



**Child Development Council Brazoria County Head Start**  
**Sponsoring Agency for the**  
**Brazoria County Head Start and Early Head Start Programs**

## **Parent Handbook**

### **Welcome!**

Our staff is looking forward to working with both you and your child during the Program Year.

These policies were written to provide a clear description of what you can expect of the program, and what the program expects of parents. During your child's enrollment process you will be asked to sign a form that you have received with this handbook.

You will find this information on the following pages

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## How We Share Information with You

Following you will find information that will assist you in becoming better acquainted with the Brazoria County Head Start and Early Head Start Programs, which are sponsored by the CDC.

If you have any suggestions, questions, comments or concerns with any of the information, please feel free to contact your child's teacher, your Family Services Worker, or the Center Director.

Check with your child at the end of the school day, as individual activity notices, newsletters and other information will be sent home with your child.

Parents are notified of any policy changes through their elected Policy Council Representative, through reports given at Parent meetings, by newsletter, or by notice sent home from Center Directors.

Parents will be notified in writing of any up-dated operational policies during the year, concerning their children and ask to sign and date the information for the child's record.

Providing our children with the best quality services takes the cooperation of parents, staff and community people.

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## Mission Statement

**It is the mission of the CDC to provide early childhood development services, health services, and family and community partnerships in order to bring about a greater degree of social competence in preschool children from low-income families.**

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## Centers

**We strive to provide the highest quality of services.**



All seven of our centers are accredited by the National Association for the Education of Young Children, and all of our centers either meet or exceed minimum federal standards. If you find that conditions are sub-standard, please follow the complaint procedure as outlined on page 14 of this handbook.

- ❖ **Alvin Head Start Center** - 1019 E. House, Alvin. **281-331-7970**  
Serves Alvin, Liverpool, Northeast Rosharon.
- ❖ **Angleton Head Start Center**- 651 West Miller, Angleton. **979-849-9261**  
Serves Angleton, Rosharon, Danbury, Holiday Lakes, Baileys Prairie, McBeth, Chenango, Long Pond;  
**has Early Head Start classes**
- ❖ **Brazoria Head Start and Training Center** – 120 W. Pleasant, Henry O. Tanner Campus, Brazoria. **979-798-2391**  
Serves Brazoria, Hinkle's Ferry, Wild Peach, and West Columbia area; **has Early Head Start classes**
- ❖ **Freeport Head Start Head Center** - 1216 West 9th Street, Freeport **979-233-5673**  
Serves Freeport, Jones Creek, Oyster Creek, Surfside; **has Early Head Start classes**
- ❖ **Lake Jackson Head Start Center** – 303 Garland, Lake Jackson. **979-297-8018**  
Serves Lake Jackson, Clute, Richwood; **has Early Head Start classes**
- ❖ **Pearland Head Start Center** - 2335 N. Texas Avenue, Pearland. **281-412-3710**  
Serves Pearland, Manvel, Brookshire.
- ❖ **Sweeny Head Start Center** – 601 Sycamore, Sweeny. **979-548-5959**  
Areas served are Old Ocean, Sweeny ,Churchill, Mims, Higgins Settlement, Magnolia, Shady Acres  
**Brazoria, and West Columbia**

## Times and Schedules

### Double Sessions (DS):

The double session classrooms for preschool-aged children (3-5) operate from **8:00 a.m. to 11:30 a.m.** (AM session) and from **1:00 p.m. to 4:30 p.m.** (PM session).

**The double sessions hold classes Tuesday through Friday.**

### Full Day (FD):

The full day classrooms for preschool-aged children (3-5) operate from **7:00 a.m. to 6:00 p.m., Monday through Friday.** These classrooms serve children of parents who are working or in training. For those children whose parents receive CCMS funding hours are from **7:00 a.m. to 6:00 p.m.** year around as funding permits.

### Early Head Start for Infants and Toddlers:

Early Head Start classrooms for infants and toddlers (0-3) are targeted to teen parents served by the local school districts; however, all parents are invited to apply. These classrooms operate from **7 a.m. to 4:30 p.m.** Monday through Friday, all year. **Angleton Center classes are from 7 a.m. to 6 p.m.**

## Head Start Daily Schedules Time Guidance and Scheduling

7:00-8:00a.m. **Preparation/Arrival/Greeting/2-3 Centers/Hygiene 1 Hour (FD)**

7:30 & 11:30 **Teacher Planning Time (DS)** 15minutes (a.m./p.m.)

8:30 or 1:00 **Arrival/Greeting (DS)**

**Breakfast OR Lunch and Conversation** 30 minutes

**Variety Time / Dental Hygiene** 10-20 minutes

(songs & movement, hand washing & tooth brushing)

**Large group Gathering** 15-20 minutes

(split into two groups for read aloud/story or do small group red aloud during centers)

**Learning Centers** 1 hour

(individual/small group read aloud)

**Recess - used with out-side play** 45 minutes

&/or Rainy Day Activities

Extend Large Group Gathering Learning Centers

Special Events-Puppet Show/More Story Reading

**Hygiene/Daily News** 10-20 Minutes

News or "What did you do this morning?"

**Lunch & Conversation AM** 30 Minutes

**(Snack PM – 15 minutes)**

**Dental Hygiene/Large Group Gathering** 15-20 Minutes

**& End of Day Discussion**

(Nursery Rhymes-Finger-plays-Songs/Read story)

(Discuss Today's Events/Tomorrow's Events)

**Prepare to Dismiss** 5 Minutes

11:30 AM **Departure Morning session**

4:30 PM **Departure Afternoon session**

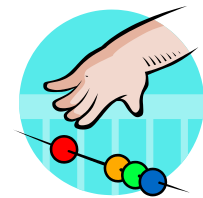
6:00 (FD) **Departure**



## Infant Room (Newborn-18 Months)

*(Note: This is only an idea of what happens in a day. It is very flexible, based on each infant's own individual schedule. Infants set their own schedules).*

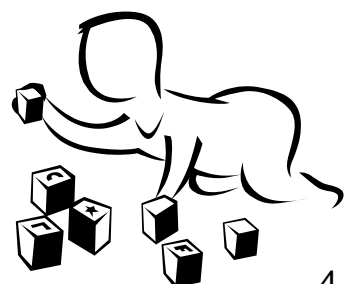
7:00-8:00 a.m.	Arrival sign-in / <b>parent change diaper</b> ; mini-conference with each parent to find out last feeding, diaper <b>change by parent</b> and any events that may have occurred that staff need to be aware of (i.e. child didn't get much sleep, child is teething, etc.)
8:00-8:30 a.m.	Breakfast or snacks as needed (allow for burp time, clean-up, etc.)
8:30-9:30 a.m.	Diaper check; free play (simple art projects as appropriate; singing; books; toys; etc.) or outdoor play (simple art projects; singing; blocks; toys; stroller rides; etc.)
9:30-11:00 a.m.	Diaper check; lullabies and nap as needed
11:00-12:00 p.m.	Diaper check; lunch feedings (12-18 months-menu lunch)
12:00-1:00 p.m.	Diaper check; free play or outdoor play
1:00-2:30 p.m.	Lullabies and nap as needed
2:30-3:00 p.m.	Diaper check; snack
3:00-4:00 p.m.	Diaper check; free play or outdoor play
4:00-4:30 p.m.	Diaper checks; clean-up; goodbyes



## Toddler room Schedule (18 months-3 years)

*(More structured, but still flexible)*

7:00-8:00 a.m.	Arrival, sign-in <b>and parent diaper change</b> ; mini-conference with each parent to find out last meal, diaper <b>change by parent</b> or potty, and any events that may have occurred that staff need to be aware of (i.e. child didn't get much sleep, child is teething, etc.); free play
8:00-8:30 a.m.	Hand-washing; Breakfast
8:00-8:45 a.m.	Clean-up; tooth brushing; potty or diaper check
8:45-9:00 a.m.	Circle time (story, finger play, etc.)
9:00-9:30 a.m.	In-door free play;
9:30-10:00 a.m.	Out-door play;
10:00-10:30 a.m.	Move inside; diaper check or potty; hand-washing for lunch
10:30-11:00 a.m.	Lunch
11:00-11:30 a.m.	Tooth brushing; potty or diaper check; preparation for nap
11:30-1:30 p.m.	Nap  Children may get up when they wake and engage in free play, singing, books, art, etc.  Diaper check and potty as the children awake
1:30-2:15 p.m.	Wake-up activities; snack
2:15-2:30 p.m.	Afternoon Circle time (dance, story, finger play)
2:30-3:00 p.m.	In-door free play
3:00-3:30 p.m.	Out-door play
3:30-4:30 p.m.	Diaper check or potty; clean up; Goodbyes
5:30-6:00 p.m. (Angleton)	



## SPECIAL INFORMATION FOR PARENTS OF 0-3

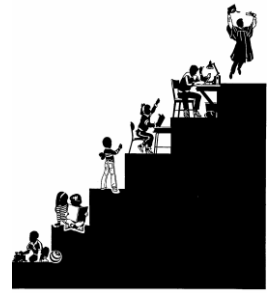
1. Early Head Start centers are open from 7:00 a.m. to 4:30 p.m. Monday through Friday (Angleton Toddlers 7:00 am to 6:00 pm). The centers are open until 4:30 p.m. and Angleton 6:00 p.m. in order to allow parents to participate in school extracurricular activities, to utilize computer and parenting resources at the center for homework or employment purposes, and to accommodate the needs of some working families.
2. Iron-fortified formula, bottles and all meals are provided for Early Head Start infant and toddler participants. See your Center Director if your child has special dietary needs. Infants will be held while being fed. They will not be allowed to fall asleep with a bottle in their mouth, nor will they be allowed to walk around with a bottle or cup.
3. The center will follow your doctor's advice about transitioning your child to solid foods, juices, and eventually, whole milk. As a rule of thumb, solids are not introduced in the first three months, and whole milk is introduced after the child's first birthday.
4. Parents are welcome and encouraged to breastfeed at the sites or send breast milk. See your Center Director for directions on storage and transport to the center.
5. School attendance is expected for infants, toddlers and teen parent clients. One of the primary goals of the program for teen parents is remaining in school. The Early Head Start staff will check regularly with school officials to ensure that parents are attending school. Frequent unexcused absences may result in your child being placed on the waiting list.
6. Diapers and diaper wipes are provided for infants and toddlers served, a generic brand will be used. If your child requires the use of a specific diaper due to health reasons, please submit a doctor's diagnosis.
7. Soiled clothing will be placed in a plastic bag and sent home. For sanitary reasons they will not be washed at the center.
8. Please bring 2-3 complete change of clothing for your child. Also, if your child wears diapers, please to allow time to change your child's diaper upon arrival when signing in.
9. Jewelry worn by your child will be placed in a plastic bag and put away for safe keeping. For safety reasons and to prevent loss, we discourage the wearing of jewelry by infants and toddlers.
10. Powders and scented products are not used on the children. Diaper ointments and creams are only used with a doctor's consent.
11. Infants ages 0-12 months are placed to sleep on their backs in order to reduce the risk of SIDS. The Early Head Start program does not use comforters, pillows, soft toys, or other cushioned products in cribs.
12. Feel free to bring special items that make your child more comfortable (i.e. a special blanket). However if your child's comfort item is a pacifier, we will only use it to help your child go to sleep. He will not be allowed to walk around with it in his mouth.



# Curriculum Goals

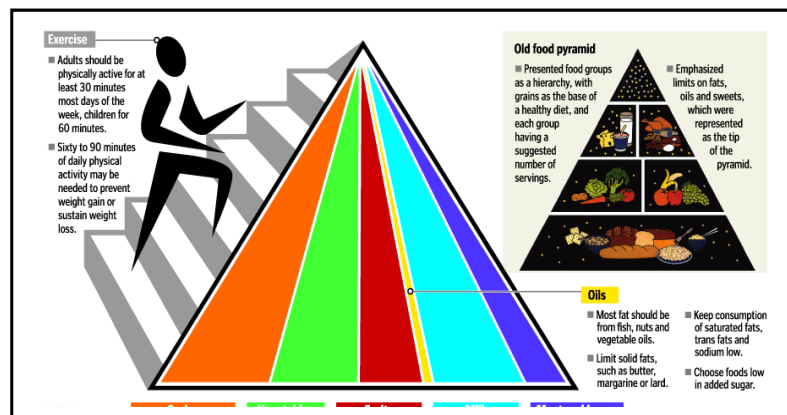
The curriculum is designed to:

- ❖ Support the child's full development while providing an environment that will promote school readiness.
- ❖ Develop safe and healthy habits in young children with an emphasis on proper hygiene, sound nutrition, exercise and physical care.
- ❖ Foster positive self-esteem by providing an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition.
- ❖ Provide opportunities for creative expression.
- ❖ Support the development of social skills such as sharing, cooperation, generosity, and empathy.
- ❖ Stimulate cognitive problem-solving skills with an emphasis on the concepts of cause and effect, classification, space, time, numbers, shape, and colors.
- ❖ Strengthen communication skills necessary for listening, reading, writing, and speaking by providing an environment rich in the practical uses of words.
- ❖ Enhance fine motor and gross motor skills.



## Services Provided

1. **Education** - A learning environment that includes experiences that will help him/her as he/she develops socially, intellectually, physically and emotionally.
2. **Health** - We ensure that each child is on a schedule of well-child care, as well as ensure that the environment is clean, safe, and, mentally sound. (See forms in back of this handbook.)
3. **Screening** - All children are screened by CDC within 45 days of entry including:
  - vision and hearing      speech
  - height and weight      nutritional, developmental, social and emotional assessments.
 Parents are notified of results and any follow up that needs to occur is discussed with the parent.
4. **Nutrition** – We provide morning A.M. children with a breakfast and lunch, and P.M. children with a lunch and a snack. Children in Early Head Start and Full Day classes will receive breakfast, lunch and a snack.
5. **Mental Health** - Certified mental health professionals support children, families and staff with on-site services, consultations, training and education. Their schedule is posted on each center.
6. **Family Support and Services** - The Family Service Worker will give you assistance to help improve the condition and quality of your family life (as needed by coordinating needed services with community agencies). The program will also provide you with the opportunity to get involved in program activities by attending parent meetings and trainings you may by work in the program as a volunteer. It is vital to the success of the program that you actively take part in the program's parent activities.



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## Parent Committee and Policy Group Participation

You will have an opportunity to serve in the following capacities:

1. Parent Committee: This committee is set up at the local center level and is composed of all parents with children enrolled in the Head Start Program and Early Head Start Program. This committee will meet monthly beginning in October. This Committee will provide parents the opportunity to make decisions about the nature and operation of the program. Each Center has a Parent that is elected by the Parent Committee to serve on the Policy Council.
2. Head Start Policy Council: This group is set up at the agency level and is composed of at least 51% parents plus community representatives. The parents are elected from the local parent groups. The Policy Council approves or disapproves programmatic operations (i.e. policies, budget, grant applications, etc.).
3. Board of Directors: This is the grantee agency for the operation of the Head Start Program and Early Head Start Programs. The agency has an 13-member Board of Directors including one member from the Policy Council. The Child Development Council receives the funds for the operation of the program from the Federal Office.

For these and with all parent functions, transportation, translation, and child care services are provided.

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## Parent Training Opportunities

You will be provided with opportunities for personal growth and development. Training opportunities will be offered to all parents on a regular basis, and will include such topics as:

- ❖ Child Growth and Development
- ❖ Discipline and Guidance
- ❖ Child Abuse and Neglect
- ❖ Health and Nutrition Topics
- ❖ Employment Skills Training
- ❖ GED/ESL
- ❖ Computer
- ❖ Community Resources
- ❖ Adult and Child Mental Wellness
- ❖ Transition

### Look for notices of activities

#### Center level activities

- ☆ family literacy nights (3 times a year),
- ☆ monthly parent meeting programs
- ☆ family values night
- ☆ ARK (Adults Relating to Kids)

#### Special agency programs

- ☆ Nurturing Fathers Program
- ☆ Ma and Pa Program for couples
- ☆ Mental health, nutrition workshops etc.

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## Volunteer Opportunities

You are encouraged to provide volunteer support to the Head Start Program. This will give you a better understanding of what the program is doing for your child and families, and the kinds of home assistance that will be required to better meet the child's needs. This action will also show your child the depth of his/her parent's concern. When parents are unable for one reason or another to volunteer please take into consideration the very real need to volunteer. Find someone who can volunteer in your place such as the Grandparent, other relative or a family friend. This will provide the staff the opportunity to know you better and an opportunity to learn from you.

Recognizing that some parents are unable to physically volunteer in the center, opportunities will also be provided for you to take part in volunteer activities outside of the center. More information on the volunteer program may be obtained from the Center Director or from the Volunteer Handbook.

**(See form in back of this handbook.)**



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## Discipline

There will be no harsh, cruel, or unusual treatment of any child. Corporal punishment and threats of corporal punishment are prohibited. Children will not be shaken, bitten, or hit, or have anything put in or on their mouth as punishment. Children will not be humiliated, yelled at, or rejected. Children will not be subjected to abusive or profane language. Children will not be punished for not eating or napping, or during toilet-learning activities.

Positive guidance techniques used by the staff will include but are not limited to:

- ❖ Recognizing and encouraging appropriate behaviors.
- ❖ Developing reasonable and clear rules and expectations in each group.
- ❖ Helping children to identify and express feelings in acceptable ways.
- ❖ Redirecting children into positive behaviors.
- ❖ Modeling pro-social behaviors.
- ❖ Enforcing limits and rules consistently and fairly.

Please discuss with your child's teacher specific guidance techniques that work best with your child. Changes at home do affect a child's behavior at the center. The center staff is anxious to work with you regarding behavior problems at the center or home. You will be notified immediately in cases of continued behavior that is potentially harmful to your child, other children and/or staff, or property.



### Conscious Discipline

Instead of screaming or hitting, take a deep breath and calm yourself down.

Be a S.T.A.R.

\*\*\*\*\*

**S.T.A.R.**

Smile. Take a deep breath And Relax

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## Holidays/Teacher In-Service Days

The center will be closed on the following days:

Labor Day  
Thanksgiving Day and the day immediately following  
Christmas Eve and Christmas Day  
New Year's Day  
Martin Luther King Day  
Spring Holiday  
Memorial Day  
Independence Day



Double session classrooms are closed during the summer months, a 2-week Christmas break, and a one-day spring break. They also observe the following as in-service days:

Every Monday

The day before the Annual Banquet (designated centers only – parents will be notified)

The day of the Annual Banquet (all centers)

The center may designate other days as in-service at the discretion of the Center Director.

If for any reason school is cancelled for the entire day for an unforeseen circumstance (i.e. plumbing problem, staff training), the day will be made up.

For your reference a calendar will be posted on the Parent Bulletin Board along with the daily schedule of activities that the children will follow. You will be reminded in advance of holidays and in-service days.

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## Severe Weather Conditions



Head Start classes abide by the school district's decision to keep schools open or to close them. Please tune in to your local radio or television broadcast. If your local school district cancels school, then your Head Start classes will also be canceled.

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## Change of Contact Information

If you plan to move, please inform the center staff of your new address. Also, please keep staff informed of changes to your current telephone number, or if you would like to change any other information (such as persons authorized to pick up your child).



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## Attendance

The Head Start program believes in the benefits of regular attendance. Regular attendance helps to establish a pattern that will assist children and families in meeting their obligations when they are enrolled in the public school system and later in life. Young children are at their best when following a routine and know what to expect.

If it is necessary for your child to be absent, please call or send a note as soon as possible. If your child rides the bus, let the center know **at least 30 minutes before scheduled pickup**. If your child is able to return on the next regular day, please send a note so that the staff will know what happened. If your child misses school and we have not heard from you, a staff member will contact you.

Continual absenteeism may result in your child being placed on the waiting list. We do not wish to drop any child from the program; however, there is a waiting list of children who would like to attend school and who are willing to attend sessions on a regular basis.

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## Arrival and Departure



A visual health check is done each morning to ensure that your child is feeling well. This procedure has been found to prevent the spread of illnesses. Your cooperation is appreciated. Also, when your child leaves the center, please check his cubby or backpack for artwork, soiled clothing, and notes to parents.

### Double Session

The Head Start double session program provides pick-up and drop-off to and from a child's home at least one mile from the center or childcare. Bus stops will be identified and you will be informed of the stop for your child. Double session parents may be asked to provide their own transportation depending on the availability of buses for routes to a specific area and the number of children in a specific area.

Continual violation of transportation policies may result in a loss of services.

If you elect to transport your own child, you must bring the child into the center no earlier than five (5) minutes before the session is to start. Please do not bring your child earlier or later You will be asked to sign your child in with the teacher before you leave. When you pick your child up you will be asked to sign your child out.

### Full Day

We request that children enrolled in the full day program be dropped off no earlier than five (5) minutes prior to opening. Please sign your child in and out each day.

It is also important that you pick up your child promptly when class ends. It is especially important if your child attends the full day session that they be **are** dropped off to attend the entire session on a regular basis. Those children who are consistently late or are consistently picked up late will be reevaluated for placement in the double session option.

### Early Head Start

Children **are** dropped off no earlier than five (5) minutes prior to opening. Please sign your child in, **change diaper** and sign out each day. Also, please take time to inform the staff of the events of the night and morning prior to your child arriving at the center. At the end of your child's day, please be sure to take your child's **day sheet** with you so that you will know the events of your child's day.

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## Release of Children

Children are released only to persons authorized by written permission from the parents. Parents should provide the center staff with a listing of authorized adults. Before the child is released, the designated person will be required to show a picture I.D. No child will be released to an unauthorized person.

Any person picking up a child in an impaired condition (ill or under the influence of drugs or alcohol) will be encouraged to allow us to find alternative transportation.

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## Child Custody Issues

It is the Program's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. Sharing information about such situations may be helpful to the center staff and will remain strictly confidential.

The center cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the center. In case of conflicts, the proper authorities will be contacted.



## Transportation

Head Start offers transportation to and from school on school buses for interested families in our double sessions who live at least one mile from the center. For things to go smoothly on our bus routes, please keep the following guidelines in mind:

1. **Please call the Center at least 30 minutes in advance of the route if your child will not be attending school.**

2. **Walk your child to the bus for pick-up at the time designated by the center.**

This will help with the bus staying on schedule.

3. **Some rural areas require the children meet at a bus stop.**

Please have your child at the stop on time, and please do not leave him/her unattended to wait for the bus.

4. **When the child is returned we cannot let the child off the bus without an adult being there for the child.**

If you are not present to meet your child, he/she will be taken back to the Head Start Center.

If you must arrange to have someone other than yourself to receive the child, please have him or her present at your home in plenty of time to get your child off the bus.

We will not let your child leave the bus with any person whose name is not on the Release Form. **Before the child is released, the designated person will be required to show a picture I.D.**

5. **Head Start is required to have bus monitors if transportation is provided.**

We ask that parents show their support for the program by volunteering their service as that monitor. The bus is not allowed to pick-up children without a volunteer monitor riding with the children. We ask each family to provide a trained bus monitor about once each month. Due to space and insurance extra children are not permitted to ride.

6. **We make every effort to pick-up and deliver your child on time – please do not panic if we are delayed.** In return, we ask that your child be ready and waiting for the arrival of the bus.

7. **Please do not allow your child to take toys, gum, or food on to the school bus.**

8. **Transportation services for Head Start children living within a 1 mile radius of the center are not provided.**

9. **Self-Arranged Transportation:?(need to complete get with Larry)**

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### Communication

Please contact the Head Start center:

- ❖ **Federal Regulations require teachers to make two home visits per-year.** When you will not be home for a home visit or cannot make a scheduled parent-teacher conference please let the teacher know in advance.



- ❖ **If you move, have your phone disconnected, or receive a new phone number please make sure the Center has your new information in case of an emergency.**

- ❖ **If your child will not be attending his/her school session, please contact the Center.** Federal Regulations require we maintain a minimum of 85% attendance daily.
- ❖ **Safety Recalls are posted at the center and information will be sent home.**

We value and encourage regular communication between you and the teachers so check your child's backpack daily. We will be sending notes home with your child. These notes will be in your child's backpack or handed to you directly so that they will arrive home safely. When a reply is needed please sign and return as quickly as possible. On a monthly basis, you will also receive a newsletter with a calendar of events, and you will be updated regularly at monthly parent meetings on scheduled activities. **Look for e-mail communications about activities.**

Further communication (i.e. menu, job opportunities, community resources, community events, parent meeting minutes) will be posted on the parent's bulletin board in the center. Please consult the board regularly for the latest information.

Your child's teacher will contact you for at least two (2) home visits and two (2) conferences. Additional conferences with your child's teacher may be scheduled as needed.

With your consent, relevant information will be shared with the school district or other agencies as the need arises. Your consent may also be requested for our agency to retrieve necessary information from other agencies or providers, such as doctors, dentists, and school districts.

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### Celebrations

The center celebrates major holidays with parties. You may bring treats that are prepared commercially or pre-wrapped.



The center does not celebrate Halloween. Instead, we honor the arrival of fall with an Autumn Harvest party. The children are still allowed to go "treating" for candy and goodies. However, we do discourage costumes.

The center does not hold graduation exercises. To commemorate the child's participation in Head Start, the program takes year-end pictures of each child, and each center holds a year-end picnic to celebrate the child's successes.

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### Clothing and Individual Supplies

Dress your child in clothing that is durable and comfortable. Many of your child's favorite activities may tend to be a little messy.



Clothing and shoes should be easy for children to take off and put on during toileting.

The children go outside every day (unless it is raining), so dress them accordingly.

You will need to provide the Center with a complete change of clothes (with nametag on them) for your child.

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### **Gang Free Zones**

To ensure the safety and security of our children, employees, parents, and volunteers CDC has established a gang-free zones to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. CDC has declared that certain gang-related criminal activity within 1000 feet of a Head Start is a violation of the law, Signs will be posted at all CDC sites to inform the public that CEC has designated gang free zones.

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## Bringing Items from Home

Children frequently want to share with their class nature items and treasures from home. Such items are welcomed if they support the topic being studied. Please check with your child's teacher first before sending or bringing objects to the center.

We also discourage your child from bringing toys from home, as we cannot ensure that they will not be lost or broken. Also, children will not be allowed to bring cosmetics, candy, gum, or money to the center.

The center does not allow toys of violence like guns, swords, or violent action figures.

The program will not be liable for theft or damage to children's clothing or jewelry.

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## Field Trips

Occasionally, educational field trips are taken during the year. You will be notified regarding field trips by posted notice at least two days prior to the field trip. You are invited and encouraged to participate in the field trips with the children. **Children are required to ride in transportation provided by the center to and from the event. Exception may be made if the student's parent or guardian personally complete a written request to the center director or designee the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The program will not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.**

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## Emergency Procedures

**Fire and evacuation drills** are held monthly to acquaint your child with evacuation procedures. The evacuation routes are posted in each classroom.

**In case of a toxic fume release or if the building must be evacuated**, the children will be taken to a location designated by the area authorities. You or your child's emergency contacts will be contacted.

**If your child is injured**, a trained staff member will provide first aid and you will be contacted. If necessary, your physician or emergency personnel will be notified. In the event that you child needs to be transported by ambulance, a staff member will accompany your child.



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## Medical Care Statement

This agency is required by federal law to ensure that each child enrolled in the program is placed on an up-to-date schedule of well-child care. At Head Start, each child must have a health and developmental screening, and a physical examination once per year; and each child must have a dental examination every six months.

Your help is crucial to this process. You may already have a primary source of health and dental care. If so, please submit a copy of your child's most recent health record to the center.



If you do not already have a primary source of care, the Head Start staff will work with you to find one. Efforts will be made by our staff to link your family with Medicaid or low cost insurance. At enrollment, you will be given a list of area doctors to choose from.

As your child's primary caregiver, we encourage you to take your children to his/her medical and dental services. Head Start will assist you with your need for transportation, childcare, or assistance with making appointments as needed. As your partner in this process, we will do whatever it takes to ensure that each child receives well-child care.

We are requesting your assistance to ensure that this process is completed in a timely manner, and that no child goes without necessary health services. (Please note sections on Administering Medication and Illness page 13)

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## Illness

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. The toys, eating surfaces, and toilet equipment will be sanitized between children's use.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your support for this. Do not bring ill children to the center and if your child becomes ill at the center, please ensure that the child is picked up immediately.

According to the Texas Department of Protective and Regulatory Services, children cannot attend the center if one or more of the following conditions exist:



- ❖ The illness prevents the child from participating comfortably in facility activities.
- ❖ The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- ❖ The child has any one of the following:
  - a. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other symptoms of illness.
  - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs
- ❖ The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer contagious and is able to participate in the facility's activities. Please refer to the *Communicable Disease Chart for Schools and Child-Care Centers* posted in all centers.

The center reserves the right to require a doctor's statement before the child can be re-admitted to the center.

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## Administering Medication

The agency encourages parents to administer a child's medication at home when possible. If medication must be given during school hours the Parent must **bring the medication to the center** and meet with the Center Director to **complete** a Parent Consent Form for medication administration. When necessary for medication to be administered by staff a written procedure from the child's doctor must be obtained. Medication must be labeled and in its original container with a pharmacist instruction sheet of side affects attached.

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## Blood Born Pathogens

**When there is a spill of bodily fluids (e.g. urine, feces, blood, saliva, nasal discharge, eye discharge, or any fluid discharges) in keeping with professional guidelines, it must be cleaned and disinfected immediately. You should wear latex disposable gloves, clean the soiled area, and disinfect the area with a solution of ¼ cup household liquid chlorine bleach in one gallon of water. Dispose of water and contaminated materials in a plastic bag and secure with a tie. Use the same type solution recommended above to rinse and disinfect the materials used for cleaning spills, and then wring materials as dry as possible, before hanging them to dry. Make sure cleaning materials are stored away from the reach of children.**



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## Child Abuse and Neglect

In an effort to protect the safety and well being of children, the State of Texas requires anyone suspecting child abuse and neglect to report it to the proper authorities. The center staff has been trained to identify the signs and symptoms of abuse and neglect. If, after investigation, symptoms indicate abuse or neglect, designated agency personnel will document and report the suspected abuse. The center is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of an investigation.

1. Parents may review the Minimum Standards and licensing report of the Head Start Center. These documents are posted on the Parent Bulletin Board at the Center.
2. A parent may contact the local licensing office, PRS (Protective and Regulatory Services) child abuse hot line and PRS website by using the following:

Local phone call:	979-864-1428 or 281-331-0790
State:	1-800-252-5400
Website:	<a href="http://wwwTDRS.STATE.US/Child Care">wwwTDRS.STATE.US/Child Care</a>

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### FILING A CIVIL RIGHTS COMPLAINT

The information that follows is provided to inform you of your protection under The Civil Rights Act of 1964. The Civil Rights Act of 1964 prohibits any person on the grounds of race, color, physical or mental handicap, age, or national origin be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance. Any individual who feels they have been discriminated against should forward their complaint to the Center Director. If that individual is not satisfied with the information provided, the complaint will be forwarded to Evelyn Moore, CEO, 651 West Miller, Angleton, Texas 77515, (979) 849-1881 or Brazoria County Courthouse Ext., 1495.

If the individual is then not secured, he/she will be instructed to contact the Department of Health and Human Services, Office of Civil Rights, 1200 Main Tower - Room 1900 in Dallas, Texas 75202 or call Voice Mail: (214) 767-4056 TDD: (214) 767-6599. All complaints must be filed within six months from the time when you were subjected to discrimination.

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### Do You Have A Complaint?

Brazoria County Head Start and Early Head Start staff is dedicated to working with families. If you have a complaint, we will work with you to address your concerns. Please call us first with your concerns so that we may address them. Discuss the concern with the Center Director of your Head Start Center.

If your concern is not taken care of to your satisfaction, set an appointment with the Council Office Supervisor in the Angleton Office. If your concerns are still not addressed properly, request to speak with the (CEO) Chief Executive Officer. The Center Director will be responsible for making the phone number and other information available to you as you pursue addressing your concerns.



**Again, thank you for enrolling your child in the Head Start or Early Head Start Program.  
We look forward to partnering with you to help your child to reach his or her full potential.**