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# Head Start & Early Head Start Parent Handbook & Calendar Program Year 2016-17



*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.

## **Program Options**

U.C.C.A.C., Inc. Early Head Start/Head Start offers 3 center-based program options:

- **10-Month Center-Based**
  - traditional 5 hour preschool classroom experience operating five days a week from September - June. Limited transportation may be available. (The Kingston Rondout Center has a 6 hour day)
- **12-Month Center Based**
  - traditional 6 hour preschool experience, 5 days a week, September – August for families meeting certain work or school requirements. No transportation available.
- **Early Head Start Center-Based**– serves children 6 weeks – 3 years at the Children's Learning Center in Kingston operating September – August with a six hour day. No transportation available.

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.

# August 2016

## Aug 24th

- HS Education Staff—High Scope Training 9am-12am
- Family Svcs Training—PROMIS 9am-12pm
- Food Svcs Staff—Family Style Meals 9am-12pm
- All Staff Health Training—1-3pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 <i>Room 9 Enrollment</i>	3 <i>Room 9 Enrollment Day</i>	4	5 <b>12-Month Last Day of School</b>  <b>12-Month Head Start Step Up Day</b>	6
7	8	9	10	11	12	13
<b>*****Kingston CLC—Center Shutdown— All Week*****</b>						
14	15 <b>EHS/HS 12-Month Staff Returns to Center</b>  EHS Staff Appraisals by appt.	16 EHS Training 9-1  <b>New Staff Orientation 2:00-4:00</b>	17 EHS Training 9-1  <b>10-Month Staff Returns to Centers</b>	18 <b>Welcome Back In Service All Staff 9am-4pm</b>	19 First Aid/CPR Training CLC 9am-4pm	20
21	22 EHS Staff Day HS Training 9-12 Pyramid Model Module 1/Part 2 HS ECERS 1:30-2:30 EHS/HS Family Style 3-4:00	23 EHS Annual Appraisals by Appt.  H.S Staff All day Pyramid Training, Module 2	24 <u>Trainings Today CLC</u> Education EHS/HS 9-12 Family Svcs 9-12 Food Svcs 9-12 Health 1-3pm	25 <b>EHS Parent Orientation 10am—12pm</b> HS ASQ intro 8:45-10am	26 EHS Training 9-12 Family Svcs Training 9-3:30	27
28 <i>Appts @ 9,10,11,12,1,2,3 Schedule of families TBA</i>	29	30	31	<b>***Head Start Home Visits***</b>		
<b>10 mo. Enrollment Appointments</b> <b>12-Month First Week - 1/2 Days All Week: / Home Visits in PM</b>						

# Attendance

**Policy:** Regular on time attendance is necessary for your child and program success.

If your child is not attending school on a given day, you must call your center no later than 7:00 a.m. and leave a message for the bus driver on the answering machine.

## **Procedure:**

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. Please contact the center as soon as possible. If the center has not been contacted by 3rd day of absence, your Family Worker will call you or come to your home.
  2. 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.
  3. If staff still can't reach you, a letter will be sent from either the center or the administrative office.
  4. If there is no response to the letter within a 2 week period, your child will be dropped from the program.
  5. Following an absence, the bus driver will not be required to stop/wait for your child unless the bus driver has been notified by parent/guardian that the child is returning to school.

# 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
- ⇒ 96.1 Kiss FM
- ⇒ 107.3 / 99.3 WRWD
- ⇒ 92.1 Lite FM



School Districts -  
 KCSD—Kingston  
 ECSD—Ellenville  
 SCSD—Saugerties  
 WCSD—Wallkill

# September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p><b>EHS &amp; HS 12-month all students/all day Sept 6th-9th</b>  <b>HS 10-Month -No Transportation—first week of school</b></p> </div>				1 MAT TRAINING	2	3
				<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p><b>10 mo. Enrollment Appointments</b>  <b>12-Month First Week - 1/2 Days All Week:/Home Visits in PM</b></p> </div>		
4	<b>5 Labor Day</b>  Admin & All Centers Closed	<b>6 Kingston 10-month</b> Staggered Entrance— 1/2 class, 1/2 day	<b>7 Kingston 10-month,</b> <b>Ellenville, Saugerties,</b> <b>Plattekill</b> Staggered Entrance— 1/2 class, 1/2 day	<b>8 Ellenville,</b> <b>Saugerties, Plattekill</b> Staggered Entrance— 1/2 class, 1/2 day <b>Kingston 10-month</b> all students/all day	<b>9 All Centers</b> All Students/ All day	10
11	12	13	14  <i>HS CLC Educ Staff</i> <i>mtg 2:45-3:30</i>	15  <i>Ellenville Educ Staff</i> <i>mtg 2:30-3:30</i>	16	17
18	19	20	21	22	23	24
25	26	27 <i>12m 30th day</i>	28 <i>HS CLC Educ Staff-</i> <i>mtg 2:45-3:30</i>	29 <i>Ellenville Educ Staff</i> <i>mtg 2:30-3:30</i>	30	

# Arrival and Release of Children

- Children who are transported by the bus must be brought to and picked up from the bus by the parent/guardian or designated adult. Parents/guardians are expected to walk children by the hand to the bus.
- Parents/guardians who transport their own children 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 teacher 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.
- Early Head Start/Head Start is a federally funded educational program—not just 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.
- We cannot accept early arrivals and/or late pick-ups due to insurance reasons.
- In the event that a child is not picked up from the program the appropriate authorities would be contacted.



# Transportation

Head Start is not mandated to provide transportation, however, it is available on a limited basis. Transportation is **not** available for Early Head Start, Saugerties or Rondout Head Start Centers and is limited at our other centers. Transportation regulations are as follows:

## For Children Who Ride the Bus:

- ◆ Buses must have a bus monitor at all times while transporting children. Parents/guardians are expected to share the responsibility of being a bus monitor, if the need arises, at their child’s center.
- ◆ Bus drivers cannot wait. Parents/guardians must have their child ready at the expected time of bus arrival.
- ◆ Each parent/guardian will walk his/her child by the hand to the bus. The bus monitor will buckle the child in the seat.
- ◆ A parent/guardian or designated adult must meet the bus in the afternoon. If a parent/guardian is not home, the child will be returned to the center. Every effort will be made to contact the parent/guardian and individuals listed on the Blue Emergency Card and Release Authorization.

## 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.



**Policy Council Open House**  
 All HS/EHS Parents Welcome  
 To attend in October and learn  
 about Shared Governance

# October 2016

**HS Inservice**  
**Pyramid Model Training**  
**HS 10 & 12-month Staff**  
**9am – 4pm**  
  
**EHS children— 1/2 Day**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <b>Rosh Hashanah</b> Kingston 10-month & Ellenville Closed Saugerties & Plattekill In-Session	4	5	6	7	8
9	10 <b>Columbus Day</b> Admin closed 10-month closed 12-month staff training day-all day	11	12 <b>Yom Kippur</b> 10-month Closed 12-Month In Session/ 45th day	13	14 <b>Lending Library Launch Event</b> 9:15 - 11:45am	15
16	17	18	19 <b>Policy Council</b> <b>10:30am-12:30pm</b> <i>Family Worker Meeting</i>	20	21 <b>HS Staff Inservice</b> <b>10 &amp; 12 month HS</b> <b>no children</b> <b>EHS children—1/2 day</b> <b>1:15-4:00 Training</b>	22
23	24	25	26 <b>HFSA Mtg.</b> <b>12:30pm</b> Ellenville No Children Staff Day to work on COR	27 <b>Educational Advisory Committee Meeting</b> <b>2-3:30</b>	28	29
30	31					

## 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
- ▶ volunteering to bus monitor
- ▶ 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.

## Education/Disabilities

- ◆ The Early Head Start/Head Start classrooms are staffed with qualified teachers and aides who are dedicated to providing the children in their care with *Key Experiences* that are developmentally appropriate for young children.
- ◆ Classrooms are thoughtfully designed and daily routines are followed to help children feel safe and secure. Staff build trusting and positive relationships with children to promote a love of learning and develop readiness skills for future success.
- ◆ Teachers plan lessons to meet group and individual needs of children in their care and support them in reaching appropriate developmental milestones.
- ◆ Teachers observe and record what children are doing and learning using the COR, which is part of our High Scope Curriculum. Additionally, each child is developmentally screened using Ages and Stages (EHS) or Dial 4 (HS). Parents and teachers meet three times during the program year and discuss the areas in which a child is doing well and areas to strengthen. Classroom and home experiences support children in reaching their school readiness goals.
- ◆ 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.
- ◆ 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.



**Election Day—Nov 8th**  
**UCCAC Admin Office Closed**  
**HS Staff Day to work on**  
**COR Centers**

**12-Month In-Session**

# November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 <i>COR DUE</i>	3 <i>Emergency Evacuation Drill Kingston &amp; Ellenville Dismissal 15 minutes early</i>	4	5
6	7	8 <b>Election Day</b> Kingston, Plattekill & Saugerties No Children Staff Day to work on COR Ellenville & 12 Month In Session	9 <i>Family Reviews 10-month closed 12-month 1/2 day</i>	10 <i>Family Reviews 10-month closed 12-month 1/2 day</i>	11 <b>Veterans' Day</b> Admin closed 10-month closed 12-month staff training day	12
13	14	15	16 <b>Policy Council 10:30am-12:15pm</b>	17	18	19
20	21	22	23 <b>Kingston 10 &amp; 12-month &amp; Saug Closed Ellenville in session 1/2 Day Plattekill Staff Day no children</b>	24 <b>Thanksgiving Holiday</b> Admin Closed—All Centers Closed	25	26
27	28	29	30			

## 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.

## 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!**

## 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.

# December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 <b>Policy Council</b> <b>10:30am-12:15pm</b> <i>1:15 Family Worker</i>	15	16 <b>HS Staff Inservice</b> <b>10 -month HS</b> <b>no children</b> <b>12-Month In Session</b>	17
18	19	20	21	22	23 Plattekill Closed <i>Winter Break</i>	24
25	26	27	28	29	30	31
<div style="border: 2px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>Winter Break</b> Admin Closed—All Centers Closed</p> </div>						

## Family Services

The Family Worker will work with you to ensure that you are aware of all the services available to you in Early Head Start/Head Start and in the community.

Information and assistance are available in the following areas:

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

The Family Worker will work with you on setting family goals, and offer support and information/referrals that may assist you.

## 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.

## Behavior Policy

**Policy:** The primary concern is the health and safety of our children. Behaviors that are self-injurious or injurious to others will necessitate intervention.

**Procedure:** Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously impedes learning and group interaction, the child may be separated briefly from the group, while remaining 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 staff member. Interaction between staff member and the child must take place immediately following the separation to guide the child toward appropriate group behavior. If injurious behavior continues the child will be separated again.

On the third occurrence, or if the behavior is exceedingly violent, the parent will be called and the child will leave for the remainder of the day.

- Early Head Start/Head Start staff will consult with the parents/guardian. Staff will complete an incident report. 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 support plan to address the problematic behavior at home and school.

The plan will be reevaluated after two weeks and modified as needed.

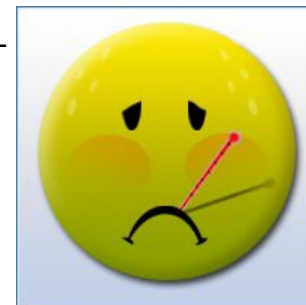
In extreme situations, the child may be required to stay home for up to three days while a plan is put in place. In the interim waiting period, the parent may be required to attend class to support the child, the school day may be shortened or the child may be kept home until evaluations are completed. Parents will be required to cooperate with recommended services. If further evaluations recommend that it would be in the best interest of the child to be placed in a different setting, we will follow those recommendations.

# January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <b>Winter Break</b> 10-month Closed 12-month Closed	3	4	5	6	7
8	9	10	11 <b>Policy Council</b> 10:30am-12:15pm	12	13	14
15	16 <b>Martin Luther King Day</b> Admin/10-month Closed 12-month No Children EHS Training Day All Day	17	18	19	20 <b>10-month Staff day</b> <b>no children</b> <b>Prof Dev. Comp. based</b>  <b>12-month In Session</b>	21
22	23	24	25 <b>HFSA Mtg.</b> 12:30pm	26	27	28
29	30	31				

# Sick 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.



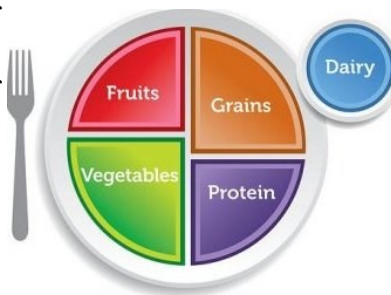
- ⇒ When Early Head Start/Head Start children are absent for three days without notifying Early Head Start/Head Start staff, the Family Worker will contact the family to determine the cause of that absence.
- ⇒ If children become ill while at the center...
  - A. The parent will be notified and asked to pick up the child.
  - B. The parent may authorize someone else to pick up the child.
  - C. If the parent is unavailable, the emergency contact will be notified.
  - D. If the illness is serious (high fever, convulsions, etc.) the Emergency Procedure Plan is followed.
- ⇒ 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.
- ⇒ The sick child will be given a quiet area to rest (in classroom, Center Manager's office, or Family Worker's office) with adult supervision, until the parent arrives or the child is picked up by an authorized adult.
- ⇒ 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.
- ⇒ A child with asthma who requires medication be administered via nebulizer treatment must receive this treatment at home.
  - ⇒ The length of time required for proper nebulizer treatment and the staffing requirement to administer proper treatment cannot be accommodated at the Head Start program. The child may return to program when asthma symptoms are under control and he/she can participate fully in Early Head Start/Head Start activities. The child may very well be able to use an inhaler and spacer if needed during the pre-school day.

# February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 <b>Policy Council 10:30am-12:15pm</b>	9	10	11
12	13	14	15	16	17	18
19	20 <b>Presidents' Day</b> Admin Closed 10-month Closed 12-month Staff Day no Children	21	22 <b>COR DUE</b>	23	24	25
26	27	28				

## 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.



## Addresses & 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 Early Head Start/Head Start updated on the family's current address 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.



## Hand Washing

It is required that staff, volunteers, parents/guardians and children wash their hands with soap and running water.

Adults:

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.



# March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>EHS/Head Start Begins Family Review Home Visits</i>	1	2	3	4
5	6	7	8 <b>Policy Council</b> <b>10:30am-12:15pm</b> <i>Family Worker Meeting</i>	9	10	11
12	13	14	15 <b>Education Advisory Committee Mtg,</b> <b>2-3:30</b>	16 Saugerties Staff Day no children	17	18
19	20	21	22	23	24	25
26	27	28	29 <b>HFSA Mtg.</b> <b>12:30pm</b>	30	31 <i>EHS/HS Ends Family Reviews/Home Visits</i>	

## 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/Saugerties 340-3070
  - \* Ellenville/New Paltz 647-2343
- \* 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.



# April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>Kingston School Dist. Make-up Days</u> 7 snow days or more used—4/10, 4/11, 4/12, 4/13  <u>Ellenville School Dist. Make-up Days</u> 4/12, 4/13, 4/10, 4/11, 4/14		<u>Wallkill School Dist Make-up Days</u> 4/17, 4/10, 4/11, 4/12, 4/13  <u>Saugerties School Dist Make-Up Days</u> 4/17, 4/10, 4/11, 4/12, 4/13				1
2	3	4	5	6	7	8
9	10	11	12	13	14 <b>Good Friday</b> Admin Closed 10-month Closed 12-month Closed	15
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>Spring Recess</b>            10-Month Closed      12-Month In Session         </div>						
16	17 Kingston 10-month, Saugerties & Plattekill Closed Ellenville In Session 12-month in session	18	19  <b>Policy Council</b> <b>10:30am-12:15pm</b>	20	21	22
23	24 <i>Music Monday event</i>	25 <i>Health Eating (Taco Tuesday ) event</i>  NAEYC Week of the Young Child	26 <i>Work Together Wednesday event</i>	27 <i>Artsy Thursday event</i>	28 <i>Family Friday event</i>	29
30	<u>Kingston City School Dist. Give Back Days</u> 0 snow days used—4/18, 4/19, 4/20, 5/25, 5/26, 5/30 1 snow day—4/18, 4/19, 4/20, 5/26, 5/30 2 snow days—4/18, 4/19, 5/26, 5/30 3 snow days—4/18, 5/26, 5/30		<u>Kingston cont'd</u> 4 snow days—5/26, 5/30 5 snow days—5/30      6 snow days—unchanged <u>Ellenville School Dist. Give Back Days</u> 4/17, 5/26, 5/30		<u>Wallkill School Dist Give Back Days</u> Unused emergency days (6) to be added to Memorial Day Weekend or Spring Recess TBD <u>Saugerties School Dist Give Back Days</u> 5/26, 5/25, 5/24, 5/23, 5/22	

# 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.



## Office of Children and Family Services

New York Parents' Connection at  
**(800) 345-KIDS.**

The Child Care Resource and Referral agency in your area is listed in the Yellow Pages under "child care."

If you have concerns about a child care provider, call the Child Care Complaint Line at  
**(800) 732-5207.**

To report child abuse and neglect call  
**(800) 342-3720.**

Learn more about the responsibilities and services available to you as an employer of an in-home caregiver by reading the Kieran's Law brochure available at [ocfs.ny.gov](http://ocfs.ny.gov) or  
**(800) 345-KIDS.**

This publication is available in Spanish  
**Pub #1115A (Rev. 7/2015)**

Pursuant to the Americans with Disabilities Act, the New York State Office of Children and Family Services will make this material available in an appropriate format upon request.

# May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 HS Staff Inservice 10 -month HS no children  12-Month In Session	6
7	8	9	10 Policy Council 10:30am-12:15pm Family Worker Meeting	11	12	13
14	15	16 Saugerties Staff Day no children	17	18	19 Kingston 10-month & Plattekill Staff Day no children  12-month in Session	20
21	22	23	24	25	26	27
28	29 <b>Memorial Day</b> Admin Closed All Centers Closed	30	31			

# 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 or at any time 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 bus or on the property used by the Early Head Start/Head Start 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.

**NOTE:** Outside the building shall be interpreted as being totally outside, not allowing smoke to enter the building through windows or doors and outside of the view of the children.

# June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1  Ellenville Staff Day no children	2 <b>COR DUE</b>	3
4	5	6	7  <b>HFSA Mtg. 12:30pm</b>	8  <b>Family Reviews 10-month closed 12-month 1/2 day</b>	9  <b>Family Reviews 10-month closed 12-month 1/2 day</b>	10
11	12 <i>class TBD Kingston Step up days</i>	13 <i>Ellenville Step up days Kingston Step up Plattekill Step up</i>	14 <i>Ellenville Step up days Kingston Step up days Saugerties Step up</i>	15 <i>Ellenville Step up days Kingston &amp; Roundout Plattekill Step up days</i>	16 <i>Ellenville Step up days Kingston Step up days</i>	17
18	19	20	21  <b>Policy Council 10:30am-12:15pm</b>	22  Kingston & Ellenville Last Day	23  Saugerties & Plattekill Last Day	24
25	26	27  <b>Staff Inservice 1 PM 12-month 1/2 day</b>	28  12-month 1/2 day	29  12-month 1/2 day	30  12-month 1/2 day	

## **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.

## **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. Wait list 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.

## **Mental Health**

- ◆ 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 Ulster County Mental Health Department. Another way is for family workers to refer families to other community resources. Mental health 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 Mental Health 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.
- ◆ Our Mental Health Newsletter will be sent home twice during the program year. 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.



# July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 12-month no children Possible make-up	4 <b>July 4th</b> <b>Admin &amp;</b> <b>12-Month Closed</b>	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## 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.

## 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.

## 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.414

# August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 12-Month Last Day of School	5
6	7	8	9	10	11	12
<b>Kingston CLC—Center Shutdown—All Week</b>						
13	14 12-month Staff Return to Center	15	16 10-month Staff Return	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Toileting & Diapering

**Policy:** 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.

**Procedure:**

1. Diapers are changed in a designated area used only for diapering.
2. To change a diaper:
  - A. Put a sheet of newsprint on the surface; gather all necessary supplies.
  - B. Lay child on the changing surface; always keep one hand on the child.
  - C. Remember that diapering time should be a time for friendly and relaxed communication.
  - D. Remove the diaper; fold it carefully inward and put it in a covered pail lined with a plastic bag.
  - E. Put clean diaper on child.
  - F. Remove newsprint and disinfect changing surface.
  - G. WASH HANDS – adult and child.
3. 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.
4. Keep all creams, lotions and cleansing items out of reach of children. Never give these to child to play with.

## Immunization Guidelines

**Required Immunizations:**

- ⇒ 4 DTaP (Diphtheria, Tetanus and acellular Pertussis)
- ⇒ 3 Polio (OPV, TOPV, IPV)
- ⇒ 1MMR: (Measles, Mumps and Rubella)
- ⇒ 3-4 HIB\* (Haemophilus influenzae Type b)
- ⇒ 3 Hepatitis B (\*If born after 12/31/93)
- ⇒ VZV (Varicella Zoster Virus Vaccine) is now required for admission. This vaccine is given in one dose at or after age one. (Children over age 13 should receive 2 doses at least 4 weeks apart).
- ⇒ Pneumococcal Conjugate Vaccine – 3 doses

## Gifts and Gratuities

No employee of the Ulster County Community Action Committee, Inc. Early Head Start/Head Start agency may accept a gift, money or gratuities from persons receiving or seeking to receive benefits or services from the Ulster County Community Action Committee, Inc. agency and its delegate programs or performing services under contract to the Agency, as outlined in CSA Instruction 6906-1, dated November 30, 1970.

**ADMINISTRATION**  
**Ulster County Community Action Committee Inc., Early Head Start/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**

**At Lindsley Ave. Offices:**

<b>UCCAC, Inc. Executive Director</b>	<b>Greg Howard</b>	<b>Ext. 102</b>
<b>UCCAC, Inc. Human Resources Manager/Deputy Direct.</b>	<b>Pamela Wilson</b>	<b>Ext. 101</b>
<b>Early Head Start &amp; Head Start Program Director</b>	<b>Pamela Wenner</b>	<b>Ext. 117</b>
UCCAC, Inc. Receptionist	Diane Crispino	Ext. 100
Early/Head Start Administrative Assist for Program Operations	Annmarie Fitzgerald	Ext. 118
Early/Head Start Administrative Assistant for Fiscal for fiscal	Nancy Napoleon	Ext. 127

**Office In Children's Learning Center – Phone 339 -3836, Fax 339 -3567:**

<b>Early Head Start &amp; Head Start Assistant Program Director</b>	<b>Michele Conklin</b>	<b>Ext. 402</b>
Head Start Education Services Specialist	Jennifer Hammond	Ext. 413
Early Head Start Education Services Specialist	Heather Dyshuk	Ext. 433
Family & Community Partnership Specialist	Marita Seale	Ext. 410
Health Services Specialist	Sue Skeats	Ext. 409
Mental Health Consultant	Vacant	Ext. 414
CSEFEL Support Coach	Olga Callahan	Ext. 414
Children's Learning Center Program Support	Gemma Calinda	Ext. 401

**Head Start & Early Head Start Center Site Managers:**

Children's Learning Center EHS/HS Center Director	Judy Livoti	339-3836 ext. 435
Ellenville Head Start Center Director	Vacant	647-4494
Plattekill Head Start Site Manager	Christina Jennings	564-3262
Rondout Head Start Site Manager	Kathy McCaffrey	338-9022
Saugerties Head Start Site Manager	Wendy Hughes	246-9133