Health dental first aid chart is posted on the wall in each center. All emergency phone numbers are listed beside each telephone in the center. Doctor and dentist names and phone numbers are listed on each child's emergency card forms. A child safety seat will be available at each site to transport a child due to an emergency. An emergency squad or 911 and the parent will be called for all serious medical emergencies. A staff person trained in communicable disease, first aid, CPR, and child abuse prevention is accessible to the children at all times. Staff are trained how to deal with medical emergencies, and how to recognize the signs and symptoms of illness. The American Red Cross and the American Heart Association provide the training for the staff.

Parents will be asked to sign a form allowing our Early Childhood Program to transport your child to the nearest medical provider if your child has a medical or dental emergency. If you do not wish to give permission to provide this care, you may sign that portion of the form, but you will need to give our Early Childhood Program written instructions of the procedure you want us to follow.

All children will be supervised at all times. It is a requirement to maintain incident reports of any accidents or illnesses that take place while the children are at the center, on walks, field trips, or on the bus. A copy of the incident report is given to the parent the same day of the incident for their signature, and a copy is kept on file. The Department of Job and Family Services licensing office must receive verbal notification within 24 hours and a copy of the incident report shall be faxed or mailed to the licensing office within three business days if any child receives emergency medical attention.

First aid kits are located in each classroom as well as the Health Coordinator's office at the Piketon site and in each supervisor's office at the other sites. Fire alarms are located in the hallway outside of the centers and fire extinguishers are located inside each door of the classroom. Evacuation procedures for fire, tornado, and other emergencies are posted beside each center door. All children and staff will participate in monthly fire drills, seasonal tornado drills, and lock down drills.

Client Complaint Procedure

The Community Action Committee of Pike County strives for open communication between staff, volunteers, parents, and the community. However, if a complaint or disagreement arises, we will do our best to resolve problems by using the following procedure.

1. Ask the Parent Involvement Coordinator, the Education Services Manager, Staff Supervisor, or your child's teacher for a conference.
2. Explain your concern as clearly as possible with a request of some action to be taken to resolve the issue.
3. The problem will be documented on a client complaint form with the following information:
 - a) The complainant's name, address, and telephone number.
 - b) A description of the complaint and the date of the incident.
 - c) Action taken by the complaint handler.
 - d) Results, if known.
 - e) Recommendation for change in policies/procedures.

Resolution of the complaint must be thoroughly documented. It is necessary to follow this procedure for tracking purposes for the program. Remember, if we do not hear your concerns, we can do nothing about them.

Parent Involvement

Our Early Childhood Programs provide many opportunities for fathers, mothers, and legal guardians of the children enrolled to become active volunteers. Our program believes it is very important for parents to feel involved in their child's education. Parents can participate in the program by volunteering in the centers, helping in the office, attending parent trainings and meetings, parenting sessions, and serving on the Policy Council. Parents who volunteer in the center and on the bus on a regular basis are asked to complete a physical exam and tuberculosis test, sign a statement of non-conviction, provide three personal references, complete a background check, and sign a standards of conduct form. Volunteers are also asked to provide a copy of their high school diploma or equivalent if available. Bus riders will be asked to complete a bus safety checklist.

The Early Childhood Program also has a father friendly atmosphere and welcomes all fathers or male role models to attend fatherhood meetings, special functions, and volunteer in the program. The program also offers an inviting parent resource room in the CAC building that has literacy bags, parent resources, and a computer with internet services from 8:00 a.m. to 5:00 p.m. Monday-Friday.

Training and volunteer job descriptions are provided in this book or upon request so parents will feel comfortable and useful in the classrooms. Talk with the Parent Involvement Coordinator or your child's teacher about how you can volunteer in our program. A more detailed description of parent participation is in the Head Start performance standards located at each Early Childhood site.

Parent Committees

Parent Committees are made up of fathers, mothers, and legal guardians of currently enrolled children who attend the same site or program option. All parents are welcome to attend these meetings that are held at least four times a year. The program offers child care for parents who attend. Parents attending the meetings will assist in the development of activities for their children and plan for parent activities. The trainings offered for parents will be based on the Parent Interest Charts that parents complete on the orientation home visit. Parents do not need to be elected to attend the parent committee meetings, but parent committees will elect parent leaders at the first meeting to serve as members of the Policy Council. The parent leaders and the Parent Involvement Coordinator will be responsible for planning the parent committee meetings and attending the Policy Council meetings each month. They will also share information from the Policy Council meetings with other parents and share information from the parent committee meetings at the Policy Council meetings when needed. Policy Council members/parent leaders will be provided Policy Council training so that they will understand how to do their jobs.

Policy Council

The Policy Council is a group of parents and other interested individuals from the community who participate in creating policies and making program decisions for our Early Childhood Program. They meet approximately once a month to discuss and help make important decisions in the program. For example: hiring new staff, reviewing the budgets, reviewing program reports, and serving on program committees. A Policy Council member job description is available in this handbook. Parents and community representatives are elected annually to serve as members on the Policy Council and as officers. All parents and guardians are encouraged to attend, but do not have voting rights. Child care, mileage, and meals are provided for Policy Council members.

In-House Volunteers

Parents who are interested in obtaining a position in the program or fulfilling their work schedule for the Department of Job and Family Services are encouraged to volunteer on a routine basis and complete the in-house volunteer procedure. Volunteers must be able to sign a statement of non-conviction, complete a physical and tuberculosis test, provide three personal references, provide a high school diploma or equivalent, and be willing to complete a background check before being allowed to earn in-house hours. These hours are recorded on time cards and kept in a file in the agency's Fiscal Department. If any parent or volunteer accumulates 1,040 hours and is qualified for a position within the agency, they may apply when it is posted in-house (agency employees only). However, if any CAC position is posted in the local newspaper, anyone may apply for the position. All job applications are kept on file for a period of six months.

Parent Rosters

Parents and guardians will be asked to sign a release form giving permission for their name and telephone number to be included on the center's parent roster during your child's enrollment. This list will be given to other parents or guardians who attend your child's center session upon request. The parent roster will not include names or phone numbers of any parent who request that his/her name not be listed. Parents who have an email address will also be asked for permission for their email to be distributed to other parents when program information is sent via email.

Social Services for Families

An important goal of the social service component of the program is to help the families in their effort to improve the quality of life for all members of the family. Each family completes, in partnership with the staff, an assessment that identifies the family needs, goals, and strengths.

Staff help the family find local agencies that can provide assistance and support for parents in reaching their goals. Each family receives a Community Resource List that contains information about county agencies and some surrounding areas. Staff will ensure that all families asking for help have a chance to receive that assistance. Another goal of the social service component is the recruitment of families for the program. Although all staff are involved in this process, we have found that parents who have had a positive experience are the very best recruiters for the program and our very best source of finding new families eligible for the program.

Other Children in the Center and Bus

Regulations state that only children enrolled in the program may be in the center during classroom hours. Parents who are coming into the center to volunteer may ride the bus that day, but NO children other than those enrolled in preschool can be on the bus at any time while children are being transported to and from school. Arrangements for child care for all children in the family may be made for special functions and parent activities. Children are permitted in the center as part of the Early Head Start transition process.

Severe Weather

If there is bad weather, such as snow, ice, or flooding, please listen to the following radio stations: WXIZ/WXIC, WPAY, WKKJ, and WXZQ to check for closings and delays for the Early Childhood Program. Parents may sign up for the One Call Now System to be alerted by phone. Child care may be open to those enrolled in the Full Day/Full Year and Early Head Start center-based programs.

Piketon Early Childhood Programs Emergency Evacuation Procedures

(In the event that evacuation is necessary the following procedures are to be followed by all teaching staff)

In case of an environmental emergency such as fire or tornado/weather alert: consult the posted evacuation plan/diagram or route to each classroom's "safe place".

Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place-which is the **Truck Delivery Entrance**, account for all children, and notify administrator or staff in charge whether all children are present or if any are missing. Do not return to the classroom until the all clear is sounded. The administrator or designee should be responsible for contacting the fire department or 911 if system is not automatic.

Weather Alert: Take attendance roster, secure the classroom, lead the children to the designated "safe place"- which is **Central Hallway**, and account for all children. Have children assume the safe position covering head and neck, if blankets or protective covering is available, cover children. (Older infants and toddlers will be placed under evacuation crib. Young infants will be held in caregiver's lap who is sitting in the safe position beside the cribs.) Notify administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is **Truck Delivery Entrance**. Account for all children with a name to face check off. Follow instructions for emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location which is the **Early Childhood and Family Center, 10 American Blvd.; Piketon, OH**. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster and contact 9-1-1 / police. Follow instructions from authorities, account for all children with name to face check off, notify parents as soon as possible, and complete an incident report for parents.

Loss of power, water, and heat: Contact Utilities Company to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt, the center will contact their licensing specialist or local health department for assistance in determining whether they can continue to provide child care services and meet rule requirements.

In the event of Serious Injury, Illness, or Incident: Staff will stay with injured/ill child at all times and summon additional help if needed to supervise rest of children. Quickly complete an assessment: **Appearance, Breathing, Circulation**. Summon a staff person trained in First Aid/ Communicable Disease if you are not trained; determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact parents. Provide basic first aid until EMS or parent arrives. Complete an incident report for parents. If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or send written notice to parents. Complete an incident report for child's parent; sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for cleanup. If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and the report must be submitted within three days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.

Additional Instructions for this Facility: The Program Director is the principle decision maker for the Early Childhood Program. The Director and the Site Supervisor will be notified of the situation. Teaching staff and aides will provide comfort and urge the children to remain calm. Site Supervisor or designee will notify the proper authorities. If the emergency requires evacuation, fire drill procedure shall be used. Otherwise the children shall remain inside the building. If the facility closes during normal operation hours, parents will be notified by telephone and/or local radio stations. Children shall be transported by bus, if necessary.

Idaho Early Childhood Programs Emergency Evacuation Procedures

(In the event that evacuation is necessary the following procedures are to be followed by all teaching staff)

In case of an environmental emergency such as fire or tornado/weather alert: consult the posted evacuation plan/diagram or route to each classroom's "safe place".

Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place which is out the **field on the east side of the building**, account for all children, notify administrator or staff in charge whether all children are present or if there are any missing. Do not return to the classroom until the all clear is sounded. The administrator or designee shall be responsible for contacting the fire department or 911 if system is not automatic.

Weather Alert: Take attendance roster, secure the classroom, lead the children to the designated "safe place" which is **Central Hallway**, account for all children, have children assume the safe position-covering head and neck, if blankets or protective clothing is available, cover children. (Older infants and toddlers will be placed under evacuation crib. Young infants will be held in caregiver's lap who is sitting in the safe position beside the cribs.) Notify the administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster, first aid kit, emergency contact information for all children, account for all children, exit building to the primary evacuation spot which is **the field on the east side of the building**. Account for all children with the name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to the secondary location which is **to load the children onto buses and take them home**. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 911/police. Follow instructions from authorities, account for all children with name to face check off, notify parents as soon as possible, and complete an incident report for parents.

Loss of Power, Water, or Heat: Contact utility companies to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. Administrator or designee shall make the determination whether the center needs to be closed or not. If in doubt, contact your licensing specialist or the local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of **Serious Injury or Illness:** Staff will stay with injured/ill child at all times, summon additional help if needed to supervise the rest of the children. Quickly complete an assessment: **Appearance, Breathing, Circulation**. Summon a staff person trained in First Aid/Communicable Disease if you are not trained, and determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Plan has been completed on the child, and contact parents. Provide basic first aid until EMS arrives. Complete an incident report for parents. If the child is ill, isolate away from the other children, reference to ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for ill child's parents, and sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for clean up. If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and the report submitted within three days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of the children. Staff shall stay with children until the parent arrives.

Additional Instructions for this Facility: The Program Director is the principle decision maker for the Early Childhood Program. The Director and the Site Supervisor will be notified of the situation. Teaching staff and aides will provide comfort and urge the children to remain calm. Site Supervisor or designee will notify the proper authorities. If the emergency requires evacuation, fire drill procedure shall be used. Otherwise the children shall remain inside the building. If the facility closes during normal operation hours, parents will be notified by telephone and/or local radio stations. Children shall be transported by bus, if necessary.

Early Childhood and Family Center Emergency Evacuation Procedures

(In the event that evacuation is necessary, the following procedures are to be followed by all teaching staff)

In case of an environmental emergency such as fire or tornado/weather alert: consult the posted evacuation plan/diagram or route to each classroom's "safe place".

Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place which is out the **west entry door, exit left, to behind storage shed at far corner of rear parking area**, account for all children, notify administrator or staff in charge whether all children are present or if there are any missing. Do not return to the classroom until the all clear is sounded. The administrator or designee shall be responsible for contacting the fire department or 911 if system is not automatic.

Weather Alert: Take attendance roster, secure the classroom, lead the children to the designated "safe place" which is **the large restroom beside Room 126**, account for all children, have children assume the safe position-covering head and neck, if blankets or protective clothing is available, cover children. (Older infants and toddlers will be placed under evacuation crib. Young infants will be held in caregiver's lap who is sitting in the safe position beside the cribs.) Notify the administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster, first aid kit, emergency contact information for all children, account for all children, exit building to the primary evacuation spot which is **out the west entry door, exit left, to behind storage shed at far corner of rear parking area**. Account for all children with the name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to the secondary location which is **CAC building at 941 Market Street, Piketon, Ohio**. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 911/police. Follow instructions from authorities, account for all children with name to face check off, notify parents as soon as possible, and complete an incident report for parents.

Loss of Power, Water, or Heat: Contact utility companies to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. Administrator or designee shall make the determination whether the center needs to be closed or not. If in doubt, contact your licensing specialist or the local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of **Serious Injury or Illness:** Staff will stay with injured/ill child at all times, summon additional help if needed to supervise the rest of the children. Quickly complete an assessment: **Appearance, Breathing, Circulation**. Summon a staff person trained in First Aid/Communicable Disease if you are not trained, and determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Plan has been completed on the child, and contact parents. Provide basic first aid until EMS arrives. Complete an incident report for parents. If the child is ill, isolate away from the other children, reference to ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for ill child's parents, and sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for clean up. If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and the report submitted within three days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of the children. Staff shall stay with children until the parent arrives.

Additional Instructions for this Facility: The Program Director is the principle decision maker for the Early Childhood Program. The Director and the Site Supervisor will be notified of the situation. Teaching staff and aides will provide comfort and urge the children to remain calm. Site Supervisor or designee will notify the proper authorities. If the emergency requires evacuation, fire drill procedure shall be used. Otherwise the children shall remain inside the building. If the facility closes during normal operation hours, parents will be notified by telephone and/or local radio stations. Children shall be transported by bus, if necessary.

Eastern Early Childhood Programs Emergency Evacuation Procedures

(In the event that evacuation is necessary, the following procedures are to be followed by all teaching staff)

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to your classroom's "safe place".

Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place which: **Leave the room and turn left. Turn left to go out the front door out of the building. While walking, stay to the left and proceed to front parking lot area.** Account for all children and notify administrator or staff in charge whether all children are present or if there are any missing. Do not return to the classroom until the all clear is sounded. The administrator or designee shall be responsible for contacting the fire department or 911 if system is not automatic.

Weather Alert: Take attendance roster, secure the classroom, lead the children to the designated "safe place" which is: **When the alarm sounds, proceed to the inside wall of the room and sit down.** Account for all children, have children assume the safe position-covering head and neck, if blankets or protective clothing is available, cover children. Notify the administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster, first aid kit, emergency contact information for all children, account for all children, exit building to the primary evacuation spot which is: **Leave the room and turn left. Turn left to go out the front door out of the building. While walking, stay to the left and proceed to front parking lot area.** Account for all children with the name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to the secondary location which is **Eastern Elementary School Building at 1170 Tile Mill Rd, Beaver, Ohio.** Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 911/police. Follow instructions from authorities, account for all children with name to face check off, notify parents as soon as possible, and complete an incident report for parents.

Loss of Power, Water, or Heat: Contact utility companies to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. Administrator or designee shall make the determination whether the center needs to be closed or not. If in doubt, contact your licensing specialist or the local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of **Serious Injury or Illness:** Staff will stay with injured/ill child at all times, summon additional help if needed to supervise the rest of the children. Quickly complete an assessment: **Appearance, Breathing, Circulation.** Summon a staff person trained in First Aid/Communicable Disease if you are not trained, and determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Plan has been completed on the child, and contact parents. Provide basic first aid until EMS arrives. Complete an incident report for parents. If the child is ill, isolate away from the other children, reference to ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for ill child's parents, and sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for clean up. If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and the report submitted within three days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of the children. Staff shall stay with children until the parent arrives.

Additional Instructions for this Facility: The Program Director is the principle decision maker for the Early Childhood Program. The Director and the Site Supervisor will be notified of the situation. Teaching staff and aides will provide comfort and urge the children to remain calm. Site Supervisor or designee will notify the proper authorities. If the emergency requires evacuation, fire drill procedure shall be used. Otherwise the children shall remain inside the building. If the facility closes during normal operation hours, parents will be notified by telephone and/or local radio stations. Children shall be transported by bus, if necessary.

CAC of Pike County Early Childhood Program

A. Job Title: Head Start Policy Council Member

B. Reports to: Parent Involvement/HR Coordinator and/or the Early Childhood Director

C. Qualifications:

Parents or guardians of a currently enrolled Head Start or Early Head Start child or an interested member of the community who has been elected to serve as a member on the Policy Council. Members must be courteous, organized, be able to follow directions, communicate with others, and make informed decisions. Members must be able to attend scheduled parent and Policy Council meetings. Members cannot be related to any Head Start, Early Head Start employee or Board member or be an employee of the Early Childhood Program. All members must sign a Standards of Conduct form.

D. Job Description:

1. Attend all Policy Council and Parent Committee (for parent members) meetings and trainings to ensure communication between the two groups.
2. Inform Parent Committees of Policy Council decisions or upcoming decisions for their input.
3. Understand and practice Parliamentary Procedures during the Policy Council meetings.
4. Maintain a common courtesy toward other parents and staff during the meetings.
5. Encourage other parents to be involved in program activities.
6. Understand the Head Start Performance Standards and Governance Plan.
7. Make motions, and vote on items as approved or disapproved at meetings.
8. Serve on program committees throughout the year.
9. Maintain confidentiality of meeting subjects with staff and parents.
10. Carry out as a group all responsibilities for functions as outlined in the Governance Plan.
11. All other duties assigned if elected as an officer.

E. Expected Results:

To better understand how the program operates with parents and community representative input.

Job Title: Center & Bus Aide Department: Early Childhood Programs

Job Level: Volunteer Hours: As Assigned

Supervisor: Piketon-Parent Involvement/HR Coordinator
Idaho- Assistant Site Supervisor FLSA: Volunteer

Executive Director's Signature: _____

Employee Signature: _____

Revised 6/21/11

Position Overview: Early Childhood Programs Division of CAC. Shall provide assistance to the Center Teacher and Center Aide in a classroom setting, and assist the Bus Driver in the safety of transporting students to and from school.

Qualifications:

- High School Diploma or GED preferred.
- Concerned resident of Pike County and/or former or current EHS/HS parents.
- Ability to lift 40 pounds, stoop and bend to speak with children at their level
- Pleasant personality, patient, and caring.
- Must possess audio and visual skills to care for young children.

Requirements:

- Complete all ODJFS/ODE licensing requirements for staff files as documented on prescribed forms including: physical exam and/or T-8(V) exam; tuberculosis screening; updated immunizations; three references; a signed Statement of Non-Conviction form; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year up to 45 hours; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- A signed Standards of Conduct Form.
- Be insurable under the agency's insurance policy.
- Responsible for reading and adhering to all agency policies and procedures, Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.

Essential Job Functions:

Child Development/Health/Disabilities

- Monitor the children at all times.
- Respond appropriately to crisis or emergency situations.
- Follow the daily routine, which includes small group and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open ended questions and listen respectfully.
- Read stories, prepare and retrieve classroom supplies needed so staff/child ratio is maintained.
- Assist in escorting children outdoors to provide smooth transitions.
- Clean up after meal time and activities and help with the sanitation of all classroom and bus supplies.
- Assist center staff with meal times.
- Be familiar with the High Scope Curriculum, daily routines, and lesson plans.

Program Design and Management

- Ensure general maintenance and security of facility and assist in inventory of equipment and supplies. Shall request supplies as needed to ensure provision of services.
- Participate in program planning and on-going monitoring.

Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

- Participate in recruitment and enrollment as necessary to ensure that full enrollment is maintained.

Transportation

- Secure all children in safety harnesses or car seats.
- Work cooperatively with the bus driver on a consistent basis and be familiar with all safety procedures.
- Greet and assist each child while loading and unloading.
- Distribute children’s paperwork when unloading from the bus.
- Monitor all children to ensure they are safely secured in the seats.
- Assist the bus driver with bus evacuations.
- Be trained to assist bus driver in emergency situations and know what your role is.
- Be familiar with all the bus equipment.
- Sing and talk with the children to make the bus ride fun.

Accountabilities:

- Accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among staff and volunteers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with children and families and maintain a positive reflection of CAC and the Early Childhood Program.
- Must handle confidential information in accordance with agency policy.
- Must not be under the influence of drugs and alcohol substances while on agency premises.
- Must immediately divulge information to supervisor if convicted of criminal offenses prohibited on the Statement of Non-Conviction form.

Non-Essential Job Functions:

- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Early Childhood Program and/or CAC.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

The mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.

Job Title: Office Assistant Department: Early Childhood Programs

Job Level: Volunteer Hours: As Assigned

Supervisor: Piketon-Parent Involvement/HR Coordinator
Idaho- Assistant Site Supervisor FLSA: Volunteer

Executive Director's Signature: _____

Employee Signature: _____

Revised 6/21/11

Position Overview: Early Childhood Programs Division of CAC. Shall provide office assistance to Early Childhood Program staff.

Qualifications:

- High School Diploma or GED preferred.
- Concerned resident of Pike County and/or former or current EHS/HS parents.
- Ability to lift 40 pounds, stoop and bend to speak with children at their level
- Knowledge of basic office and computer skills.
- Pleasant personality, patient, and caring.
- Must possess audio and visual skills to care for young children.

Requirements:

- Complete all ODJFS/ODE licensing requirements for staff files as documented on prescribed forms including: physical exam and/or T-8(V) exam; tuberculosis screening; updated immunizations; three references; a signed Statement of Non-Conviction form; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year up to 45 hours; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- A signed Standards of Conduct Form.
- Be insurable under the agency's insurance policy.
- Responsible for reading and adhering to all agency policies and procedures, Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.

Essential Job Functions:

Child Development/Health/Disabilities

- Monitor the children at all times.
- Respond appropriately to crisis or emergency situations.

Program Design and Management

- Ensure general maintenance and security of facility and assist in inventory of equipment and supplies. Shall request supplies as needed to ensure provision of services.
- Put enrollment and parent orientation packets together.
- Copy assigned paperwork.
- Type and file information when assigned.
- Complete inventory on children's library and check books in and place on the shelf.
- Monitor literacy bags checking that all pieces are in place.
- Assist staff with materials needed for lesson plans, meetings, and trainings.
- Check and fill copiers and printers daily.

Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

- Participate in recruitment and enrollment as necessary to ensure that full enrollment is maintained.

Accountabilities:

- Accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among staff and volunteers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with children and families and maintain a positive reflection of CAC and the Early Childhood Program.
- Must handle confidential information in accordance with agency policy.
- Must not be under the influence of drugs and alcohol substances while on agency premises.
- Must immediately divulge information to supervisor if convicted of criminal offenses prohibited on the Statement of Non-Conviction form.

Non-Essential Job Functions:

- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Early Childhood Program and/or CAC.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

The mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.