

Community Action Committee of Pike County Early Childhood Program



Family Handbook

Pike County Community Action Site
Western Local
Eastern Local
Scioto Valley Local
Pike County YMCA

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.

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Welcome to the Early Childhood Program!

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Enrollment Coordinator: Tiffany Bramel 740-289-2371 ext. 7061 tbramel@pikecac.org

Education Services Manager: Tina McMahan 740-289-2371 ext. 7057 tmcghan@pikecac.org

Health/Nutrition Coordinator: Kelli Crabtree 740-289-2371 ext. 7058 kcrabtree@pikecac.org

Compliance Specialist: Sue Stevens 740-289-2371 ext. 7056 sstevens@pikecac.org

Transportation Supervisor: Shelly Lansing 740-289-2371 ext. 7091 slansing@pikecac.org

Enrollment Clerk: Rachel Rider 740-289-2371 ext. 7070 rrider@pikecac.org

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Family Services Coordinator/Home Visitor & Family Advocates Supervisor:

Diana Salyer 740-289-2371 ext. 7056 dsalyer@pikecac.org

Compliance Specialist & Education Supervisor for Piketon Preschool Classrooms:

Sue Stevens 740-289-2371 ext. 7055 sstevens@pikecac.org

Education Service Manager & Site Supervisor for Western Preschool Classrooms:

Tina McMahan: 740-289-2371 ext.7057 tmcghan@pikecac.org

Education Site Supervisor for Jasper & Eastern Head Start Classrooms:

Amanda Harris 740-289-4097 aharris@pikecac.org

Transportation & Education Site Supervisor for the Pike County YMCA Preschool Classrooms:

Shelly Lansing 740-289-2371 ext. 7901 slansing@pikecac.org

Community Action Committee of Pike County Website www.pikecac.org

For enrollments and applications, contact Tiffany Bramel or Rachel Rider at 740-289-2371 or find the application online at www.pikecac.org.

Center Information for the CAC of Pike County Early Childhood Program Locations

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

Part Year Classrooms at Piketon-8:30 a.m.-2:00 p.m. Monday-Thursday.

Part Year Classrooms at Eastern, Jasper, and Western-8:30 a.m.-1:30 p.m. Monday-Thursday.

One Full Day/Part Year Classroom at the Pike County YMCA 8:00 a.m.-3:30 p.m. Monday-
Thursday.

Addresses and Phone Numbers

Community Action Agency Main Office 941 Market Street, Piketon, Ohio 45661

740-289-2371 Hearing Impaired 740-289-2608 Toll Free Number 800-866-1185

Pike County YMCA, 400 Pride Drive, Waverly, OH 45690 740-947-8862 or 740-289-2371/7901

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

Scioto Valley Elementary-3185 Jasper Road, Piketon, OH 45661 740-289-4097

Western Elementary-7959 St. Rt. 124, Latham, OH 45646 740-493-8148 and 740-493-8189

General Program Information

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.

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 for the Piketon, Western, Scioto Valley, and the Pike County YMCA classrooms and by the Ohio Department of Education at the Eastern location. The Head Start and Early Head Start Programs operate to meet the requirements of the Head Start Performance Standards. Licensing reports are posted in the hallway or in the classroom. 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/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 4:30 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 Jr. 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.

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 a comprehensive focus on 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 grounded in positive and goal-oriented relationships with families including building 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.

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.

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.

**Ohio Department of Job and Family Services
Center Parent Information**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted in a conspicuous 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 law and rules governing child care are available for review upon request.

The administrator and each employee of the facility 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, 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.

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.

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 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>.

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



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 a five-star program 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 on an annual basis by submitting annual reports to Step Up To Quality Specialists and/or by on-site inspections to maintain the five star rating. More information can be found at www.earlychildhoodohio.org.

Early Childhood Program Options

The Early Childhood Program has several options for parents to choose from to meet the needs of pregnant women and children zero to five years old. CAC provides comprehensive services to all enrolled families which include; education, health, social services, nutrition, family engagement and services to children with special needs.

During the months of September through May, the **Head Start Center-Based Program** serves eligible families with children three to five years old. The **Western Local, Eastern Local, and Scioto Valley Early Childhood Education Programs** serve families with children four years old that are below the 200% federal poverty level guidelines. 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 qualified teacher with a degree 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 or a family advocate provides parent teacher conferences and home visits throughout the school year to ensure comprehensive services to the families. Services are also provided for children with special needs.

The **0-5 years old Home-Based program** serves eligible pregnant women and families with infants, toddlers and preschool children in their home setting. A qualified home visitor 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 and their families in the home-based program. Home Visitors use a prenatal protocol for prenatal mothers. A suggested part of the home-based option is for each family to attend two socialization experiences a month. These socializations are held 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.

The **Early Head Start Center-Based 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.

The Full-Year Full-Day Child Care Center-Based Program operates 6:00 a.m. to 6:00 p.m. Monday-Friday at the Pike County YMCA and Community Action Committee of Pike County Piketon location. Services are provided to families of all income levels with children 0-5 years old, who work or go to school whom need child care on a full-time basis. Children attend developmentally appropriate classrooms and receive home visits from the teacher or parent-teacher conferences throughout the year.

Enrollment Information

In order for a child or family to be enrolled into the Early Childhood Program, a family must provide proof of income, age of child, immunization records, medical insurance, social security card, and any legal custody paperwork, if applicable. All children are required to have the student enrollment form JFS 01234 Child Enrollment and Health Information for Child Care and a child medical statement completed within 30 days of enrollment. 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.

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 have regularly assigned working hours for the care of children. Teachers are assigned to a group of children to supervise 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.

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

Child Care Fees

Parents 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 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 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.

*A fee is not charged for families who have a child that attend the Head Start or Early Childhood Education state funded classrooms. Child Care fees for full day/full year program effective 9/5/2016.

<u>Self-Pay Families</u>	<u>Preschool</u>	<u>Toddlers</u>	<u>Infants</u>
Weekly Full 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 Employee Discount 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. Each family is encouraged to send their child to school every day. Parents are asked to call your child's school if your child will be absent that day. If teachers do not hear from parents, they will contact you within one hour to discuss your child's absence every time they miss a day of school. All absences will be documented as excused or unexcused on the attendance log. A letter will be mailed or a personal home visit will be made to the family after the teacher completes an absentee report if a child has four 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. If it is determined the family is no longer interested in sending the child to school or participate in the home visits, that slot will be filled by another child on the waiting list.

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 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.

The 0-5 years old home-based program uses the Parents as Teachers curriculum and the Partners for a Healthy Baby prenatal curriculum for expecting parents. Parents and teachers 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.

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. EHS 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 or site 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, transition parent meetings are held at their school district. Pre-transition meetings are held the first of February or March so parents can sign permission for re-evaluation. 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. Evaluation reports will be shared and the team will discuss the Least Restrictive Environment for the student.

Daily Routines

The High/Scope daily routine provides children with a consistent schedule of events they can depend on and understand. The High/Scope daily routine consists of specific time segments allotted to certain activities. There is time for children to play, carry out plans, participate in group activities, and play outside. Children who attend the full day classrooms have a scheduled rest/nap time each day. Infants and toddlers may nap throughout the day when they are tired. 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. Sample daily routines can be found below.

Early Head Start Center Daily Routine

6:30-8:30 am	Greeting, Handwashing and Breakfast
8:30-9:00 am	Toothbrushing, Planning Time and Bodily Care
9:00-10:25 am	Choice Time, Clean Up and Recall Time
10:25-11:00 am	Small and Large Group Time
11:00 am-12:00 pm	Handwashing, Lunch, Outside Time and Bodily Care
12:00-2:30 pm	Quiet Time/Nap
2:30-3:20 pm	Large Group Time, Handwashing and Snack
3:20-6:00 pm	Free Play, Outside Time and Departure

Full Day Center Daily Routine

6:00-8:25 am	Greeting, Free Play, Rest, Circle Time
8:25-10:10 am	Planning Time, Handwashing, Breakfast, Work Time and Toothbrushing
10:10-10:50 am	Clean Up Time, Recall Time and Small Group Time
10:50 am-12:30 pm	Outdoor Time, Large Group Time, Handwashing and Lunch
12:30-2:00 pm	Circle Time, Toothbrushing, Bathroom Time and Quiet Time/Nap
2:00-3:00 pm	Table Time, Large Group Time and Handwashing
3:00-6:00 pm	Snack, Outdoor Time, Free Play, Table Activities and Departure

Part Year Center Daily Routine (schedule may be adjusted due to lunch times)

8:30-9:35 am	Greeting, Handwashing, Circle Time and Breakfast
9:35-10:45 am	Toothbrushing, Large Group Time, Planning and Outdoor Time
10:45-12:00 pm	Work Time, Handwashing, Clean Up Time and Recall Time
12:00-12:45 pm	Handwashing, Lunch and Toothbrushing
12:45-1:30 pm	Large Group Time, Story Time, Bathroom and Departure

Suggestions for Successful Home Visits

1. It is important to be home at your 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 and record time working on the lesson plan activities.

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 and supervision 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, 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. Aerosols cannot be used. The CAC Early Childhood Program will follow ODJFS licensing rules at all sites and ODE licensing rules at the Eastern site in providing outdoor play for children.

Severe Weather

If there is bad weather, such as snow, ice, or flooding, please listen to the following radio stations: WXIZ/WXIC, WKKJ, and WXZQ. Closings and delays can also be seen on NBC Channel 4 television station. 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.

Guidance and Management Policy

The CAC of Pike County Early Childhood Program follows the guidance and management requirements of ODJFS Rule 5101: 2-12-19 and ODE Rule 3301-37-10. Staff members are assigned to supervise a group of children 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. Staff use developmentally appropriate measures of guidance and management that are consistent and suitable to the child's age and situation. All employees and volunteers on the premises will follow the center's methods of discipline and will not engage in any unacceptable management techniques as follows: no cruel, harsh, corporal punishment, or any unusual punishments such as pinching, biting, shaking, spanking, or punching. Other children will not be delegated to discipline a child. No physical restraints of any means will be used to confine a child, except for holding a child for a short period of time, such as a protective hug so the child can regain control. No child will be placed in a locked room or confined in an enclosed area. No child will be subjected to foul language, threats, derogatory remarks or verbal abuse about him/herself or his/her family. Children will not be disciplined for failure to eat, sleep, or for toileting accidents. Food, rest, or toilet use will not be withheld from a child. Discipline techniques will not be used that will humiliate, shame, threaten, or frighten a child. Children will be protected from abuse and neglect while in attendance at school.

Staff members use positive reinforcement such as: redirecting a child to an appropriate activity, setting clear rules and limits, showing a child positive alternatives, reinforcing appropriate behavior, and modeling good behavior. Staff members will intervene quickly when a situation arises and encourage a child to cooperate with others, solve their own problems and talk things out. There may be times when a child is 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. Infants will never be put in time out. 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, parents shall assist staff in developing a behavior management plan. All staff use the Conscious Discipline Approach as an additional resource to teach children about feelings and self-control that helps prevent aggressive behavior. Parents will also be offered these Conscious Discipline techniques through training sessions, newsletter articles, and discussions with staff.



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 three to five years old. Referrals are completed by staff and the Disabilities/Mental Health Coordinator as soon as a delay is suspected. Evaluations are completed by RPESD Speech Pathologist, Itinerant staff, 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.

Early Head Start staff complete screenings for enrolled children zero to three years old. When screenings suggest a child may have a delay in any area, referrals are completed and faxed to Pike County Help Me Grow Central Intake Coordinator to request an evaluation.

Early Head Start staff and the Help Me Grow staff work closely to provide appropriate services and develop Individual Family Service Plans (IFSP) if the child qualifies for Help Me Grow 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 observations and support concerning social-emotional development, behavioral issues, and guidance. These services are available to parents, staff and children enrolled in the program.

Breastfeeding Areas

A place for mothers to breastfeed or pump breastmilk is available at all sites in a private 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.

Parent, Family and Community Engagement

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/guardians can participate in the program by attending parent trainings and meetings, fatherhood activities, kinship meetings, and serving on the Policy Council. Parents who want to volunteer in the classrooms must provide documentation to be kept on file at the center. See Volunteer Job Description at the end of the book. Parent resources are available at the CAC building from 8:00 a.m. to 4:30 p.m. Monday-Friday. Parents/guardians arriving at the school for any reason must sign in at the front office.

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 throughout the year. Parents/guardians attending the meetings assist in the development of activities for their children, plan for parent activities, and participate in parent and child activities. Parents/guardians do not need to be elected to attend the parent committee meetings, but parent committees will elect parents at the first meeting to serve as members of the Policy Council. They will 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 will be provided Policy Council training so that they will understand how to do their jobs. All parents are encouraged to take leadership roles in the program and be advocates in the community.

Policy Council

The Policy Council is a group of parents/legal guardians and other interested individuals from the community who participate in meetings to make program decisions for the Early Childhood Program. They usually meet the third Friday of the month to discuss and make motions for approvals needed for program operations. For example: update on new hired staff & procedures for hiring, 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. 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. 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.

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/guardians 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/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.

Volunteers and Hiring

Licensing rules require that parents/guardians who are interested in volunteering in the classroom or going on field trips on a routine basis must be able to sign a statement of non-conviction, be screened for communicable diseases by providing a medical statement, complete or provide a background check that is good for one year, and sign the Standards of Conduct form before being allowed to volunteer.

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 the background check and medical statement. 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 or advertised in the newspaper. Applicants must apply for a position each time it is posted.



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 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.

Nutrition Services

The Early Childhood Program was awarded certification for the Ohio Healthy Programs 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 one new family engagement activity, and have healthy policies in place.

Our program participates in in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care. Meals are planned by a Registered Dietician following CACFP Guidelines. CACFP centers follow meal requirements established by the USDA. Children are served meals from approved menus that meet the daily nutrition dietary allowance that are appropriate for their age. Parents/guardians receive a copy of the menu on a regular basis or may be reviewed on the parent boards. Children will 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 will follow the school district's menu.

Staff encourage children to taste the food that is offered to them. We also introduce a variety of ethnic foods. The children clear 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. 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 breastfeeding. 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. Parents/guardians are asked not to 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, you 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.

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.



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 permission for the program to conduct vision, hearing, developmental, and speech screenings.

Parents/guardians 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, including the child's medical history, immunizations, results of the physical exam, dental exam, screening, height and weight results, and any referrals. It is the responsibility of the parents/guardians to make arrangements for physical and dental examinations. The physical exam must be completed within thirty days after admittance. 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 should be completed within forty-five days from the first day of attendance. A dental cleaning and a fluoride application are recommended. Children with special medical condition or diagnosis shall have a medical physical care plan which include 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, a Request for Administration of Medication form JFS 01217 needs to be completed by your child's doctor. This includes prescription, nonprescription, topical products or lotions. A Child Medical/Physical Care Plan form JFS 01236 must also be completed on the JFS 01217 form. Teaching staff are trained in medication of administration procedures annually and how to use and document the medication administration form.

Immunizations

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 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), 2nd MMR, and 2 varicella vaccines. All families will receive the CDC immunization chart for children during the parent orientation home visit.

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/guardians 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 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.

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 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/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. Our program tries very hard to stop the spread of contagious diseases, and ask parents to follow the sick policy guidelines. If you have any doubts about your child's illness, please do NOT send them to school and notify the bus driver or your child's teacher. The Health Coordinator or a designated staff person will make a home visit if needed.



Sick Child Policy

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

- Elevated body 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 (more than three abnormal 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.

May Send to Center:

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

The list below requires medical treatment.

1. Head Lice-if re-occurring and at discretion of the Health Coordinator.
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.

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 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.

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. If you do not grant permission for emergency transportation to be provided for your child to the source of emergency care, the program has the right not to provide child care services.

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. If any child receives emergency medical attention or is involved in a serious incident, the Department of Job and Family Services licensing office must receive the report within the next business day.

First aid kits are located in each classroom, on the bus, and taken on walks and field trips. 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 quarterly rapid dismissal drills.



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 and vans are inspected by the Ohio State Patrol annually.

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 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 programs or the Head Start and Early Head Start home-based programs. 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 attendance form. Parents who use the child care classrooms must use the sign in-out sheet and the swipe card upon arrival and out when departing on the daily schedule.

All children are supervised by staff members when arriving and departing to and from center, 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 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. 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 or van for routine trips and field trips as well as 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. When the driver is familiar with the addresses, times should be close to the same daily. Parents/guardians 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 any more than two minutes 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 to escort the child to and from the bus. 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 and your child must be taken home to another address, you must notify the Transportation Supervisor in writing or by phone at 740-289-2371 ext. 7901. 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/guardians 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/guardians 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 740-835-8474 before 8:00 a.m. or Community Action Agency at 740-289-2371 after 8:00 a.m. If your child attends the Scioto Valley, Western, or Eastern classrooms, please call your child's teacher at the number listed in front of the handbook.

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 special functions and parent activities. Children are permitted in the center as part of the Early Head Start transition process.

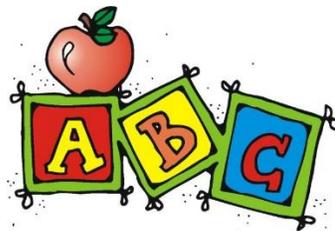


Client Complaint Procedure

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 any of the CAC departments, 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. If the problem needs to be documented on a client complaint form, the following information will include:
 - 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 of action, if known.
 - e) Recommendation for change in policies/procedures.

Resolution of the complaint must be thoroughly documented by letter, telephone, and or/and a 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.



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 the **Large Conference Room**, and account for all children. Have children assume the safe position covering head and neck, if blankets or protective covering is available, cover children. Infants and toddlers will be held in caregiver's lap who is sitting in the safe position under the tables.) 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 **Waverly YMCA 400 Pride Drive, Waverly, 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 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 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.

Waverly YMCA 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 **by the light pole furthest to the left in the parking lot of the planned exit**. 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 locker room**, 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 **the large soccer field near U.S. Route 23**. 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 **Community Action Committee of Pike County, 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 cleanup. 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 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

(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 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 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 **Community Action Committee of Pike County, 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 cleanup. 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 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.

Western Local 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, and exit the building with the children to the designated meeting place which is: **To leave room 805, turn right to go down the hallway and go out the double doors out of the building to the hillside. To leave room 807, go down the hallway and turn left and go out the double doors out of the building to the hillside.** 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, and lead the children to the designated "safe place". 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, and exit the building to the primary evacuation spot. **To leave room 805, turn right to go down the hallway and go out the double doors out of the building to the hillside. To leave room 807, go down the hallway and turn left and go out the double doors out of the building to the hillside.** 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 **Community Action Committee of Pike County, 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 cleanup. 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 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.

Scioto Valley Local 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 right. Turn left to go out through the double doors out of the building and walk to the grassy area or parking lot.** 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 hallway outside the classroom 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 right. Turn left to go out through the double doors out of the building and walk to the grassy area or parking lot.** 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 **Community Action Committee of Pike County, 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 cleanup. 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 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 have been elected to serve as a member on the Policy Council. Members must be courteous, organized, be able to follow directions, communicate with others, make informed decisions, take on leadership roles, and be an advocate for the Early Childhood Program. Members must be in good standing in the community. Members must be able to attend scheduled parent and Policy Council meetings and are also encouraged to attend community 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 and Conflict of Interest 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.

CAC of Pike County Early Childhood Program

A. Job Title: Early Childhood Volunteer

B. Reports to: Center Teacher or Center Aide/Driver

C. Qualifications:

- Member of the community and/or current or former 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.
- Behave and act in ways between and among staff and volunteers that is conducive to team work.
- 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.

D. Requirements:

If volunteering on a routine basis, an individual must have the following on file at the center:

- Complete and sign a Statement of Non-Conviction.
- Complete a background check that is good for one year.
- Provide a Medical Statement after being screened for communicable diseases.
- A signed Early Childhood Standards of Conduct Form.
- Provide a copy of current driver's license.
- Be insurable under the agency's insurance policy if seeking employment.

E. Essential Job Functions:

- Monitor the children at all times, making sure all children are supervised and not left unattended.
- Follow the daily routine and lesson plans, 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.
- Clean up after meal time and activities and help with the sanitation of all classrooms.
- Assist center staff with meal times if needed.
- Assist with supervision of children on field trips and outdoor play.