Head Start & Early Head Start
Parent Handbook
& Calendar
Program Year 2019-2020
8/22/19

Plattekill Head Start

Children’s Learning Center

Rondout Head Start

Ellenville Head Start

Saugerties Head Start
Welcome Head Start & Early Head Start Families!!

We are so happy to have your family in our program. There will be many wonderful opportunities for family engagement along the way and ways to support your child’s school readiness development. We hope you and your child are as excited as we are to start the new year. It is going to be a great one!!

Pamela S. Wenner
Head Start & Early Head Start
Program Director

Mission Statement

U.C.C.A.C., Inc. Early Head Start/Head Start is a child development program committed to empowering families as the primary educator of their child. Our program provides opportunities for social, emotional, cognitive and physical development. Through parent engagement opportunities, together, we support children in attaining school readiness skills and lay the groundwork for life long learning. Children and their families are provided with services to help them achieve their goals through our community partnerships.
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<td><strong>CLC 10-month vs. 12-month</strong>&lt;br&gt;CLC 10-month is: CLC HS Classes 5, 7, 8, &amp; 10………….Class Hours: 8:45-1:45pm&lt;br&gt;CLC 12-month is: CLC EHS Classes 1, 2, 3, 4 &amp; HS Class 6….Class Hours: 8:43am-3pm&lt;br&gt;“All HS 10-month” includes:&lt;br&gt;Ellenville, Saugerties, Plattekill, Rondout &amp; CLC 10-month</td>
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<td><strong>Summer Shut Down All Programs Closed</strong>************</td>
<td>Room 9 Staff—Home Visits</td>
<td>Room 9 Staff - Home Visits</td>
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<td>New Staff OCFS training—EHS Staff—first aid</td>
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<td><strong>12-month Staff Return</strong></td>
<td><strong>12-month Staff Return to Centers</strong>&lt;br&gt;Center Meeting w/ prepared agenda</td>
<td>All Staff at CLC AM—All Staff Dual Language Learners PM—All Staff IMIL</td>
<td>All Staff at CLC AM—All Staff Anti Bias Training PM—HS Staff component time EHS-Health&amp;Safety</td>
<td>All Staff at CLC Behavioral Health Day</td>
<td><strong>EHS Staff AM—Meals/Nutrition PM—Home Visits Designated Staff First Aid Training All other staff at ctrs</strong></td>
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<td><strong>10-month Staff Return to Centers</strong>&lt;br&gt;Center Meeting w/ prepared agenda</td>
<td>All Staff at CLC AM—All Staff Dual Language Learners PM—All Staff IMIL</td>
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| **EHS Children First Day 8:45-10am EHS HS Home Visits HS Screenings**<br>EHS Children 8:45am–12:30pm CLC Class 6 New students ONLY 8:45am—12:30pm HS HV/Screenings | EHS Children 8:45-1:30pm CLC Class 6 ALL students 8:45am-12:30pm HS Case Conference | **EHS & HS Class 6 students 8:45am-3:00pm**<br>HS Case Conferences | **Parents, Please Note:**<br>All in *italics* is regarding Staff Training/Info ONLY And may not pertain to Families **
**Attendance**

Regular on time attendance is necessary for your child's success. If a child is absent and a parent has not contacted the program within one hour of start time, the program will contact the parent to ensure the child’s well-being.

When your child is absent, we will make every effort to work with you to ensure your child returns to school as quickly as possible. The following reasons are considered excused absences and must be followed by a note:
- Child is hospitalized
- Child is seriously injured or is very ill
- Child has a contagious disease
- Child has ongoing problems such as asthma which interrupts attendance
- Death in the child’s family
- Child is receiving treatment or therapy during school hours
- Child’s family is moving or temporarily out of town (not to exceed 10 attendance days)

1. A Doctor’s note is required to return to school if your child has been ill and out of school for more than three days.
2. If staff still can’t reach you, a letter will be sent from either the center or the administrative office.
3. If there is no response to the letter within a 2 week period, your child will be dropped from the program.

**Closings**

**Early Head Start & Head Start 12-month Program**
- remains in session unless closings are announced on WKNY
- When there is a delay or closing in the Kingston School District, the 12-month program begins at 10am

**Head Start 10-month Program**
- When your local public schools are closed or delayed due to bad weather, your 10-month Head Start centers will be closed or delayed in the same way.
- Snow closings and delays are announced over local radio stations. Listen to the announcements for your local school district’s closings.
- 10-month Head Start centers will follow the local school district decision regarding early dismissal for weather related conditions. Identify through your Family Worker the school district which serves your community if you are unsure.
- Please refer to the current Program Calendar regarding any other closings (In-Service, Staff Trainings, Half Days)

⇒ For Early Head Start/Head Start 12 Month & School District Snow Closings Listen To:
  ⇒ 1490 WKNY or 107.9 FM
  ⇒ 96.1 Kiss FM
  ⇒ 107.3 / 99.3 WRWD
  ⇒ 92.1 Lite FM
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Labor Day  
All Centers & Admin Closed | 3  
MAT Training  
HS Case Conferences  
EHS & CLC Class 6  
 Full Day | 4  
HS 10-Month  
First Day  
Staggered Entrance  
(children leave at 11:45am)  
EHS & CLC Class 6  
 Full Day | 5  
HS 10-Month  
First Day  
Staggered Entrance  
(children leave at 11:45am)  
EHS & CLC Class 6  
 Full Day | 6  
All HS 10-Month  
1/2 day  
EHS and CLC Class 6  
Full Day | 7   |
| 8   | 9  | 10  | 11  | 12  | 13  | 14  |
| 15  | 16 | 17  | 18  | 19  
All Day  
Family Worker  
Meeting  
CSEFEL Training | 20  | 21  |
| 22  | 23 | 24  
COR Round 1  
Begins | 25  
Health & Family Svcs  
Advisory Committee  
Meeting 10am | 26  | 27  | 28  |
| 29  | 30  
Rosh Hashanah  
All 10-month HS Closed  
CLC EHS & Class 6  
Staff Day  
NO CHILDREN | | | | | | |

**Staggered Entrance—All HS (but CLC Class 6)**  
—PLEASE NOTE:  
This means that 1/2 of the class attends the first day,  
and the other 1/2 of the class attends the 2nd day  
(parents will be notified which day their child attends)

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**CLC 10-month vs. 12-month**  
CLC 10-month is: CLC HS Classes 5, 7, 8, 9 & 10……………….Class Hours: 8:45-1:45pm  
CLC 12-month is: CLC EHS Classes 1, 2, 3, 4 & HS Class 6….Class Hours: 8:45am-3pm  

“All HS 10-month” includes:  
Ellenville, Saugerties, Plattekill, Rondout & CLC 10-month
Arrival and Release of Children

- Early Head Start/Head Start is a federally funded educational program—not a daycare center. Regular, on-time attendance is key to your child’s success. Frequent absences or late arrivals and pick-ups will require meeting with your Family Worker to problem solve why this is taking place. Continued late arrival or pick up may jeopardize your child’s placement in the program.

- Parents/guardians must sign children in/out using the appropriate classroom Sign-In/Sign-Out Form at the center.

- If a child needs to be picked up by anyone other than the persons designated on the Release Authorization Form, the staff will need a written note from the parent/guardian that states this. We also require a picture I.D. from the person who picks up your child. This person must be at least 16 years old.

- We cannot accept early arrivals and/or late pick-ups.

- In the event that a child is not picked up from the program the appropriate authorities will be contacted.

Pedestrian Safety

For Children Who Walk with an Adult:
- If you are walking your child to school, please be mindful of pedestrian safety rules – Children must hold an adult’s hand.
- Always cross the street at the corner - Look both ways and listen before crossing the street. Walk, do not run when crossing. If you see a car or truck… Wait for it to pass before crossing the street.
- Be extra careful in parking lots – Children must hold a grown-up’s hand. Watch for cars entering and exiting at all times.
- Using your cell phone while walking can compromise the safety of you and your child.

Parking Lot Etiquette

- Children must be transported in an appropriate safety seat
- Cars must NOT be left running
- Children must hold an adult’s hand at all times
- Children must NOT be left unattended in a vehicle
- Only those with an appropriate tag may use the handicapped parking
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<td>Yom Kippur All 10-month Closed 12 month in session</td>
<td>EHS 45th Day</td>
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<td>Columbus Day Admin Closed EHS in session CLC Class 6 1/2 day HS 10-month Closed</td>
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<td>POLICY COUNCIL 10:30am-12:15pm CLC in Kingston Family Worker Mtg 1:15-4pm</td>
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<td>Ellenville Center-ONLY Staff Day No children Parent Teacher Conferences</td>
<td>Ellenville, Rondout &amp; CLC 10-month staff day/no children Parent Teacher Conf CLC 12-month &amp; all other in session</td>
<td>Rondout &amp; CLC 10-month staff day/no children Parent Teacher Conf CLC 12-month &amp; all others in session</td>
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<td>Plattekill &amp; Saugerties ONLY Staff/no children - Parent Teacher Conferences</td>
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Sick Child Policy

- Parents are to keep sick children at home when they show any signs of illness. Signs of illness include but are not limited to:
  - fever over 100 degrees
  - sore throat and/or rash
  - runny nose
  - diarrhea
  - vomiting
  - pink eyes with any discharge
  - or any other symptoms which would prevent them from participating in Early Head Start/Head Start activities.
- Children must remain home for 24 hours after no signs of fever are present and/or the last incidence of diarrhea or vomiting.
- Parents are to notify the center as to the reason for absence.

⇒ Children will be sent home if any of the following occur during the school day - vomiting, diarrhea, temperature above 100 degrees, sore throat and/or rash, or has any other symptoms which prevent him/her from participating in regular daily activities.
⇒ When children are out of school with contagious diseases, or out sick for three or more consecutive days, a Doctor’s note is required before they can return to school.
⇒ Parents are notified if their children are exposed at school to contagious diseases such as chicken pox, strep, flu, measles, etc.

Addresses, Emails & Phone Numbers

- It is important to be able to reach parents/guardians or their designees when a child is sick, inclement weather or any other unforeseen emergency that may arise.
- Parents/guardians are required to keep Staff updated on the family’s current address, email, and phone number.
- The persons designated on the release consent and blue cards must have a regularly active phone number.
- In the event your phone service is disconnected or your address changes, parent/guardians must immediately notify their family worker. This rule applies to temporary and permanent disconnects or address changes.

Confidentiality

- Early Head Start/Head Start respects the confidentiality of your family. That means that all the information you give us about your family is shared only among staff who need to know.
- Staff are trained in the ways to keep information confidential and will only share information with those co-workers and supervisors as needed.
- All records are confidential and kept in a locked cabinet.
# November 2019

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<td>CLASS ASSESSMENT</td>
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<td>County-wide Early Evacuation Day</td>
<td>Head Start Staff Mandatory Training Day</td>
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<td>These Two Weeks All Centers</td>
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<td>Shelter in Place Drill</td>
<td>All HS-10 month &amp; CLC Class 6 no children EHS In Session</td>
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<td>Veteran’s Day 10-month HS Closed EHS in session CLC Room 9 in session</td>
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<td>POLICY COUNCIL 10:30am-12:15pm CLC in Kingston</td>
<td>Family Worker Mtg 1:15-4pm</td>
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<td>COR Round 1 Ends</td>
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<td>Education Svcs Advisory Committee Meeting 10am</td>
<td>All HS 10-month Closed CLC 12-month in Session</td>
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<td>Thanksgiving Holiday All Centers &amp; Admin Closed</td>
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**POLICY COUNCIL**
10:30am - 12:15pm
CLC in Kingston
Family Worker Mtg 1:15-4pm

**COR Round 1 Ends**

**Thanksgiving Holiday**
All Centers & Admin Closed
Custody Agreements

Many Parent/guardians have custody orders. Before we can respond to requested changes please note:

1. A custodial agreement is legally binding. Early Head Start/Head Start staff must adhere to its guidance.
2. If a custody order is in effect, only the parent entitled to the custody or visitation of the child at the time of the request may have access to or remove the child from the program.
3. Parents not otherwise entitled to the custody or visitation of a child may visit with the child on Early Head Start/Head Start premises only with the written permission of the parent entitled to custody.

- Early Head Start/Head Start Staff may not take actions different from those specified in court orders even at the request of a parent. Parents seeking changes are referred to Family Court.
- A variety of parent support groups are available in the community. If there is sufficient interest, parent support groups can be organized at the center level.
- Mental Health Consultant 845-339-3836 ext.114

Orders of Protection

Many parents/guardians have asked the program to place copies of Orders of Protection in their child’s record. Often during the course of the year, a parent will have a change of heart and ask us to remove the document. We are unable to add a person’s name to our release list if we have an order of protection against that person. Please note:

- An Order of Protection is a legal document. Neither parents nor staff can alter it. Before we can add a person named on an Order of Protection to our release list…
  1. It must have expired
  2. We must have legal written notification from Family Court.

Persons named in Orders of Protection are not permitted upon Early Head Start/Head Start premises.

Holidays and Celebrations

Holidays and celebrations will not exclude any families enrolled in our Head Start. Individual differences are respected. Our program is not allowed to ask families to spend money to participate. All activities, including birthdays and step up activities, will support the philosophy of good nutrition and all food served must be prepared in the program’s kitchen. Celebrations will be developmentally appropriate, conducted in a safe and familiar environment and will be respectful toward the diversity among families.

1. Emphasis will be placed on the changing of seasons rather than the holiday that occurs in that season.
2. All activities are planned mindful of their impact on people of various religions and cultures. The holidays are observed differently by different peoples. Parents are invited to share their family traditions with the children. The message to children is some families have the same traditions as your family. Some do not. Both are okay. In diverse groups there is a recognition of children who do not observe the “traditional” holidays. What are their family traditions? How can they be shared in the room.
3. Principles of early childhood education are not abandoned because of holidays. Routines remain fairly consistent. Conversations, ideas and activities will be child initiated. Art activities emphasize the process over the product. Remember to use literature to enhance the learning experiences.
4. Birthdays are celebrated so that the child can understand that he or she was born on a particular day and on that day their age changes. Realizing that differences in religious beliefs, financial constraints and nutrition also impacts on birthdays. Recognition of children’s birthdays in the classroom is limited to acknowledgment of the day and opportunities to make the child feel special that day.
5. Step-up Day Celebration will follow all the above procedures. Our 10-month classrooms will hold Step-Up in June at the end of their program year. Our 12-month program will hold Step-Up in August at the end of their program year.
## December 2019

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<td><strong>COR Round 2 Begins</strong></td>
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<td><strong>Head Start Staff Mandatory Training Day</strong></td>
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<td><strong>Winter Holiday—All Centers Closed for Break</strong></td>
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**Winter Holiday**

All Centers Closed for Break
Adult Conduct Policy & Procedure

Policy: Our goal is to keep children safe and role model appropriate behavior for children at all times. Adult behavior directly influences the children in the Early Head Start/Head Start setting. It is necessary that all adults maintain self-control and act appropriately and in a manner which promotes respect towards children, parents, and staff. Loud voices, foul language, negative comments, uncontrolled public anger and/or any physical contact by any adult is unacceptable and will not be tolerated. Being under the influences of any controlled substance or alcohol is prohibited at Early Head Start/Head Start events, buildings and property. Carrying of weapons, guns, knives, etc. by any non-police personnel is prohibited.

Procedure: In the event of loud voices or a disturbance in the building, staff will attempt to move the parties to an area away from the children and de-escalate the problem. Police will be called for assistance as necessary as per internal procedure.

- Anyone acting in a fashion which does not promote a healthy learning atmosphere will be required to leave the center.
- Verbal or physical threats of violence or in instances when the police are involved will result in an interruption of services for your child until a meeting is held with the appropriate manager and the issue has been resolved. In extreme cases your child’s placement will be at risk. The Site Manager or other Manager when appropriate will notify the parent on the same day whenever possible, that they will need to meet prior to their return to the center.

Cell Phones

Our priority is the safety and education of all our children. There is no cell phone use in our Head Start/Early Head Start buildings. Signs are posted on the center doors. Cell phones may not be in use for texting, conversations, or online matters, by staff or families in the classrooms and hallways while supervising, dropping off, or picking up children. The opportunity to talk with your child and their teachers is an important element in our partnership.

Smoke Free Environment

Policy: In order to establish a Smoke Free Environment for our children and staff, there is no smoking in any building or on the property used by the Program.

Procedures:

- There is no smoking permitted by staff/visitors in any area that is used for the Early Head Start/Head Start Program. This includes classrooms, staff offices, kitchen, restrooms, parent and staff meeting rooms (used in the evenings as well as during the day), hallways, outdoor play areas, and vehicles used for transporting children regardless of the presence or absence of children.
- Smoking is also prohibited during group socialization activities (which include field trips, neighborhood walks, or other outdoor group activities).
- Staff or visitors who need to smoke can do so OUTSIDE, and off program property. It is expected that cigarette butts will be disposed of in a manner that will prevent children from accessing them.

There will be NO SMOKING signs posted in each Early Head Start/Head Start program.
# January 2020

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<td><strong>Early Head Start</strong>&lt;br&gt;Case Conf 3:15pm</td>
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Behavior Policy

The Program’s primary concern is the health and safety of our children. Behaviors that are self-injurious or injurious to others will necessitate intervention. The Head Start curriculum is designed to support children in learning how to identify and communicate about their emotions to keep themselves and others safe. Teachers model positive behavioral supports and language throughout the day, providing children examples of how to regulate their behavior in a classroom. We teach a social emotion curriculum, that provides a “solution kit” for children. The goal is for children to express their feelings verbally rather than in more physical ways as they grow and develop their language and cognitive skills.

In the event, that a child’s behavior harms or is likely to result in harm to the himself/herself, others or property, or seriously impedes learning and group interaction, the child may be separated briefly from the group, in the classroom, but only for as long as is necessary for the child to regain enough self-control to rejoin the group.

- The child must be placed in an area where he or she is in the view of, and can be supervised and supported by, a teacher or the center director. Interaction between staff member and the child must take place immediately following the separation to guide the child toward appropriate group behavior.
- The parent/guardian will be notified the same day and an incident report will be documented. If injurious behavior continues the child will be separated again, and a parent teacher conference will be scheduled to discuss the situation and develop a plan to address the behavior. Staff will provide resources for the Parent/Guardian to assist in obtaining relevant services that will support the child and family.
- The Education Specialist will be kept informed and will consult with the Mental Health Consultant who will assist the parents and teachers in creating a more specific support plan to address the problematic behavior at home and school., with a check in after two weeks, to assess next steps.

Head Start Performance Standards severely limit suspension of children and prohibit expulsion of children from Head Start programs. In the event that the Head Start team and Parents/Guardian feel that the Head Start program is not the appropriate environment for a child after all prescribed interventions, Head Start staff will work with the child’s family to facilitate transition to a more appropriate pre school setting.

Child Abuse and Neglect

Ulster County Community Action Early Head Start/Head Start is required by New York State Law to report any suspected child abuse or neglect. We are concerned about children and their families. If a report has to be made we will support you through the process and work with you to deal with any related problems. All reports are made in strict confidence. Staff have been trained to be Mandated Reporters as a requirement of the program.

Hand Washing

It is required that staff, volunteers, parents/guardians and children wash their hands with soap and running water on arrival, before and after meals, when coming in from outside and when toileting.

Please follow the directions below:
1. Turn on water to a comfortable temperature. Check to be sure a paper towel is available.
2. Moisten hands with water and apply heavy lather of liquid soap.
3. Wash well under running water for approximately for 15 seconds.
4. Pay particular attention to areas between fingers, around nail beds, under fingernails and back of hands.
5. Rinse well under running water for 30 seconds. Hold hands so that direction of water flow is from wrist to fingertips.
6. Dry hands with paper towel.
7. Use paper towel to turn off faucet; then discard towel.
## February 2020

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- **February 2020**
- **President’s Day**
  - All 10-month Closed
  - 12-month Staff Day
  - no children
- **Head Start Staff Mandatory Training Day**
  - All HS-10 month & CLC Class 6 no children
  - EHS In Session
- **POLICY COUNCIL**
  - 10:30am-12:15pm
  - CLC in Kingston
- **Plattekill Center**
  - ONLY Closed
  - All others in session
- **COR Round 2 Ends**
Parent/Family Engagement

Parents/guardians often enjoy Early Head Start/Head Start as much as their children do. Children love to see their parents involved in the program. Families have a major influence on their child’s achievement in school and through life. When we work together to support learning, children tend to do better in school and like school more. Children of involved parents have better social skills, show improved behavior and adapt well to school. Early Head Start/Head Start invite you to be our partner in your child’s learning and readiness for school. Here’s how to get involved!

▸ volunteering in the classroom
▸ taking part in the center parent committee
▸ working with your children on home activities
▸ being a Policy Council Representative or Advisory Committee member

Children benefit most from Early Head Start/Head Start when their parents/guardians are involved in the program.

School Readiness

◊ Head Start/Early Head Start has established School Readiness Goals for all children who attend our program.
◊ Our Readiness Goals are guided by the Head Start Child Development and Early Learning Framework and by the NYS Prekindergarten Foundation for the Common Core, which set forth early learning expectations for all children.
◊ There are six developmental domains that indicate skills that children should develop in order to be successful learners. Young children are active learners and learning takes place through purposeful play.
◊ Our program provides meaningful and appropriate learning experiences for young children and we actively engage parents and families as our partners in their child’s learning.
# March 2020

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**Nutrition**

- Your child will be served breakfast and lunch at Early Head Start/Head Start when attending a full day program. The menus are planned and approved by a registered dietician.
- All meals are served family style in a relaxed atmosphere. Children are encouraged to serve themselves, try a variety of foods, set the table, and clear their place after meals.
- The nutrition program includes quality meals with protein, carbohydrates, a variety of fresh fruits and vegetables, and plenty of milk.
- The menus are sent home for parents to read. If you have questions or suggestions, please speak with your Center Director or Family Worker.
- If your child requires a special diet or is allergic to certain foods, please notify the Family Worker who will help you complete the appropriate paperwork.
- Cakes, cookies, candy, ice cream, and soda are not served at the centers. They cannot be served at activities/meetings held at the centers.
- Health Department regulations prevent us from serving any foods prepared at home.
- Preventing obesity is a program priority. To support healthy development we encourage families to eat a diet low in sugar, fat and salt and high in fruits and veggies.

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**Toileting & Diapering**

The responsibility for any activities involved in the toileting and diapering of any children will be the direct responsibility of Early Head Start staff or the child’s parent/guardian only.

1. Diapers are changed in a designated area used only for diapering.
2. In the Early Head Start program, staff will provide parents with guidance as to where they can diaper, find disposable paper to protect the diapering surface, a place to throw away the diaper, paper and materials needed to properly clean the diapering surface.
3. The directions posted in all diapering areas must be followed regardless if it is a staff or family member changing the child.
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<td>CLC 10-month, Rondout, Saugerties &amp; Plattekill Closed</td>
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**Spring Holiday—All 10-month Closed for Break**

**12-month CLC EHS & HS Class 6 in session**

************Week of the Young Child************
Health

- The health program includes services and education for the physical, mental, and dental health of Early Head Start/Head Start children and families.
- All children enrolled in Early Head Start/Head Start are required to have a complete physical, up-to-date immunizations, and a dental exam before entering the classroom, and keep up to date on scheduling, attending, and handing in documentation for Well Baby exams as per N.Y.S. EPDST (Early Periodic Diagnosis Screening and Treatment schedule).
- When you visit your doctor let them know your child is attending Head Start and they need to fill out the Head Start physical form.
- Your child will receive health screenings for vision, hearing and height and weight within 45 days of admission. These screenings help identify needs a child might have and give guidance for follow up care.
- You will be asked to sign consent forms for screenings.
- Having complete immunizations are necessary for your child. For information about free clinics call:
  - Kingston 340-3070
  - Ellenville 210-8111
- If your child must take medication during school hours please contact the Health Specialist or your Family Worker. The Family Worker will explain the necessary procedure to you.
- You and your family will be introduced to wellness care including exercise, nutrition, and choices for a healthy lifestyle during the year. Workshops will be offered to Parent Groups.

Dental

- Dental health is an important part of the education program. Regular visits to the dentist are important and can save teeth.
- All Early Head Start/Head Start children must see a dentist within 90 days of admission.
- You must return the filled out dental form to the center within 90 days of your child's admission to the program.
  - If you need help finding a dentist please contact your Family Worker or the Health Services Specialist.
  - The children are provided with their own toothbrush to use after breakfast or lunch and are taught proper tooth brushing techniques as part of the daily routine.
# May 2020

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<td>Plattekill Center only Staff Day/no children</td>
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Policy and Procedure for Parent Concerns

**Policy:** Parents are provided an opportunity to voice grievances.

**Procedure:**

1. If a parent has a concern regarding the services they or their child have received, the first step would be to discuss this concern with the involved center level staff.

2. If a parent feels the issue has not been satisfactorily addressed, or if the parent is uncomfortable discussing the concern with center level staff, it should be addressed in the following order: Staff Member’s Supervisor, Specialist, Assistant Program Director and then to the Program Director.

3. Parents will be encouraged to attempt to work things out at the center level before bringing issues to administration.

4. Once an issue is brought to the attention of the Specialist, parents should receive a written response to their concern within 10 working days.

5. If a parent feels the issue has not been satisfactorily addressed, the parent may next bring the issue to the attention of Policy Council through their center representative or by direct representation at the next available meeting of Policy Council.

6. The Policy Council will review the matter and receive input from the Director in terms of how the matter has been addressed. They will make additional suggestions or recommendations or determine that the problem has been addressed to the fullest extent possible. The results of their determination will be provided to the parent in writing within five working days of their meeting.

7. If the parent feels the issue has not been satisfactorily addressed, the parent may then bring the issue to the Executive Director of Ulster County Community Action within five working days of receiving the Policy Council’s response.

8. If the parent is not satisfied with the Executive Director’s response, the parent must submit a written request for a hearing before the U.C.C.A.C., Inc. Board of Directors within five working days of receiving the Executive Director’s response. The final decision of the Board shall be determined by a majority vote with a quorum present. The Board’s decision must be conveyed in writing within two days following the conclusion of the meeting in which the matter was discussed.
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Education/Disabilities

We include, wherever possible, children with special needs. We believe that children with and without special needs should be together in the same program. This fosters understanding of individual differences for all children.

If needed we will help you with the process to get an evaluation through Early Intervention Services or your local school district’s Special Education Program.

Service providers who specialize in speech, physical and occupational therapy are welcomed into your child’s classroom to work with your child to meet their individual goals.

Curriculum

We engage. We play. We encourage!

Head Start follows a High Scope Curriculum Approach

Question: What is the HighScope educational approach?

Answer: HighScope is an “active participatory learning” approach to educating children. HighScope approach is now used in tens of thousands of half- and full-day preschools, nursery schools, Head Start programs, prekindergarten programs, child care centers, home-based child care programs, and programs for children with special needs in the United States and around the world. Children and families from many racial, national, religious, and financial backgrounds participate in HighScope programs.

Question: What is HighScope’s viewpoint about education?

Answer: Children’s interests and choices are at the heart of HighScope programs.

This approach to education is called “child-initiated learning.” We provide children with a wide variety of materials (books, toys, art supplies, equipment, and household objects) and plan experiences that build on their interests and expand their learning. We also encourage their early development by observing, supporting, and extending what they do. We call this “intentional teaching.”

Learn more about High Scope at https://highscope.org/curriculum

We also use I am moving I am learning curriculum

IM/IL is an approach that reinforces the importance of the mind-body connection and the relationship between physical fitness and early learning.

It also provides strategies and resources for infusing quality physical movement and healthy nutrition choices within their familiar curriculum approaches and daily classroom routines.

Curriculum (cont’d)

Our Social Emotion curriculum resource is from The Center on the Social and Emotional Foundations for Early Learning (CSEFEL). It is focused on promoting the social emotional development and school readiness of young children birth to age 5. It is connected to Positive Behavior Interventions and Supports (PBIS), which is used in many of our local school district. The link between families and positive behavioral interventions and supports is an important one. When families are meaningfully involved in educational activities their children do better in schools. We believe families play an important part in their child’s education and social development. More info at: http://csefel.vanderbilt.edu/resources/family.html

Education/Disabilities

- In Early Head Start & Head Start we include, wherever possible, children with special needs. We believe that children with and without special needs should be together in the same program. This fosters understanding of individual differences for all children.
- If needed we will help you with the process to get an evaluation through Early Intervention Services or your local school district’s Special Education Program.
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**Behavioral Health & Social/Emotional Well-Being**

- Being mentally healthy means getting the most out of life. This requires lifelong learning, appropriate social behavior, good physical health, and the ability to cope with all of life's circumstances, the highs and lows, and the joys and the sorrows.
- The overall goal of Early Head Start/Head Start is to help children and families effectively deal with both their present environment and later responsibilities in school, work, and life. One way we help children and families access comprehensive services is through our partnership with Astor Services. Another way is for family workers to refer families to other community resources. Services in Early Head Start/Head Start are briefly described below:
  - All Early Head Start/Head Start children will participate in classroom activities to enhance self-esteem, self-help, self-control and self-expression. Counseling for children and families can be made through a referral to an outside mental health provider. Family workers will assist families with the referral process. Our Consultant will be at each center on a rotating basis. A schedule will be posted. We welcome parents who may want to discuss concerns about their child or family matters.
  - Parent workshops will be offered at each center. We will plan parent workshops based on your interests and areas of concern. Previous topics have included child development, stress management, discipline and family relationships.

**Family Services**

Your Family Worker, along with the education staff, is your partner in preparing your child for school. They will support you in accessing all of the services available in Early Head Start/Head Start and in the community. Information and assistance is available in the following areas:

- Parent workshops/support groups
- Behavioral health
- Community resources
- Referrals for services outside Early Head Start/Head Start
- Nutrition, health, and safety issues
- G.E.D. information or tutoring

In partnership, you will create goals, and they will offer support and information/referrals that may assist you.

**Recruitment and Enrollment**

We are federally funded to serve income eligible families with established risk factors. Word-of-mouth is our best advertisement. Early Head Start/Head Start accepts applications throughout the year. Waitlist interviews are conducted by Family Workers to determine a family’s eligibility for the program. Families are placed on the waiting list by income and are given point scores from determined risk factors. We are not a first-come-first-serve program. When a slot becomes available, families on the wait-list will be contacted and there is a process of registration required for every family. Early Head Start requires a ten day Transition Plan. Early Head Start families do not automatically qualify for Head Start. A new application, waitlist and income verification is needed.
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*Begin Programming*
Early Head Start/Head Start Advisory Committee’s

The Early Head Start/Head Start Advisory Committee’s advise the program and Policy Council on educational, health, and issues concerning families. There are two Early Head Start/Head Start Advisory Committees:

- **Education Advisory Committee** - meets three times per year. The committee’s focus is school readiness, children with disabilities, mental health, child development and classroom and home activities.
- **Health & Family Services Advisory Committee** - meets four times per year. The committee’s focus is the physical, mental, and dental health as well as issues concerning families.

All committees are made up of parents/guardians, staff members, health, education, and human services professionals.

If you would like to be on any of these committees, please let your family worker know.

Parent Committee

- Your Parent Committee will meet at least once a month with staff to plan and conduct activities for parents and children.
- At the beginning of the school year, the parents/guardians, with the help of the family worker will decide the best time to have their meetings. The committee will elect a President, Vice-President, Secretary, Treasurer and one Policy Council Representative and alternate per classroom for the school year.
- If you have a special interest or area you would like to learn more about, please let us know. In the past we have had workshops on discipline, child development, first aid kits, lead poisoning, child safety at home, and nutrition.

Policy Council

Policy Council is an excellent way to be involved in Early Head Start/Head Start as a decision maker. Each Head Start center elects one parent per class, with one alternate, to serve on the Policy Council for one year. The representative attends meetings once a month in Kingston. Transportation and child care are provided at each meeting along with reimbursement for parents who drive or pay for childcare.

LEARN HOW TO:

- Run a meeting
- Do a budget
- Assist in hiring
- Vote on Early Head Start/Head Start policies
- Make Early Head Start/Head Start a better place for children and families
- Assist in evaluating the program

Parents/guardians do not need prior experience. We will provide training.

In-Kind

- Each program year we are required to meet an “In Kind” budget.
- "In Kind" is a credit Early Head Start/Head Start receives from parents/individuals volunteering their time, services or goods to the program.
- There is a dollar-value assigned to each hour of time and to each type of service provided to Early Head Start/Head Start.
- Each time that you participate in Early Head Start/Head Start by volunteering, for example, in the classroom, in the kitchen, parent meetings, welcoming home visits, engaging in weekly school readiness home activities with your child, you generate “In-Kind” money for the program.

Remember to sign and return “In-kind” forms. If staff forgets, please remind them!
September 2020

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*Labor Day Holiday
All Centers & Admin Closed*
Program Options

U.C.C.A.C., Inc. Early Head Start/Head Start offers 3 center-based program options (the Program does NOT provide transportation):

- **10-Month Center-Based**
  - traditional preschool classroom experience operating five days a week from September-June (hours vary, based on center).

- **12-Month Center Based**
  - traditional 6.25 hour preschool experience, five days a week, September-August for families meeting certain work and/or school requirements.

- **Early Head Start Center-Based**—serves children 6-weeks to 3-years old at the Children’s Learning Center in Kingston operating five days a week September-August with a 6.25 hour day.

Parents are encouraged to volunteer in the classroom, participate in home activities, assist with field trips and attend Parent Committee meetings and workshops. Parents are elected to serve on Policy Council by the Parent Committee.
**ADMINISTRATION**
Ulster County Community Action Committee Inc. Head Start & Early Head Start
70 Lindsley Ave.
Kingston, New York 12401
Hours of Operation: 8:30 a.m. - 4:30 p.m.
845-338-8750   Fax # 845-338-7502
www.UCCAC.org

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<tr>
<td><strong>At Lindsley Ave. Offices — 338-8750</strong></td>
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<tr>
<td>UCCAC, Inc. Executive Director</td>
<td>Greg Howard Ext. 102</td>
</tr>
<tr>
<td>UCCAC, Inc. Human Resources Manager/Deputy Direct.</td>
<td>Pamela Wilson Ext. 101</td>
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<td>Early Head Start &amp; Head Start Program Director</td>
<td>Pamela Wenner Ext. 103 (at CLC ext 203)</td>
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<tr>
<td>UCCAC, Inc. Receptionist</td>
<td>Diane Crispino Ext. 100</td>
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<tr>
<td>EHS/HS Administrative Assistant/CLC Receptionist</td>
<td>Annmarie Fitzgerald Ext. 111 (at CLC ext 200)</td>
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<td>EHS/HS Fiscal Assistant</td>
<td>Patricia Hughes Ext. 115</td>
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| **Office In Children’s Learning Center – Phone 339-3836, Fax 339-3567:** |
| Early Head Start & Head Start Assistant Program Director | Michele Conklin Ext. 202 |
| Early Head Start Education Spec. & Program Disabilities Specialist | Jennifer Hammond Ext. 232 |
| Head Start Education Services Specialist | Beckey Walter Ext. 212 |
| Family & Community Partnership Specialist | Michelle Iannotta Ext. 209 |
| Health Services Specialist | Vacant Ext. 208 |
| Behavioral Health Consultant | Sandra Essington Ext. 214 |
| Support Coach | Maryann Bresciani Ext. 213 |
| CLC Program Support (volunteer) | DeLynn Gilboa Ext. 201 |

| **Head Start & Early Head Start Center Site Managers:** |
| Children’s Learning Center EHS/HS Center Manager | Laura Meara 339-3836 ext. 233 |
| Ellenville Head Start Center Director | Leila Santana 647-4494 ext. 270 |
| Plattekill Head Start Site Manager | Christina Jennings 564-3262 ext. 260 |
| Rondout Head Start Site Manager | Kathy McCaffrey 338-9022 ext. 250 |
| Saugerties Head Start Site Manager | Tiffany Lane 246-9133 ext. 240 |
Other Community Action Departments/Programs

**Ulster & Sullivan Counties Outreach Program**
Suzy Hinchey – Ulster & Sullivan Outreach Program Director - Shinchey@uccac.com ……845-338-8750 x105

Brian Meade—Sullivan County Asst. Program Director - BMeade@uccac.com ………………………………………………………………845-794-4228
Manny Coddington—Kingston Outreach Svc. Site Diector - MCoddington@uccac.com ………………………………………………………845-338-8750 x110
Jan Cross – Highland Outreach Svc. Site Director – JCross@uccac.com ………………………………………………………………………845-691-8722 ext. 300
Rosemarie Melendez – Ellenville Outreach Svc. Site Director – Rmelendez@uccac.com …………………………………………………………845-647-6061 ext. 310

**Weatherization**
Mark Beaumont – Program Director - MBeaumont@uccac.com ……………………………………………………………………………………845-338-8750 x104
Lori Petramale Ozores – Office Manager - LOzores@uccac.com ………………………………………………………………………………………………845-338-8750 x112
Scott Saso – Auditor – SSaso@uccac.com ……………………………………………………………………………………………………………………………845-338-8750 x116
Scott Simone – Home Weatherization Laborer
Harry Block – Crew Foreman

**Empower Program**
Carole Furman – Program Director – Cfurman@uccac.com 845-338-8750 ext. 106
UCCAC Services

Weatherization Assistance Program (HCR) / EmPower (NYSERDA): Weatherization/EmPower is a residential energy efficiency program that reduces energy use. Homeowners and renters may be eligible to receive free services on their home to make it safer, more comfortable and energy efficient.

Head Start/Early Head Start: Head Start and Early Head Start offers child and family development services to at risk children 6 weeks to 5 years old and their families. UCCAC has 5 locations throughout Ulster County they are in Kingston, Plattekill, Ellenville, and Saugerties.

Outreach Services: Three (3) Outreach Offices located in Kingston, Highland and Ellenville are here to serve those needing assistance with the following items and mass food and farm stand distributions as posted.

Emergency Food: A family may use this service once every 30 days. They receive canned goods and frozen meat (3 meals for 3 days).

Transportation: Highland office offers a voucher for bus transportation and the Ellenville refers for medical transportation.

Utility Assistance: This service is provided through the HEAP benefits at all 3 Outreach locations and when HEAP is unavailable we will assist if the family has a final termination notice to prevent shut off (this is based on if we have Outreach Funds).

Dress for Success: This service is provided on a referral basis by partnering with Dutchess County Community Action.

Health Insurance: All 3 Outreach locations have a Health Rep. to help clients get health insurance.

Housing Assistance: All 3 Outreach locations will assist with either first month’s rent or back rent when funds are available.

VITA Tax Services: Kingston location has AARP prepare free tax returns during the season on Thursdays.

HEAP: All 3 Outreach locations provide HEAP assistance Monday – Friday during the Heap heating season.

Thrift Store: All 3 Outreach locations have a free clothing closet.

Employment Assistance: This service is a referral to One Stop Workforce.

Immigration Assistance: Presently this is a referral to Catholic Charities.
FOR INFORMATION ABOUT ALL OF OUR UCCAC PROGRAMS, VISIT OUR WEBSITE AT
WWW.UCCAC.ORG OR OUR UCCAC FACEBOOK PAGE