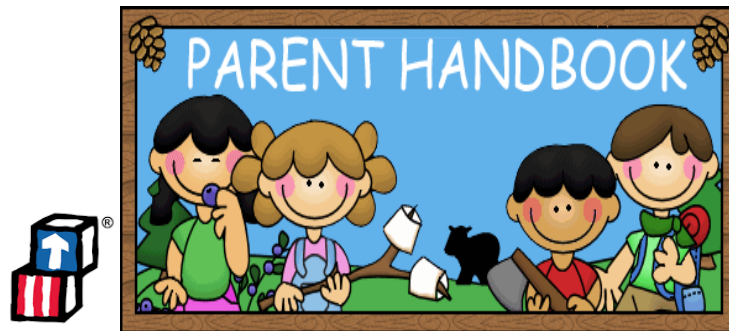


Community Action Committee of Pike County Early Childhood Program



**Community Action Committee
of Pike County in Piketon**

Pike County YMCA

Western Elementary

Eastern Elementary

Waverly Primary



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Welcome to the Early Childhood Program!

<u>Early Childhood Director:</u>	<u>Phylicia Burris</u>	<u>740-289-2371 ext. 7105</u>	<u>pburris@pikecac.org</u>
<u>Early Childhood Assistant Director:</u>	<u>Janice Caughlan</u>	<u>740-289-2371 ext. 7014</u>	<u>jlcaughlan@pikecac.org</u>
<u>Special Services Coordinator:</u>	<u>Jennifer Craft</u>	<u>740-289-2371 ext. 7057</u>	<u>jcrafft@pikecac.org</u>
<u>Family Engagement Coordinator:</u>	<u>Stephanie Remy</u>	<u>740-289-2371 ext. 7054</u>	<u>stremy@pikecac.org</u>
<u>Enrollment Coordinator:</u>	<u>Kristi Maust</u>	<u>740-289-2371 ext. 7006</u>	<u>kmaust@pikecac.org</u>
<u>Education Services Manager:</u>	<u>Alicia Porter</u>	<u>740-289-2371 ext. 7052</u>	<u>aporter@pikecac.org</u>
<u>Health Services Manager:</u>	<u>Kelli Crabtree</u>	<u>740-289-2371 ext. 7058</u>	<u>kcrabtree@pikecac.org</u>
<u>Compliance Coordinator:</u>	<u>Sue Stevens</u>	<u>740-289-2371 ext. 7055</u>	<u>sstevens@pikecac.org</u>
<u>Family Services Manager:</u>	<u>Diana Salyer</u>	<u>740-289-2371 ext. 7056</u>	<u>dsalyer@pikecac.org</u>
<u>Education Site Supervisor for Piketon Preschool Head Start/ECE Classrooms and Transportation Coordinator:</u>			
<u>Candice Butler</u>		<u>740-289-2371 ext. 7039</u>	<u>cbutler@pikecac.org</u>
<u>Education Site Supervisor for Waverly, Eastern & Western Preschool Head Start/ECE Classrooms:</u>			
<u>Leeanne Fyffe</u>		<u>740-289-2371 ext. 7041</u>	<u>lfyffe@pikecac.org</u>
<u>Education Site Supervisor for Piketon Preschool Head Start/ECE Classrooms and Home-Based Program:</u>			
<u>Amanda Harris</u>		<u>740-289-2371 ext. 7906</u>	<u>aharris@pikecac.org</u>
<u>Education Site Supervisor for the Piketon & YMCA Infant Toddler Classrooms & YMCA Preschool Classrooms:</u>			
<u>Clarisha Hilderbrand</u>		<u>740-289-2371 ext. 7051</u>	<u>childerbrand@pikecac.org</u>
<u>Clerical Assistant:</u>	<u>Chris Hampton</u>	<u>740-289-2371 ext. 7062</u>	<u>hampton@pikecac.org</u>
<u>Clerical Assistant:</u>	<u>Amber Cook</u>	<u>740-289-2371 ext. 7070</u>	<u>acook@pikecac.org</u>
<u>Clerical Specialist:</u>	<u>Felicia Sartin</u>	<u>740-289-2371 ext. 7061</u>	<u>fjenkins@pikecac.org</u>
<u>Community Action Committee of Pike County Website</u>			<u>www.pikecac.org</u>

Find us on Facebook. Search Pike County Early Childhood Programs.

For enrollments and applications, contact Kristi Maust ext. 7006 or Felicia Sartin ext. 7061 at 740-289-2371 or find the application online at www.pikecac.org.

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.

General Program Information for the CAC of Pike County Early Childhood Program

Community Action Agency of Pike County 941 Market Street, Piketon, Ohio 45661
740-289-2371 Toll Free Number 800-866-1185 Hearing Impaired 740-289-2608

Pike County YMCA- 400 Pride Drive, Waverly, OH 45690 740-947-7705 or to reach a Supervisor call
740-289-2371 ext. 7051

Eastern Primary -1170 Tile Mill Road, Beaver, Ohio 45613 740-226-6402

Western Elementary-7959 St. Rt. 124, Latham, OH 45646 740-493-8148

Waverly Primary-7 Tiger Drive, Waverly, OH 45690 740-947-2813

Full Day/Full Year Infant/Toddler & Preschool Child Care Classrooms at the Pike County YMCA and the
Infant/Toddler Child Care Classroom at Piketon 6:00 a.m.-6:00 p.m. Monday-Friday.

Part Year Classrooms at Piketon CAC, Eastern, Western, and Waverly Schools-8:30 a.m.-2:00 p.m Monday-Thursday.
YMCA part-year preschool classroom Y-3 operates 8:30 a.m.-3:30 p.m. Monday-Thursday.

Days and Hours of Operation

The hours of operation for each classroom are listed in this handbook. Staff may be contacted Monday-Friday from 8:00 am to 4:30 pm. All classrooms will be closed to observe the following holidays: Labor Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day and Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth (June 19), and Independence Day. Part-year preschool classrooms are closed for staff in-service trainings days during Thanksgiving Break, Christmas Break and Spring Break. 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.

If there is bad weather, such as snow, ice, or flooding, please listen to your local radio stations and check your teacher's classroom page for any closings or delays. The Full Year Child Care classrooms continue to be open to those enrolled if the agency does not close. Classrooms follow the local school districts closings or delays.

Program Goals and Philosophy

The overall goal of the Community Action Committee of Pike County Early Childhood Program is to ensure children's readiness to enter Kindergarten. School readiness is defined as children possessing the skills, knowledge, and attitudes necessary for success in school for later learning and life. The program believes in all aspects of healthy development, including physical, cognitive, social and emotional development; all of which are essential to children getting ready for school. Because families play a critical role in helping children get ready for school and for a lifetime of academic success, supporting children's school readiness is an ongoing partnership between staff and parents. The program's parent and family engagement activities are designed to build relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children.

Ohio Department of Job and Family Services Center Parent Information

This information must be given in writing to all parents, guardians and employees as required in rule 5101: 2-12-07 of the Ohio Administrative Code.

The facility is licensed to operate legally by the Ohio Department of Job and Family Services Child Care Licensing. The license is posted in a noticeable place for review. A toll-free 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 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, or legal guardian of a child enrolled in the center 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.

The administrator's hours of availability and child/staff ratios are posted on the parent information board. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

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

This 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>.

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HHS-Region V, Office of Civil Rights

233 N. Michigan Ave., Ste. 240

Chicago, IL 60601

312-886-2359 (Voice) 312-886-1807 (fax)

312-353-5693 (TDD)

ODJFS Bureau of Civil Rights

30 E. Broad St.

Columbus, OH 43215-3414

614-644-2703 (voice) 1-866-277-6353 (toll free)

614-752-6381(fax) 1-866-221-6700 (TTY)

Step Up to Quality

Your child is enrolled in a learning and development early childhood program whose level of quality exceeds Ohio's child care licensing standards. High quality learning and development settings are important for children because early childhood experiences lays the foundation for success in school and life.

The Early Childhood Program is proud to announce that all five locations are rated as five-stars through the Ohio Step Up to Quality rating system. This means the program has demonstrated a level of high quality that meets all requirements and standards for the first three rating levels and received additional points needed to achieve a higher star rating of four or five. Below are some of the ways the program provides increased quality for families and children.

- ✚ Lower staff/child ratios-Teachers have more time to support your child's individual development and learning. This is important because 90% of brain development occurs by the time your child is 6 years old.
- ✚ Administrators and teachers have higher education qualifications-All of our program administrators, lead teachers, and assistant teachers have a degree or a Child Development Associate Credential (CDA) or are currently in the process of receiving one. These qualifications benefit your child's learning experiences.
- ✚ Staff are committed to expanding their education and skills to better support your child's learning by completing more than 20 hours of Ohio Approved training every two years.
- ✚ Teachers develop purposeful lesson plans to include activities and experiences that meet the needs, interests and abilities of children that support their individual development.
- ✚ The program completes assessments to evaluate and improve the learning experience by keeping track of your child's growth over time. This lets the teachers adjust how they offer experiences to your child daily.
- ✚ The program values its family and community-The program works with families and community organizations to provide more opportunities for children.

All programs are re-evaluated every three years by Step Up to Quality Specialists and/or by on-site ODJFS Child Care Licensing inspections to maintain the five star rating.



Early Childhood Program Options

The Early Childhood Program has several options for families to choose from to meet the needs of pregnant women and children 0-5 years old. The Early Childhood Program provides comprehensive services that are delivered in a safe and nurturing, high quality environment to support each child's growth and development. These services include: education, screenings, health, safety, social and emotional well-being, social services, nutrition, family engagement, transition services, and services to children with special needs.

During the months of September through May, the **Head Start/ECE Center-Based Program** serves income eligible families with children three to five years old. Children in the part-year center-based program are transported on school buses, if available, to attend developmentally appropriate classrooms Monday-Thursday. Each classroom has a Center Teacher, Assistant Teacher, and a Teacher Aide and use the HighScope Curriculum to teach developmentally appropriate activities and to build upon each child's interest on a daily basis. The Center Teacher and a Family Advocate provide parent teacher conferences and home visits regarding your child throughout the school year and to ensure comprehensive services to the families. Services are also provided for children with special needs.

The **0-5 year old Home-Based program** serves eligible pregnant women and families with infants, toddlers and preschool children in the home environment. A qualified Family Enrichment Specialist provides one home visit per week for 1½ hours to each family enrolled and works collaboratively with the parent to provide children's developmental activities and family services. The program uses an evidence-based curriculum called Parents as Teachers for children ages 0-5 years old and their families in the home-based program. Family Enrichment Specialists use a prenatal protocol for prenatal mothers. Families are invited to attend two socialization experiences a month. These socializations are held in a classroom at the Piketon site or a place in the community and involve parents in their child's play. Limited transportation may be provided for families if scheduled in advance. It is important to be home at for your scheduled home visit. It is often difficult to reschedule your appointment once it has been missed. Call your Family Enrichment Specialist ahead of time to reschedule your home visit if your child is ill or you cannot be home.

The **Early Head Start Program** is a child development program providing services for families with children birth to three years old in either the home-based option or center-based option, including services for children with special needs. Each classroom has a Teacher, Assistant Teacher and a Teacher Aide.

The **Full Day/Full Year Child Care Center-Based Program** operates 6:00 a.m. to 6:00 p.m. Monday-Friday at the Pike County YMCA for infants, toddlers, and preschool children and for infants and toddlers at the Community Action Committee of Pike County Piketon location. Services are provided to families with children 0-5 years old, who work or go to school and need child care on a full-time basis. Children attend developmentally appropriate classrooms and parents receive home visits from the teacher to discuss your child's developmental progress and a Family Advocate to provide you with family goals resources throughout the year.



Staff/Child Ratios and Group Sizes

The program follows the Ohio Department of Job and Family Services licensing rules and Head Start Performance Standards when meeting staff/child ratios. Teaching staff have regularly assigned working hours for the care of children. In cases when a staff person is on vacation or sick leave, qualified substitutes are assigned to the classrooms to keep staff/child ratios in compliance. Teachers are assigned to a group of children to supervise and are within site and sound of children, in the centers, 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 maximum group sizes and staff/child ratios will be maintained daily as stated below.

<u>Age of Children</u>	<u>Staff/Child Ratio</u>	<u>Maximum Group Size per classroom</u>
Infants (birth to under 12 months old)	1:4 or 2:8	8
Infants (12 months-under 18 months)	1:4	8
Toddlers (18 months-under 2 ½ years old)	1:4	8
Toddlers (2 ½ years –under 3 years old)	1:4	8
Preschool (3, 4 and 5 years old)	1:10 or 2:20	20

Outdoor Play

The CAC Early Childhood Program follows ODJFS licensing rules at all sites in providing outdoor play for children. Outdoor play is an important scheduled part of the daily routine and is considered an extension of the classroom. The Early Childhood Program ensures all children are provided an opportunity for outdoor play each day they attend class if weather and safety conditions are suitable. Limitations of outdoor play include temperature (under 25 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 physical activities are provided. Regular playground inspections are completed to maintain and keep them safe of any hazards. Staff members watch for potential hazards while observing children and actively supervise them to prevent injuries. The playground is in an area that is accessible to other adults if needed; however, staff/child ratios and supervision are maintained at all times.

Parents should send their child to school with appropriate clothing for outdoor play, weather conditions, and messy activities. You are asked to return any extra clothing the school has provided for your child or to send extra clothing to be kept at school in case 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, swimming activities, and field trips. Sunscreen sent to school with children must be lotion or oil and be marked with the child's name and birth date.



Parent, Family and Community Engagement

Family engagement and parent involvement describes all the ways that you can be involved in your child's educational experience in the Early Childhood program. Our program believes parents are their child's first and most important teacher and how your involvement increases your child's success in learning. The Early Childhood Program offers many family engagement activities throughout the school year to support your family's well-being. Some activities include; parent trainings, family nights, Parent/Child classroom activities, volunteering in the classroom, participating in home-based socializations, and serving as a member on the Parent Committee and Policy Council.

Parent Committees

Parent Committee meetings are held by the teaching staff at least four times a year for all enrolled parents/guardians. Parents and guardians are encouraged to give input on classroom and program activities and to help recruit new children and families into the program.

Policy Council

The Policy Council is a leadership group made of current parents/legal guardians and other interested individuals from the community who participate in meetings to help make program decisions for the Early Childhood Program. Parent representatives are needed each year from all program options and sites. Members of the Policy Council help the leadership of the agency understand the ideas and the needs of parents when considering changes in the program. As a Policy Council member you can learn more about the programs that serve your child, meet other parents in the program, develop leadership and job skills, work with community members and contribute to the growth and the success of the Early Childhood Program.

Parents and community representatives are elected annually to serve as members on the Policy Council and as officers. Meetings are held once a month to discuss and make motions for approvals needed for program operations. Parents may be elected throughout the year if slots are still available. All parents and guardians are encouraged to attend, but do not have voting rights. Limited child care, mileage, and meals are provided for Policy Council members. Policy Council members are held in high regard and are expected to be positive role models and advocates for other families and within the community. All parents are encouraged to take leadership roles in the program and be advocates in the community.

Volunteering

A parent's interest in a child's education can affect a child's attitude toward school, behavior, and self-esteem. Any parent/guardian who would like to volunteer in our classrooms or attend a field trip needs to set up a schedule with your child's teacher. Parents/Guardians that volunteer in our Early Childhood Program must agree to the following items:

- Keep information confidential that is seen or overheard about children and staff.
- Please do not come into the classroom if you have any symptoms of illness.
- Please contact your child's teacher if you are unable to volunteer on your scheduled day.
- Please sign in at the front office and ask for a visitor's name tag and let a staff person know you are here.
- Please set a good example by using a soft voice, not using profanity, assisting with all children, not just your own, and engaging in classroom activities.
- Volunteers shall not humiliate or use any type of discipline on their own child or other children in the classroom.
- Participate in the daily routine activities, play and read books with the children, help prepare materials for lesson plans and help clean up after meals and table activities.
- Parents may also do home activities with their child as a volunteer if you are unable to come into a classroom.

Enrollment Information

In order for a child or family to be enrolled into the Early Childhood Program, a family must provide proof of income or proof of SNAP benefits, age of child, immunization records, medical insurance, social security card, and any legal custody paperwork, if applicable. All children are required to have the JFS 01234 Child Enrollment and Health Information form completed by the first day of attendance. Families may request to see the Enrollment and Selection of Children Policy #09.05.00.05. Your child will not be permitted to attend center until all paperwork is on file.

The Early Childhood Program will dis-enroll a child and/or a family if a family does not comply with the required enrollment forms, home visits, or lack of attendance. The program will make all efforts to engage the family by way of phone, home visits, and mailed letters to keep the child and family enrolled. If a family does not respond to communication efforts, the child and/or family will be dis-enrolled. If a family moves out of the service area or state, the child will also be dis-enrolled from the program.

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/guardians 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.

Immunizations

Having your child vaccinated is an important part in keeping them healthy and prepared for kindergarten. Your child must have received or be in the process of receiving the following vaccines to enter the child care and preschool classrooms and have documentation on file: DT or DTaP, Polio, Hepatitis B, MMR, HIB, Rotavirus, Hepatitis A, Pneumococcal, Varicella (chicken pox vaccine), and a yearly influenza. These immunization requirements may be waived upon written 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 DT, 4th polio (IPV), 4th HIB, 2nd MMR, and 2 varicella vaccines. All families receive the Centers for Disease Control and Prevention (CDC) immunization chart for children during the family orientation home visit. Any child not up to date or are exempt from immunizations will be sent home if the center has an outbreak of the disease.



Child Care Fees

A fee is not charged for families who have a child that attend the Head Start, Early Head Start or the Early Childhood Education Preschool state funded classrooms. However, parents who are working or going to school that are receiving full day/full year child care services for their children will have a signed payment arrangement contract. Child care payments are due by end of the day on Friday of the week served to get the discounted rate. Families with two children in the child care program will pay full price for the younger child, including discounts, and receive half off the rate for the older child. If the fee is not paid by the due date, the child cannot stay in the classroom until the full rate has been paid.

Payment is expected each week regardless of the days of attendance. Subsidized child care is approved by the Department of Job and Family Services. If a family is denied subsidized child care due to being over income or refuse to apply for child care assistance, the family may choose the option of the self-pay weekly rate if an opening is available in the classroom. Parents who receive child care assistance must let the Department of Jobs and Family Services and the child care staff know of any changes in income, employment, or school status.

Parents are responsible for scheduling their child one week in advance or may be denied child care services. An excused absence is any absence in which a 24 hour notice is given. An unexcused absence is a no show or giving no notice. It is the parent’s responsibility to notify a staff person in a timely manner if child care is not needed for a previously scheduled day. Each family/child is permitted two free weeks of absences free of charge for the following: vacation, sickness, loss of job, and breaks between college semesters. Parents must sign their child in when they arrive and out at departure in the classroom, use the ODJFS TAP system if they receive child care subsidy, and notify the staff member of your presence so your child can be marked on the attendance sheet.

<u>Self-Pay/Subsidized Families</u>	<u>Preschool</u>	<u>Toddlers</u>	<u>Infants</u>
Weekly Full Pay Rate	\$140.00	\$160.00	\$180.00
25% Advance Pay Discounted Rate	\$105.00	\$120.00	\$135.00
<u>CAC Employee</u>			
Weekly Full Pay Rate	\$140.00	\$160.00	\$180.00
30% Advance Pay Discounted Rate	\$98.00	\$112.00	\$126.00



Child Attendance Policy

The Early Childhood Program attempts to maintain an average daily attendance rate of 85% in accordance with the Head Start Performance Standards. Your child's attendance at school will help him/her learn and develop best with a consistent schedule and participation in each day's lesson plans.

Each family is expected to send their child to school every day possible. If your child is missing a lot of school, he/she may not get the full benefit from the program. Parents are asked to call your child's school if your child will be absent that day. If teachers do not hear from you each day your child fails to arrive at school or fails to arrive from another program or activity, they will contact the parent/guardian within one hour to find out why your child is absent. All absences will be documented as excused or unexcused on the attendance log. The teacher completes an absentee report if a child has two unexcused classroom absences or a family in the home-based program misses two home visits in a one-month period. The program will initiate support to all families that may be in a crisis to ensure the child's enrollment slot is kept open until he/she can return to the program.

The parents of children whose attendance falls below 85% without good cause will receive education on the importance of good attendance through home visits or other means. Parents should send their child to school unless he/she is experiencing symptoms listed in the child sick policy.

Other possible solutions if slots are available, may include changing your child to another program option to better fit your schedule. If it is determined the family is no longer interested in sending the child to school or participate in the home visits on a consistent basis, that slot will be filled by another child on the waiting list.

Parent's Rights for the Protection and Privacy of Child Records

Parents have the right to inspect their child records at any time during enrollment and up to three years after the child has left the program. The Early Childhood Program must provide parents/guardians a copy of child's records to be disclosed to a third party with parental consent and consent may be revoked at any time. Upon request to inspect a child's file, the program must make it available within a reasonable amount of time but must not exceed 45 days after the receipt of the request. All child files are kept in a locked filing cabinet in the Early Childhood office areas and in a secure Child Plus web-based program. The Director, program auditors and the management staff are the only people that have access to all children's paper files or web-based. Early Childhood Teachers and Family Enrichment Specialists may have access to their caseload of children's files. Child files will not be removed or released without the release forms signed by the parent or guardian unless it is a lawfully issued subpoena or requested by Child Protective Services.



Guidance and Behavior Management Policy

Staff members are assigned to supervise a group of children within sight and sound at all times and are responsible for their guidance and management of discipline to ensure the safety, physical, and emotional well-being of all individuals on the premises. For children who exhibit chronic behavior challenges, Conscious Discipline® is utilized as the blueprint for the intervention process that includes parent and teacher input.

Occasionally, your child may struggle with keeping calm and safe in his or her classroom or at home. When struggles are preventing your child from learning or creating unsafe conditions in the classroom, a behavior plan might be the answer. Realizing that all children are at different developmental stages, and react differently to behavior management strategies, every effort will be made to individualize behavior plans to fit your child's needs. The goal will always be to help your child in eliminating the problem behavior by replacing this behavior with an acceptable one. Should your child exhibit a behavior that is ongoing and disruptive to the classroom or interrupts the learning for the child or others, the steps below will be taken.

Once your child's teacher has identified a problem behavior, she will have a conversation with you, the Education Site Supervisor, and the Family Advocate to discuss strategies that will help your child correct this behavior. A behavior plan will be designed that will consider the problem behavior, your child's developmental level, and individual needs. A copy of this plan will be given to you, the Education Site Supervisor, Family Advocate, Education Services Manager and the Special Services Coordinator.

Follow-up will occur within 2 weeks. At this time, it will be decided if the strategy is helping correct the problem behavior. If not, adjustments to the plan will be made. The teacher will continue to do bi-weekly follow-ups until the behavior has been corrected or reduced to an acceptable level. During this time the Education Services Manager, or designee will do an observation to see if there are any environmental factors affecting your child's behavior.

In the case where your child's behavior cannot be corrected or reduced to a manageable level, parents will be contacted to schedule an Intervention meeting. An Individual Child Observation will be completed prior to the Intervention meeting. You will be informed that these observations are taking place.

At the time of the Intervention meeting, parents will meet with the child's teacher and other Management staff to develop a more individualized intervention plan for the child. Follow-up meetings will be held every two to three weeks until the behavior is corrected or reduced to an acceptable level.

When the intervention team feels that an outside Mental Health referral would be the most effective approach to helping your child effectively change behaviors, a referral will be made with your permission. Referral options include: Scioto Paint Valley Mental Health Center, Integrated Services, Nationwide Children's Hospital, or Valley View Behavioral Health. Once the behavior has been corrected, the Intervention meetings will be discontinued.

PARENT NOTE

In the case of severely aggressive or violent behaviors that put the child, other children in the class, or your child's teacher's safety at imminent risk, the Education Site Coordinator should be contacted immediately to come into the classroom to take over the teacher's responsibilities.

Once the Education Site Coordinator is in the classroom, the teacher will accompany your child to a quiet place and will attempt to help your child calm him/herself.

Once your child is reasonably calm, the teacher will contact you. At this time the teacher will discuss the incident with you, and an intervention meeting will be scheduled within 48 hours. You may be asked to come and pick up your child for the remainder of the day.


Social/Emotional Development & School Readiness

Conscious Discipline ®

The CAC of Pike County Early Childhood Program uses Conscious Discipline ®, created by Dr. Becky Bailey, as the framework for classroom and behavior management. This program, which is based on current brain research and sound knowledge of child development, focuses on helping children feel emotionally safe and connected with teaching staff and with their friends at school. This school readiness approach is helpful for children to be more cooperative; to be able to remember what they have already learned; and to be better able to learn new things. We do this by striving to create a healthy School Family™ within our classrooms, centers, and agency.

Conscious Discipline® views all conflicts and problems as opportunities to learn and teach. Through Conscious Discipline® each child in our School Family™ has the opportunity to learn the skills needed to successfully manage life challenges as they occur throughout the daily routine with guidance provided by our trained teaching staff.

As you visit your child’s classroom, you may notice several classroom structures and strategies that we use to help children learn the Seven Skills of Conscious Discipline®. These skills are:

Encouragement	Composure	Positive Intent	Choices
	Empathy	Consequences Assertiveness	
<p>The Skill of Composure</p> <p>“Be a S.T.A.R.”</p> <p>Smile</p> <p>Take a Deep Breath</p> <p>And</p> <p>Relax</p> <p>Teaches your child to calm him/herself when upset.</p>		<p>The Skill of Empathy</p> <p>“We Wish You Well”</p> <p>Teaches your child to accept and process his/her feelings and to see the world from others’ perspectives.</p> <p>Used in classrooms for children when they are absent, upset, and having challenging moments.</p>	

Staff work hard to practice these seven skills each and every day in the classroom. As the teachers use the skills, they are better able to help children learn these skills. We believe that in order to be effective in helping children change or improve their behavior it is important for adults to be conscious of their own behavior and the intention behind their behavior – thus, be the adults that they want the children to become. We often find that the children in our classrooms take the language of Conscious Discipline® from the classroom and use it at home. You may hear your child use the words “Be a S.T.A.R.,” “You’re safe,” or “I wish you well.” Throughout the school year, you may hear your child expressing him/herself using the language of the seven skills of Conscious Discipline®. Specific Information about Conscious Discipline® will be shared with families through training sessions, parent meetings, newsletter articles, Fridge Facts, and discussions with staff.

Nutrition Services

The Early Childhood Program is awarded the Ohio Healthy Programs certification for promoting health and wellness in young children and their families. This recognition requires the program keep staff trained in an approved curriculum, provide menus that meet the Ohio Healthy Program standards, provide a family engagement activity, parent and child education, and have healthy policies in place.

Our program participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving child care. Children are served meals that meet one-third of the recommended daily dietary allowance appropriate for their age. Menus are that are planned and approved by a Registered Dietician. All classrooms follow CACFP Guidelines and meal requirements established by the USDA. Parents receive a copy of the menu on a regular basis. Children receive breakfast, lunch and snack for the full day sessions and breakfast and lunch for the part day sessions. Children attending the classrooms in the public school system follow the school district's menu.



Teaching staff are good role models at mealtime by eating with the children at the table, teaching self-help skills, teaching them about healthy food choices, and encouraging them to taste different food. Staff never use food as a punishment or reward. Water is visibly available for the children at all times during the center day. Infants are fed on demand and support parent preferences in infant feeding, including their choice of formula and/or breast milk. Parents may provide instructions to staff regarding new foods introduced to their child's diet.

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

Please do not send food or candy from home due to choking hazards, children with food allergies, or religious beliefs. If your child has a special dietary restriction or has a food allergy that eliminates a food group or if a food supplement is needed, the center will provide the child with a doctor approved dietary supplement. Parents must obtain, sign and complete Child Medical/Physical Care Plan for Child Care (JFS 01236) from the program and have it completed. We will also need a letter from your doctor stating the restriction.

Parents must obtain a Request for Administration of Medication form JFS 01217 from the program and have it completed by your child's doctor before we can alter or limit the prepared menus. Parents must also complete a Child Medical/Physical Care Plan form JFS 01236 with completed instructions.

Breastfeeding Areas

A place for mothers to breastfeed or pump breast milk is available at all sites in a private area or office if needed or parents may breastfeed in the infant toddler classrooms during child pick up and drop off times at Piketon and the Pike County YMCA. These areas are also available while parents are attending program activities, events, trainings, and meetings. Parents may request assistance to use these areas from any of the program staff.

USDA Nondiscrimination Statement

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

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

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

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Administration of Medication

Children with a special medical condition or diagnosis shall have a completed Child Medical/Physical Care Plan for Child Care (JFS 01236) which includes training staff on monitoring the child's symptoms and administering medication if needed. In order for your child to take any medications at the center, page 2 of this form needs to be completed by your child's doctor. This includes prescription, nonprescription, topical products, and medical foods. Teaching staff are trained in medication of administration procedures annually and how to use and document the medication administration form. The Early Childhood Program ensures compliance with the Americans with Disabilities Act (ADA) when administering medication or care procedures to children with disabilities.



Sick Child Policy

In an effort to provide a safe and healthy environment for the children and staff, our Early Childhood Program must follow the ODJFS Child Care Licensing Rules and Head Start Performance Standards requirements to reduce the spread of communicable diseases and illnesses. It is important for you as parents/guardians to be aware of the program's policies and to cooperate with them. A communicable disease chart is posted in each classroom. Staff encourage good hygiene and healthy habits during the center day such as washing hands after using the restroom and brushing teeth after meals. Parents/guardians are encouraged to keep these healthy habits continued at home.

Excluding sick children and staff is one of the most effective ways to limit the spread of infectious diseases. 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 and made comfortable on a cot and supervised by a staff person until discharged with his/her parent or guardian, or an authorized person listed on the child's emergency card. All parents/guardians 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. Please follow the sick policy listed below.

*Classrooms and buses are cleaned and disinfected on a weekly basis.

*The floors are never cluttered or unsafe.

*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.

Please do not send your child to the school if he/she has the following symptoms.

- Temperature of 101 degrees Fahrenheit or higher (or 100 degrees Fahrenheit if taken axillary) 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 (three or more abnormal, unexpected or unexplained loose stools 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.

You may send your child to school with the following:

- Minor cold symptoms with no fever.
- If child is generally not feeling well.
- If none of the above signs or symptoms are present.



Children may return to school after the exclusion times listed below have ended and/or medical treatment has been received.

- Impetigo (must be treated with antibiotics for 24 hours prior to returning to school and all other lesions are dry or can be covered.).
- Strep/scarlet fever (must be treated with antibiotics for 24 hours prior to returning to school).
- Pink Eye (must be treated with antibiotics for 24 hours prior to returning to school).
- Ring Worm (must be treated with antibiotics for 24 hours prior to returning to school).
- Scabies (must be treated with antibiotics for 24 hours prior to returning to school. If manifestation, cannot return until cleared by a doctor.)
- Head Lice- until after the first treatment and if any live lice are present or at discretion of the Health Services Manager.
- Chicken Pox-must be excluded for 6 days or when all lesions are dry.
- COVID-19- must be excluded for 10 days and when symptoms are improved.
- Croup- must exclude until severe symptoms are gone and released by a doctor.
- Diarrhea Disease- must exclude until diarrhea ceases. If diarrhea is infectious, must be have a doctor note to return.
- Pinworms- Must exclude until adequately treated and with a doctor note to return.
- Influenza (flu) must exclude until fever free for 24 hours without fever-reducing medication.

If your child will be taking medications while at school, be sure to request a Child Medical/Physical Care Plan for Child Care (JFS 01236) 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.

Medical, Dental, and General Emergency Plan

All children will be supervised by a staff person at all times. Each center has medical, dental, and general emergency plans and emergency phone numbers posted on the bulletin boards and/or the center telephone. The Ohio Department of Health dental first aid chart is posted on the wall in each center. Doctor and dentist names and phone numbers are listed on each child's emergency card form. 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. First aid kits are located in each classroom, on the bus, and are taken on walks, to the playground and on field trips. Fire alarms are located in the hallway outside of the centers and fire extinguishers are located inside each door of the classroom.

An emergency squad or 911 and the parent/guardian will be called for all serious medical and dental emergencies. If the parent cannot be contacted, staff will try to contact someone on your child's emergency card. The Early Childhood Program shall not provide services to children whose parents refuse to grant consent for transportation to the source of emergency treatment. It is a requirement to complete an incident/injury report for illness, injuries, and incidents that take place while the children are at the center, on walks, field trips, or on the bus. A signed copy of the incident report is given to the parent or designated person picking up the child the same day of the incident and a copy is kept on file at the center for at least one year. If any child receives emergency medical attention or is involved in a serious incident, a serious incident report for child care will be submitted to the Department of Job and Family Services Child Care licensing office within 24 hours. The parent will also receive a copy of this report.

Emergency and Safety Procedure

The safety of your child is a top priority in our Early Childhood Program. Staff are trained annually on the Emergency Preparedness plans and a copy of the Emergency Preparedness Plan is available in every classroom. In order to prepare children for the unlikely cause to evacuate, the children and staff participate in monthly fire drills, seasonal tornado drills, and quarterly rapid dismissal and lock down drills. Written procedures for fire, tornado, and other emergencies are posted beside each center door for staff to follow in the event that an actual emergency would occur while in our care.

In the event of a fire or tornado, staff will follow the written instructions describing the evacuation routes and the procedures to be followed to assure children have arrived at the designated safe place. Staff take an attendance roster, a first aid kit, and emergency contact information for each child with them while participating in the drill or an actual emergency.

If the center should need to evacuate due to fire or weather conditions, or the loss of power, heat, water, the emergency destination for each center will be announced on the local radio and parents will be contacted immediately. A sign will be posted outside your child's classroom indicating where to pick up your child. If you cannot be reached, we will contact the people listed on your child's emergency card.

Staff will secure the children in the safest location and follow the directions given by the proper authorities as possible in the unlikely event of an environmental threat or threat of violence. Parents will be contacted as soon as the situation allows.

In the event a Shelter in Place order from authorities should occur, procedures are in place to assure the safety of your child and the staff. Supplies that may be needed are available on site. Your child will be cared for by their routine caregiver whenever possible to promote the continuity of care. Once the Shelter in Place order is lifted by authorities, you may pick up your child.

Health Screenings

From its beginning, the program recognized that any child in poor health can never function or learn as well as a completely healthy child. Therefore, all children receive a comprehensive health screening, which includes; a physical and dental exam, hearing, vision, speech, developmental and social emotional screening, as well as a nutrition and immunization survey. All children must have parent or guardian's written permission for the program to conduct vision, hearing, developmental, and speech screenings. You are given the results of these screenings and notified if further evaluation is indicated. Staff will assist parents in making arrangements for these referrals. Medical records are kept for each child upon enrollment with the parent's permission, including the child's medical history, immunizations, results of the physical exam, dental exam, screening, height and weight results, and any referrals.



It is your responsibility as the parent to make arrangements for your child's physical and dental examinations. The physical exam must be completed within thirty days of the child's first day of attendance. The exam should include height and weight, blood pressure, immunizations, hemoglobin or hematocrit, and a lead screening. If a physical is not completed within this time frame, the child will not be permitted to attend the center until the completed form has been returned to the program. The dental exam that includes a dental cleaning and a fluoride application, should be completed within forty-five days from the first day of attendance.

Bus and Transportation Policy



The CAC of Pike County Early Childhood Program has qualified staff with a school bus/passenger endorsements (CDL) or van certification that provides transportation. Bus and van 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 inspected by the Ohio State Patrol annually and vans are inspected by an ASE certified mechanic. 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 know how to follow the proper procedures in case of an emergency. Buses and the classrooms have surveillance cameras in place for additional security. The bus cameras record audio and visual and the classroom cameras only record visual. 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 child care full year programs or the home-based programs. Parents who self-transport their children to a classroom must let a staff person in the center know of their presence so the child can be marked on the attendance form.

All children are supervised within sight and sound of staff members when arriving and departing to and from center or from another classroom or activity, on field trips, on walks, and on the school bus. Children's attendance is taken by the bus driver and bus monitor when they board and depart from the bus. Teachers also keep individual attendance on each child as they arrive and depart from the center or activity with the parent or designated person on the emergency card. Only the parent or someone listed on your child's emergency card can pick your child up from school or get them off the school bus. Identification may be required if the person is not recognized.

Parents/guardians must give written permission for our program to transport your child on the school bus for routine trips to and from school, non-routine field trips and for walks. If the program is providing transportation for your child, we will give you approximate times that the bus will be at your home. Your child should have the same bus time daily but it could be earlier or later depending on how many children are in attendance that day. Parents/guardians will be informed of time changes if there are children moving or as new children are enrolled. Seven passenger mini-vans are used to transport children home when sick if a parent/guardian has no transportation to pick up the child from school.

Have your child ready! The bus driver cannot wait any more than two minutes because other families expect the driver on their scheduled time. Upon the arrival of your child's bus, please be standing at your designated place of safety until the bus is stopped, the proper hand signal is given from the driver and then escort your child onto the bus. When the bus brings your child home, the parent or an emergency card person must escort your child from the bus and stay at the designated place of safety until the bus leaves. If no one is at home to get 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, you must notify the Transportation Supervisor by phone at 740-289-2371 ext. 7039. If parents/guardians know their road is unsafe for bus drivers to travel on, or if your child is not attending class that day, please contact a staff person from the phone numbers listed in front of the handbook. Messages that are left on staff voice mails may not reach the appropriate staff person in a timely manner if your request is urgent.

Other Children in the Center and Bus

Regulations state that only children enrolled in the program may be in the center during classroom hours. 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 children may be made for parent trainings and Policy Council meetings. Children are permitted in the center as part of the Early Head Start transition process.

Curriculums

The Early Childhood Programs center-based classrooms use the HighScope Curriculum and is aligned to the Head Start Early Learning Outcomes Framework Ages Birth to Five. Teachers plan daily activities that support each child's learning and developmental level. Children are guided to explore, express their creativity and interact with others in their environment.

The teachers use the Child Observation Record to help identify and record growth in children throughout the school year. The Child Observation Record Progress Reports are shared with parents 3-4 times a year during home visits or parent teacher conferences. Teachers also conduct formal assessments on all enrolled children and reports child level data to ODJFS. Staff encourage parents to give input on their child's educational goals throughout the school year.

The 0-5 year old home-based program uses the Parents as Teachers curriculum and the Partners for a Healthy Baby prenatal curriculum for expecting parents. Parents and Family Enrichment Specialists work together in the home-based program to plan activities based on the child's age and developmental level. All parents are encouraged to set their own developmental goals for their child.

Daily Routines and Schedules

The HighScope daily routine provides children with a consistent schedule of events they can depend on and understand that consists of specific time segments allotted to certain activities. There is time for children to learn through plan, work and recall time, clean up time, participate in small and large group activities, and play outside. Children also learn healthy eating habits, safety habits, and self-help skills. Preschool children may choose a limited time to do educational games on a computer. Televisions are not used in the classrooms except for special activities. Children who attend the full day classrooms have a scheduled rest/nap time each day. Infants and toddlers may nap throughout the day. If a child doesn't take a nap or wakes up before the other children, they will be given quiet activities to do. The infant/toddler classroom staff change children's diapers or encourages potty training children to use the toilet every two hours each day or when needed. Infants are supervised during tummy times when they are awake and alert throughout the day.



Full Day 6:00 am-6:00 pm Infant Toddler Daily Routine

6:00-7:45- Arrival/Greeting/Free Play	11:00-11:15- Bodily Care
7:45-8:00- Bodily Care	11:15-11:30-Group with Music & Movement
8:00-8:45- Breakfast	11:30-12:15- Lunch
8:45-8:50- Read Aloud	12:15-12:30- Bodily Care/Read Aloud
8:50-9:00 Toothbrushing	12:30-2:30- Rest Time
9:00-9:35- Planning & Choice Time	2:30-3:00- Bodily Care/Free Play
9:35-9:45- Clean Up	3:00-3:30- Snack Time
9:45-9:50- Recall	3:30-3:45- Free Play/Clean Up
9:50-10:00- Baby Doll Circle Time & Bodily Care	3:45-4:00- Movement Activity/Bodily Care
10:00-10:30- Group with Materials	4:00-6:00- Outside/Free Play/Departur
10:30-11:00- Outside Time	

Full Day 6 am-6 pm Preschool Daily Routine

6:00-8:15- Arrival/Greeting/Table Activities	10:35-10:45- Clean Up
8:15-8:25- Clean Up	10:45-11:10- Small Group
8:25-8:30- Movement Activity/Handwashing	11:10-12:00- Outside Time
8:30-9:00- Breakfast	12:00-12:15- Read Aloud/Handwashing
9:00-9:10- Handwashing/Toothbrushing	12:15-1:00- Lunch
9:10-9:20- Large Group/Heggerty	1:00-2:45- Rest Time
9:20-9:40- Morning Message	2:45-3:15- Snack
9:40-9:50- Planning	3:15-3:30- Large Group/Music/Movement
9:50-10:35- Work Time	3:30-6:00- Outside/Free Play/Departure

Part Day 8:30 am-2:00 pm Preschool Daily Routine

8:30-8:40-Arrival/Greetings/Restroom/Hand Washing
8:40-9:00-Music & Movement/Hand Washing
9:00-9:30-Breakfast
9:30-9:40-Clean up breakfast/Music & Movement/Brain Smart Start
9:40-10:00-Morning Message/Heggerty
10:00-10:10-Planning
10:10-11:00-Work Time-tooth brushing will be done in small groups (one table at a time)
11:00-11:10-Clean Up

11:10-11:20-Recall
11:20-12:00-Outside
12:00-12:10-Hand Washing
12:10-12:40-Lunch
12:40-12:50-Hand Washing/Clean up lunch
12:50-1:00- Baby Doll Circle Time/Feeling Buddies
1:00-1:20-Small Group
1:20-1:50-Large Group/Music & Movement/HCI Activity/Read Aloud
1:50-Prepare for departure

Transition Activities

Early Head Start children will start transitioning into a preschool classroom six months prior to their 3rd birthday. Enrollment slots are usually available but cannot be guaranteed. Staff shall inform parents of all preschool options in Pike County to enable parents to make informed decisions for their child's education. Parents will sign a transition plan with the staff and discuss their child's transition process. Whenever possible, children will visit the classroom prior to transitioning to preschool.

Children who will enroll in Kindergarten in the fall will participate in school readiness skills throughout the year. Parents will sign a transition plan with the staff and discuss their child's transition process to Kindergarten. Children will be provided the opportunity to visit the public school they will attend. Parents will be invited to attend a Kindergarten Transition Meeting to discuss concerns and the learning skills their child will need when entering the public school system. Parents will be given a list of documents that the public schools require to take with them to Kindergarten registration.

For children who have an Individual Education Plans (I.E.P.) and receive therapy services, Kindergarten transition meetings are held at their school district. Pre-transition meetings are held in February or March so that parents can sign permission for re-evaluation, if necessary. A second meeting is held in April or May to determine if their child will go to Kindergarten with any special services. At pre-transition meetings, the parent/guardian will receive information regarding Kindergarten transition services, placement options and what areas shall be re-evaluated. At the Transition Meeting, evaluation reports will be shared, the team will discuss the Least Restrictive Environment for the student, and an I.E.P. will be developed for services provided in Kindergarten if the student qualifies.



Services for Children with Disabilities

The Early Childhood Program, the Ross-Pike Educational Service District (RPESD) and school district personnel collaborate to provide screenings and referrals for children ages 3- 5 years old. Referrals are completed by staff and the Special Services Coordinator as soon as a delay is suspected. Evaluations are completed by RPESD Speech Pathologist, Intervention Specialists, and related services therapists. The Early Childhood staff, parents, and RPESD staff work closely together to develop an Individual Education Plan (I.E.P.) for children who qualify for services.

Screenings are also completed on enrolled children zero to three years old. When screenings suggest a child may have a delay in any area, referrals are completed to Early Intervention by utilizing the Ohio Department of Health website to request an evaluation.

Staff work closely with the Early Intervention staff to provide appropriate services and develop Individual Family Service Plans (IFSP) if the child qualifies for Part C services. Parents/guardians in all programs are informed in writing when a child is suspected of having a disability.

Children who have an I.E.P. are provided special education and related services necessary to foster the development of each child's potential. Children may receive the following services with parental permission: physical, occupational, speech/language therapy or social-emotional behavioral assistance.

Mental Health specialists are at each site weekly and upon request to provide classroom and home observations as well as support concerning social-emotional development, behavioral issues, and guidance. These services are available to parents, staff and children enrolled in the program.

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 strengths, goals, and needs. Staff help the family find local agencies that can provide assistance and support for parents/guardians in reaching their goals. Each family receives a Community Resource List that contains information about county agencies and some surrounding areas. Staff will provide updates to new programs and services provided in our county. 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/guardians 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.

Hiring

Parents/guardians who want to obtain a possible position in the agency, must have a High School Diploma or GED, a valid driver's license, have car insurance and provide three references in addition to passing a background check and physical exam form. If any parent, guardian or volunteer is qualified for a position within the agency, they may apply when it is posted on the Ohio Means Jobs website, on indeed.com or advertised on the www.pikecac.org website. Applicants must apply for a CAC position each time it is posted. Parents who are interested in working in the Early Childhood Program and need job skills or training may discuss these opportunities with a staff person.

Confidentiality

The Community Action Committee of Pike County has a policy that states that all employees, parents, and volunteers 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 and schools.

Standards of Conduct

All employees, consultants, contractors, and volunteers of the Community Action Committee of Pike County Early Childhood Program, will respect and abide by the Standards of Conduct as follows:

- I will implement and employ positive strategies to support children's well-being and prevent and address challenging behavior.
- I will not maltreat or endanger the health or safety of children including:
 - Use of corporal punishment;
 - Use isolation to discipline a child;
 - Use of food for punishment or reward;
 - Bind or tie a child to restrict movement or tape a child's mouth;
 - Use toilet learning/training methods that punish, demean, or humiliate a child;
 - Use any form of emotional abuse, including public or private humiliation, rejecting terrorizing, extended ignoring, or corrupting a child;
 - Use physical abuse;
 - Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or the child's family;
 - Use physical activity or outdoor time as a punishment or reward;
- I will respect and promote the unique identity of each child and family and will refrain from stereotyping on the basis of gender, race, culture, ethnicity, religion, disability, sexual orientation, or family composition.
- I will follow the program and agency confidentiality policies concerning personal identifiable information about children, families, and other staff members.
- I will be responsible for each child under my care and will not allow any child to be left unsupervised and will keep child/staff ratio in compliance at all times. I will only release children to authorized individuals.
- I will maintain professional boundaries with enrolled families and children.

In the event a person violates any of these standards, they shall be subject to appropriate disciplinary action as stated in the agency procedure 6.01.



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 in the CAC of Pike County Early Childhood Program, we will do our best to resolve problems by using the following procedure.

1. Call or email the Education Services Manager, Education Site Coordinator, 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. If the problem needs to be documented on a client complaint form, the following information will include; the complainant's name, address, telephone number, a description of the complaint and the date of the incident, what action was taken by the complaint handler, results of action, and a recommendation for change in policies/procedures.
4. Resolution of the complaint must be thoroughly documented by letter, telephone, and/or changed in agency procedure or policy. 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.

Thank You Letter

Dear Parents & Guardians,

Our Community Action Committee of Pike County Early Childhood Program staff would like to thank you for choosing our program for your child's early learning experience. Your child's education and your family's well-being is important to us. We take great pride in providing high quality early childhood education and development services for you and your family. Our program believes that parents are their child's first and most important teacher. Your involvement, along with the support of our staff, is very important to the success of your child's life-long learning journey.

This handbook has been developed to provide all families with detailed information about our Early Childhood Program services. We encourage you to carefully read this handbook and keep it in case you may have a question about any of our services. You and your family are invited to participate in events and activities we offer throughout the year. You may contact one of the area Management Staff listed in front of the handbook if you have any questions or concerns. We look forward to spending this school year with you!

