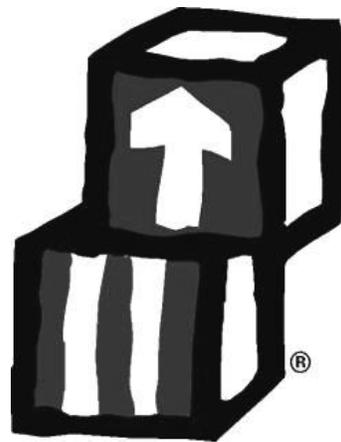


Community Action Program, Inc.
Of Western Indiana

2017-2018

Parent Handbook

A Parent's Guide for
Home Base & Center Base Head Start
Early Head Start
And
Full Day/Full Year Childcare



Teacher's Name: _____

Local Center Phone Number: _____

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Mission Statement

The mission of Community Action Program, Inc. of Western Indiana, Head Start Division is to provide a wide variety of services concentrating on minimum income level families with infants, toddlers, and preschool-aged children. The program operates, through shared partnerships, with other agencies, qualified staff, and dedicated parents by providing a high quality early learning environment, giving information, and offering encouragement so that families can accomplish positive outcomes through learning and growth.

Introduction

Welcome to the Head Start programs, which includes Head Start Home Base and Center Base, Early Head Start, and Full Day/Full Year Head Start with wrap around childcare. These programs are federally funded and income-based for preschool aged children, toddlers, infants, and expectant mothers.

Your Head Start programs are part of our grantee agency of Community Action Program, Inc. of Western Indiana. These programs serve children and their families in seven counties: Benton, Boone, Fountain, Montgomery, Parke, Vermillion, and Warren. Full Day/Full Year is only available in Montgomery County.

If you have any questions about the program, please feel free to contact your local Head Start Center or Home Visitor. The Central Office is located at
418 Washington Street, P.O. Box 188
Covington, Indiana 47932
Phone: 765-793-4881
FAX: 765-793-4884
www.capwi.org

Head Start Director
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Health Services Specialist
Parent Resource Coordinator
ERSEA Coordinator
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Policies And Procedures

Information for:

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Confidentiality

- 1) All records and information pertaining to your child and family will be kept in a safe and secure place. These records will only be viewed by Head Start staff and yourself.
- 2) We will ask for your written permission before giving any records to medical personnel or other agencies. However, records will automatically be sent to your child's elementary school before they enter kindergarten.
- 3) Please be conscious of the fact that we **may not discuss** any other families or children with you. Please refrain from asking questions regarding such.
- 4) If you witness something involving another child or family while at school, please keep that information **between yourself and the classroom teacher only!**

Attendance

Center-Base:

- 1) Your child is expected to attend every day class is in session unless ill.
- 2) If your child will be absent from Head Start, please contact your bus driver or **local center** within one hour of start time or you will be contacted to ensure your child's well-being.
- 3) A home visit or other direct contact will be conducted if your child has multiple unexplained absences (such as two consecutive unexplained absences). You will be referred for support services, if needed.
- 4) The Head Start program requires children to attend at least 85% of the time. It is your responsibility to create good school attendance habits. If your child has excessive absences, you will be expected to create an Attendance Improvement Action Plan.

Home-Base:

- 1) It is important to keep the home visit appointment arranged by you and your Home Visitor. Your child will enjoy consistent home visits. If you are unable to keep your scheduled appointment, please contact your Home Visitor to notify him/her of the cancellation.
- 2) If you are unable to attend a field trip or play group, please contact your child's Home Visitor.
- 3) A pop-in home visit or other direct contact will be conducted if you have multiple unexplained absences (such as two consecutive unexplained absences). You will be referred for support services, if needed.

Child Discipline Policy

- 1) All forms of discipline are viewed as part of a comprehensive approach to behavior support designed to teach, nurture, and encourage positive social behavior.
- 2) Children will be respectfully guided by using POSITIVE correction first. This will be done by using statements such as: “Use your indoor voice” or “Let’s use our walking feet.”
- 3) Home Visitors and parents will guide children in learning: problem solving, cause and effect reasoning, negotiation skills, and logical and natural consequences while interacting with other children.
- 4) Children will be re-directed from unacceptable activities/behaviors to ones that are appropriate. Example: “It’s not okay to pull on Tommy off the bike. What can we do until it’s your turn to ride?”
- 5) The “Be By Myself” area will be used when a child’s behavior indicates harm to him/herself, others or to the classroom environment. At the beginning of the school year, the “Be By Myself” area is introduced to the children in each classroom. This is also explained to parents at the first home visit or parent group.
 - a) A “Be By Myself” area is established in the classroom that can be easily supervised by teaching staff.
 - b) The teaching staff will refrain from lecturing or commenting to the child about the behavior on the way to “Be By Myself” area.
 - c) A child will remain in the “Be By Myself” area until he/she is calmed and ready to resume normal classroom activities.
 - d) Once the child is ready to resume classroom activities the staff will accompany the child and remain with him/her until he/she is engaged in an activity and comfortable.
 - e) Any discussion regarding the incident may occur during a positive conversation as a form of support and problem solving to teach new skills.

Please note: As stated in the Indiana Rules for Licensing Child Care Center, “Discipline means the on-going process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child.” The “Be By Myself” area should be used for preschool-aged children only. Early Head Start children may be re-directed as their highest level of discipline.

CORPORAL PUNISHMENT

Such as

Spanking, hitting, or ANY physical discipline

IS NOT ALLOWED

***Under any circumstances in the Head Start programs,
or at any Head Start sponsored activities.***

Child Abuse and Neglect

The employees of the Head Start programs of CAP, Inc. of Western Indiana are mandated, by law, to report all cases of suspected abuse and neglect to the appropriate agency: Department of Child Services or law enforcement.

By Indiana statute, a child is being abused or neglected when:

- 1) His/her physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal or neglect of his/her parents, guardians, or custodian, to supply the child with necessary food, clothing, shelter, medical care, education or supervision.
- 2) His/Her physical or mental health is seriously endangered due to injury by the act or omission of his/her parent, guardian, or custodian.
- 3) He/she is a victim of rape, deviant conduct, child molestation, exploitation, public indecency, prostitution or incest.
- 4) His/her parent, guardian, or custodian allows him/her to participate in obscene performance.
- 5) His/her parent, guardian, or custodian allows him/her to commit a sex offense.

It is our mission to make every effort to assist in the elimination and prevention of either suspected or identified abuse or neglect among our Head Start programs children.

Child Custody

Legal decisions regarding issues of child custody will be respected. In fairness to parents and children, documentation of the rights of each parent is required in order to restrict visitations where necessary.



Transportation

Center-Base

- 1) **PICK-UP AND DELIVERY SITES CANNOT BE CHANGED.**
- 2) The bus driver will stop at each home, each day unless notified differently. If you know your child will not be attending school that day, and have access to a phone, please call the bus driver at home so they will not stop at your house.
- 3) Parents must have children ready on time, so the bus may keep on schedule.
- 4) An adult must bring the child out to the bus and buckle his/her seat belt. This will cut down on the time the driver holds up traffic.
- 5) When returning the child home, the driver will not leave until a parent or person listed on the **emergency contact form** is visible. If a parent or emergency contact adult is not at home at the time of drop-off, the child will be returned to the center. If this situation reoccurs, a home visit will be made by a staff member to reinforce the bus rules.
- 6) Drivers will not leave the bus.
- 7) Children must be seated and have seat belts on at all times while on the bus.
- 8) Rough-housing and/or foul language is not acceptable. If your child is creating problems on the bus, the Driver, a staff member will discuss the situation with you. If the problem persists, the Teacher or Center Facilitator will make a home visit to find an appropriate solution.
- 9) Parents may ride the Head Start bus to the centers, if space allows. We encourage you to “buckle up” also.
- 10) Leave toys at home. Children playing with toys on the bus are a safety hazard.
- 11) There is no eating or drinking allowed on the bus.

Field Trips

Field trips are arranged by the staff, and approved by the Child Development Specialist with your child’s safety and learning enjoyment in mind. Parents are encouraged to attend field trips. Seating on the bus is limited and if you choose to go with your child’s class on the field trip, you may have to drive on your own. If possible, you may be asked to transport other parents as well. Please remember that other children may NOT attend field trips. The only exception would be an infant in a carrier.

Outdoor Time

Each of our centers is equipped with playgrounds. The children look forward to climbing, sliding, and riding tricycles with their classmates. They will be spending time outdoors for play **whenever the temperature is 25 degrees or above**. Please send your child to school appropriately dressed so they can enjoy their outdoor time. **If your child has a medical reason and cannot go outside, we must have a note signed by their doctor stating the reason and duration.**

School Closings Due to Bad Weather

When a public school district served by the center is closed, *play groups, field trips, and parent groups* will not be held (if scheduled).

- 1) Your Home Visitor may hold a home visit *or* reschedule, depending on road conditions in your area. All missed home visits must be made up within 30 days
- 2) **LISTEN TO YOUR RADIO!**
 - a) If the public school district served by the center is CLOSED, Head Start is CLOSED. No buses will run.
 - b) If there is a one or two hour DELAY for public school district served by the center, **Head Start AM session will operate on a 1 hour delay.**
 - c) If there is an EARLY DISMISSAL for public school district served by the center, Head Start PM Session is CLOSED.
- 3) The Head Start Director has the final decision on all closings.
- 4) If the public school district served by the center is open, but the Head Start bus driver has determined that the route is too dangerous, or if your home cannot be reached due to poor road conditions, the Driver will attempt to notify you (if you have a phone).
- 5) If the weather is extremely cold, even though road conditions are good, school may be closed as not to endanger the children's health or safety.
- 6) If we decide to dismiss school early due to bad weather, we will attempt to notify you. **However, parents should be aware of sudden weather changes and be home to greet their children.**
- 7) We make every attempt to keep the children safe and happy. Please do your part by dressing your child appropriately (coat, mittens, hat, etc.), and helping us by calling if the road conditions in your area are too bad for the bus.



Release for Children from School, Bus, or Other Activities

Departure

For your child's protection, only persons authorized by the parent/guardian are permitted to take a child from the center. Parents must list the names of all those who might escort the child on the **Emergency Contact form**. Under no circumstances will your child be permitted to leave with anyone other than those people designated in writing on the proper authorization form. **Anyone picking up a child may be asked for a photo ID**. Please make sure that anyone you assign to pick up your child has an ID available in case they are asked to provide it.

Additionally, no child will be released to anyone, even the parent or guardian, whose appearance or behavior indicates that they are intoxicated or impaired. In cases where adults come in to the Center or other Head Start activity and their condition raises concerns, other authorized adults will be contacted to assure that the child leaves the center under appropriate care.

Late Pick-Up

For children who ride Head Start buses: When returning the child home on the school bus, the Driver will not leave until a parent or person listed on the emergency contact form is visible. If a parent or responsible adult is not home to receive the child, the child will be returned to the center.

For children enrolled in CAP Kids: You need to make every effort to pick up your child on time. If lateness cannot be avoided, notify the center immediately so that a staff member is made available to supervise your child and minimize any fears your child may have.

Head Start Staff member will NOT be responsible for children after school hours. If your child is not picked up by 4:30 PM. from your local Head Start center (or 5:30 PM for CAP Kids) the Department of Child Services will be contacted and the child will be taken to the local Police Department.

Health Related Policies

All of the Head Start programs operate in a manner to ensure a secure, healthy, and safe environment for the children and staff. All procedures are designed to meet the best practices for State child care licensing and Head Start Performance Standards.

Examinations and Screenings

All children in the Head Start programs must have a physical and dental examination within 45 days of enrollment. Children must also receive a range of other health related screenings for vision, hearing, height/weight, blood pressure, lead and hemoglobin. Each child will also participate in a developmental and social/emotional screening. All screenings must be completed within the first 45 days of enrollment. These tools help the staff to assess the current status of each child and assist in determining any needed services as soon as possible. Any additional follow-up required following these screenings must be completed within 90 days of enrollment.

Immunizations

A copy of your child's original immunization record was required to complete their application for a Head Start program. Based on that information, the best dates for your child's next series of immunizations will be determined. Throughout the year, immunization clinics will be scheduled with the local health department. Your child will be required to attend if he/she is determined to need any immunizations. Please talk with your Teacher or the Center Manager if you have any questions about keeping your child's immunizations up-to-date.

Medications

Head Start programs must have 2 forms, "Medication Parental Permission" & "Permission to Administer Medication" forms, filled out by the doctor prescribing the medication for the child. Over-the-counter medications, recommended by a doctor, are treated the same as prescription medications. Forms for medication must be completed before Head Start Staff can administer medications to child. Prescriptions MUST be in the original container with a prescription label attached containing: the doctor's name, child's name, dosage, and medication name. We cannot give a child prescription medication that belongs to someone else. Please make sure to hand the medication directly to the child's teacher.

Child Illness

We expect children to attend every day. If your child is ill, please call your local center, so staff will know that he/she will not be attending. Please note the Head Start Exclusion Policies and Procedures to determine when your child is ready to return to school. If your child becomes ill at the center, we will contact you or one of the emergency contacts to come and pick up your child. The child will be placed in the supervised isolation room until an authorized adult is able to take them home.

HEAD START EXCLUSION POLICIES AND PROCEDURES

Condition	Return When
Chicken Pox	Until six days after the start of rash or when the lesions are scabbed over
Colds and Flu	Children with colds or flu can attend school as long as they feel well enough to participate.
Conjunctivitis (Pink Eye)	Until 24 hours after the start of antibiotic treatment, and until there is no discharge from the eyes
Cytomegalovirus (CMV)	A child with CMV does not need to stay home.
Fever	Until 24 hours after temperature has returned to normal.
Fifth Disease ("Slap Cheek")	Children with fifth disease do not need to stay home as long as they feel well enough to participate.
Giardiasis	If child has diarrhea, child can return to the program after treatment and when diarrhea is resolved.
Hand, Foot and Mouth Syndrome (Coxsackie Virus)	Children can attend school as long as they feel well enough to participate.
Head Lice	After treatment is completed, and he or she is free of nits.
Hepatitis A	One week after the start of jaundice and until the child feels well enough to participate in activities.
Hepatitis B	Until one month after the start of jaundice and until or she feels well enough to participate. "Chronic Carrier" can attend as long as they don't have uncontrolled biting or oozing skin lesions that can't be covered.
Herpes	Until the mouth sores are healed or can be covered.
HIV/AIDS (Human Immunodeficiency)	Children with HIV/AIDS can attend school as long as they feel well enough to participate. Keep them home if they are too sick to participate, have oozing skin lesions that can't be covered, or other contagious conditions.
Impetigo	Until 24 hours after the start of antibiotics treatment.
Infectious Diarrhea	Until the diarrhea is resolved. If it's a bacterial or parasite infection the child must have received the appropriate treatment.
Measles	Until six days after rash appears and until he or she feels well enough to participate.
Meningitis	Until symptoms resolve and until he or she feels well enough to participate. The Health provider says it is not contagious
Mumps	Until nine days after the start of swelling glands.
Pertussis (Whooping Cough)	Until five days after the start of antibiotics treatment and until he or she feels well enough to participate.
Pinworms	Your child can return to school after treatment is started.
Ringworm (Tinea)	The child can return to school after treatment is started.
Roseola	Children can attend when they feel well enough to participate.
Rubella (German Measles)	Until six days after the rash appears and he or she feels well enough to participate.
Scabies	After treatment is completed.
Streptococcal Infection (Strep Throat, Scarlet Fever)	Until 24 hours after the start of antibiotic treatment and until the fever is gone and the child feels well enough to participate.
Tuberculosis	Until the doctor and/or Health Department determine that he or she is not contagious.

Miscellaneous

Smoking is never permitted in any Head Start building or vehicle or when children are present.

No alcoholic beverages may be served at any Head Start function.

No illegal drugs or weapons of any type are allowed in any Head Start building or at a Head Start function or when children are present.

Food Service

Our on-site kitchen staff is committed to serving nutritious meals and snacks to your child. All of our menus are approved by Indiana child care licensing. Childcare Regulations state the following guidelines must be followed:

- 1) We cannot accept any food prepared at home. Any food brought into the center must be in the original store packaging.
- 2) No one is allowed in the kitchen, except authorized food service personnel.
- 3) Any food allergies must be documented by a physician and posted in the kitchen. Please speak to your child's teacher or the center manager if your child has any food allergies.
- 4) No treats, candies or special snacks may be brought into the center

Celebrations

Our Head Start Division staff make each day with your child special and fun. As a program, we have chosen to minimize the celebration of special holidays and events. Your classroom teacher or home visitor will keep you informed of any special happenings so that you are always aware of what is occurring

No treats, candies or special snacks may be brought into the center

No Idling Policy

We have committed to reduce vehicle idling at our facility. Please help us meet our commitments. **PLEASE TURN YOUR VEHICLES OFF** when in our parking lot. This will help reduce exposure of our children to exhaust fumes that can enter our building and could prevent accidents as well.

-Thank you for your commitment to reducing vehicle emissions around our children!



General Information

Head Start Curriculum

The Creative Curriculum is our research-based curriculum approach for all children. As a part of the wider CAP of WI Head Start Curriculum Plan, the approach is based on the philosophy of the Head Start program including the parent as the first and primary teacher of their child, the National Association for the Education of Young Children position of Developmentally Appropriate Practices, the Indiana Department of Education Early Learning Foundations, as well as the goals and objectives of the Creative Curriculum for Preschool and the Creative Curriculum for Infants, Toddlers, and Twos.

The program fully implements all three components of the Creative Curriculum, which are how children develop and learn, the learning environment (room arrangement, daily schedule and routines, and the social emotional atmosphere), and content based on state and federal guidelines (emphasis on literacy, math, science, social studies, the arts, technology, and processing skills).

The Creative Curriculum Goals and Objectives are divided into areas of nine development and learning:

- * Social Emotional
- * Physical
- * Language
- * Cognitive
- * Literacy
- * Mathematics
- * Science and Technology
- * The Arts
- * Social Studies

A tenth area, English Language Acquisition, follows a child's progress acquiring both receptive and expressive skills in English.

The program promotes full inclusion of all children including those with a diagnosed disability. Accommodations are made to schedules, equipment, activities, etc. based on individual children's needs. The instrument for monitoring ongoing progress is inclusive of all children and their abilities. Books, puzzles, dolls, etc. are used to expose children to other children and adults with varying abilities.



Parents Get Involved!!!
You Are Your Child's Best Teacher!!!

Volunteer

Head Start volunteers and families are touching children's lives by giving freely of their time and talent. The kind of service a volunteer/parent could provide would depend on the need. Head Start and Early Head Start offer many opportunities for parents to become involved with their child's education. Attend a field trip, a playgroup, or a P.A.W.S. Put "Mom's Helping Mom's", "Dad & Me", on your calendar or join the cut and color club. Family events are held throughout the year for parents, grandparents, or other adults in your child's life as an opportunity to interact with your child in the classroom. P.A.W.S activities are sent home each week for you to do with your child because **we believe that YOU are your child's first and most important teacher.**

What a great model you could provide for your child when they can see you helping out in the classroom, cutting or gluing at home for "their room", or being at a field trip with them and their classroom friends. Ask their teacher how you can become involved!

In-Kind:

In-kind is a donation of time or property that would normally be paid for with Head Start (federal) funds. Time spent in the classroom, in your home or at the center for a Head Start or Early Head Start function, is documented and calculated on a monthly basis. As a program granted federal dollars to run the Head Start programs, we are expected to meet 25% of our total grant money in in-kind dollars. This is another reason for our families to fully participate in their child's preschool. Not only would your child benefit from having you involved in their education, expanding your knowledge as a teaching parent, but you are also helping these programs meet their financial goals. How can you help? Well...attending Screening Days, Open House, P.A.W.S., or "Dad & Me", "Mom's Helping Mom's"... volunteering in the classroom, taking classroom projects home and working there...helping with field trips, even regularly keeping your home visit appointments, all add up for the Head Start programs In-kind! Please help us out...Volunteer, Volunteer, And Volunteer!!!

P.A.W.S. Parents Active with School

P.A.W.S.: Free meal and babysitting, PLUS adult conversation...what could be better than that! We start serving dinner at 5:30 until 6:00, then we break into our P.A.W.S group while the teaching staff provide childcare.

P.A.W.S. is a family night at your local Head Start Center, or designated site, geared to provide support and parental awareness on a variety of topics of interest. Guest speakers, P.A.W.S. activity and committee updates are some of the different areas presented every month. Each group encourages parent participation in the Head Start programs and *the education of your child in your home*. These groups also offer a link between you, the staff and the program, allowing you to be informed and voluntarily participate in the decision-making process.

Here's how: Each **P.A.W.S.** will elect officers at the beginning of the year to help run the meetings and select one representative and an alternate for the Policy Council. If you offer your services to the program by being elected, it is expected that you will attend P.A.W.S. and Policy Council meetings.

Chairperson: The Chairperson will preside over the meetings.

You do not vote, except when it is necessary to break a tie. You will work directly and cooperatively with the Parent Resource Coordinator or Center Manager/Facilitator.

Vice-Chairperson: The Vice-Chairperson will preside over the parent group meetings when the Chairperson is absent. You may vote on all issues and motions, except when acting as the Chairperson.

Secretary: The Secretary/Treasurer will record minutes for all the meetings.

Policy Council Representative: The Policy Council Representative will attend monthly Policy Council meetings in Covington to discuss policies and procedures of the Head Start programs. A parent representative from each of seven counties, community representatives, and the Management Team from the Central Office work together to assure the Head Start programs provide the best services to our children and their families. You will be a voting member on the Council and your attendance is expected at the meetings.

Transportation is the representative's responsibility; however, you will be reimbursed for mileage and babysitting expenses.

Policy Council Alternate: The Policy Council Alternate may also attend the monthly Policy Council meetings as a non-voting member. However, it will be your responsibility to attend Policy Council meetings when the Policy Council Representative is unable. You will be a voting member if the Policy Council Representative is absent and you are expected to attend.

Family Partnership Agreement

The Family Partnership Agreement (FPA) is completed by each family and a Head Start/Early Head Start staff member. Working together, they identify the families' strengths and goals. By creating steps, based on their strengths, the family and staff member develop a plan to assist the family in reaching their short term and long term goals. This is an ongoing project for the family of an enrolled child and will be reviewed weekly or monthly by staff.

Screenings

A date and time has been set for screenings at a location near you that your child must attend. Your teacher/home visitor will give you that information during your first home visit or initial contact. In case of an emergency, and you are not able to attend your county's scheduled screening day, you will be directed to another county so that the screenings can be completed. All Head Start programs are required to have each enrolled child complete a series of screenings. These are performed to track your child's health and social/emotional development.

Health: physical, vision, hearing, height/weight, blood pressure, lead, and hemoglobin

Social/Emotional Development: DECA (Head Start& Early Head Start)) and AIMS (Prenatal Only)

Education: Speed DIAL, Ages and Stages Questionnaire (ASQ) (Early Head Start), Speech

Referrals

The direct outcome of the screenings performed may result in a referral. This could be instructions on continuing doctor or dentist visits, or meeting with a mental wellness provider. Referrals may also be given to families with a need or a goal. (Examples: Hoosier Healthwise, Energy Assistance Program, emergency food/clothing, GED, or scholarship application) It is entirely the parent/guardian's responsibility to follow-up on **any** referral. **Your family will need to apply for WIC and Hoosier Healthwise, if not already enrolled. A denial letter from these agencies is necessary for our records if you are not accepted into those programs.**

Paid Aide Training

Paid Aides are used at the center when a staff member is absent or a need arises at the center. Each Head Start center conducts Paid Aide training at the beginning of the traditional Head Start school year. In order to be considered for a Paid Aide position, you must:

- 1) Participate and pass the Paid Aide training
- 2) Provide a current physical
- 3) Provide a current Mantoux (TB) test result
- 4) Pass criminal history check

The current wage rate is \$7.50 an hour

Performance Standards

The Federal Head Start Bureau requires all Head Start programs to fulfill Performance Standards (set of rules) that encompass Education, Health, Family Service, and Management. All screenings, health or mental wellness, curriculums, family partnerships, recruitment, and selection are all developed to meet or exceed the expectation of the Head Start Performance Standard. It is the intention of the Head Start Division of Community Action Program, Inc. of Western Indiana to provide the best service in the classroom and to the homes for our children and their families.

Ongoing Monitoring systems help assess program operations and ensure that necessary steps are taken to meet federal regulations, program goals and objectives, and to ensure that appropriate interventions are taken in a timely manner. The Office of Head Start (OHS) assesses grantee compliance through a monitoring system that is aligned with a comprehensive five year continuous oversight plan that include the following core areas:

- Environmental Health and Safety
- Management Systems and Program Governance
- Fiscal Integrity
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
- Comprehensive Services and School Readiness
- Teacher-Child Interactions, as addressed through the Classroom Assessment Scoring System (CLASS™) observation instrument



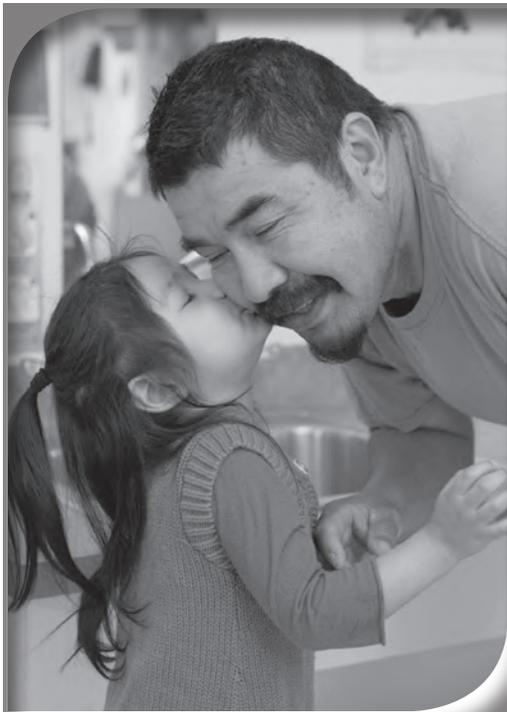
HEAD START EARLY LEARNING OUTCOMES FRAMEWORK (HSELOF)

THE FRAMEWORK’S GUIDING PRINCIPLES

1. Each child is unique and can succeed.
2. Learning occurs within the context of relationships.
3. Families are children’s first and most important caregivers, teachers and advocates.
4. Children learn best when they are emotionally and physically safe and secure.
5. Areas of development are integrated, and children learn many concepts and skills at the same time.
6. Teaching must be intentional and focused on how children learn and grow.
7. Every child has diverse strengths rooted in their family’s culture, background, language, and beliefs.

The *Domains* are broad areas of early learning and development from birth to 5 years that are essential for school and long-term success.

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

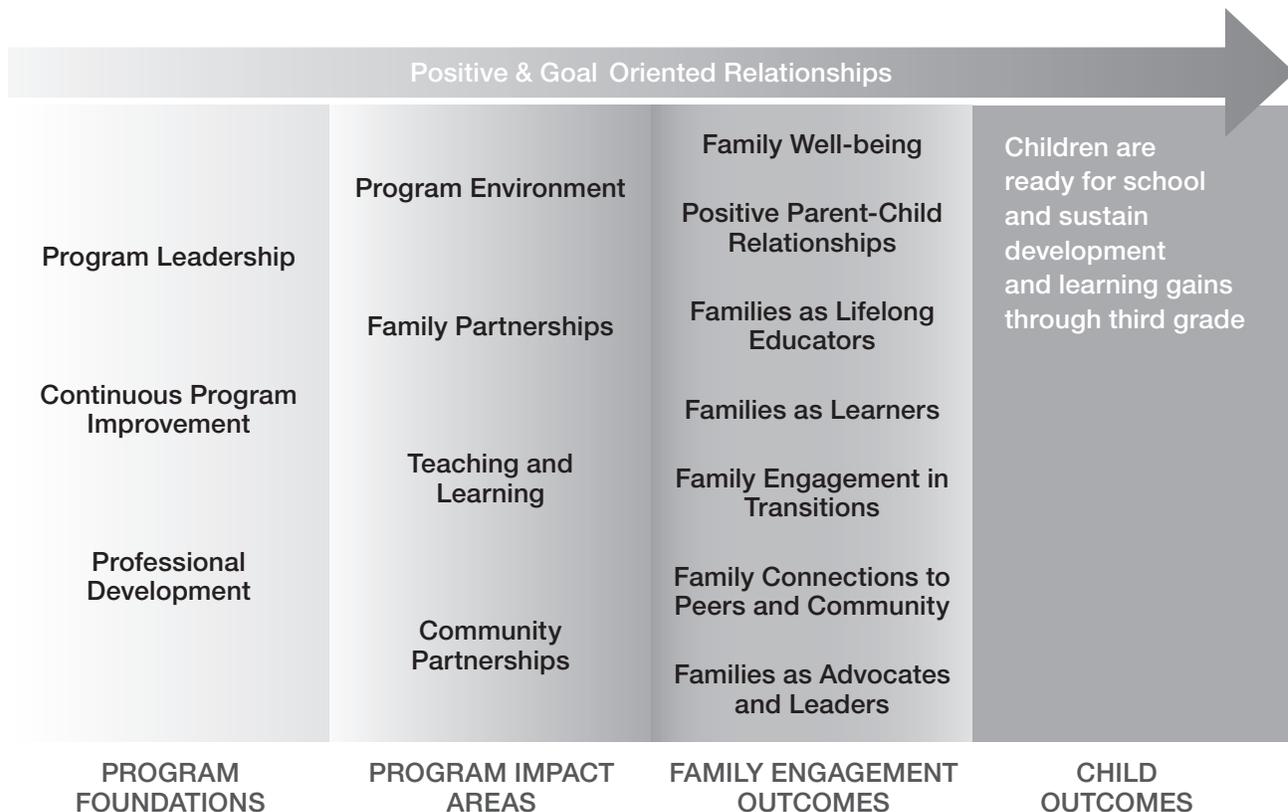


THE HEAD START PARENT, FAMILY, AND COMMUNITY ENGAGEMENT FRAMEWORK ENGAGING FAMILIES—PRENATAL TO AGE 8

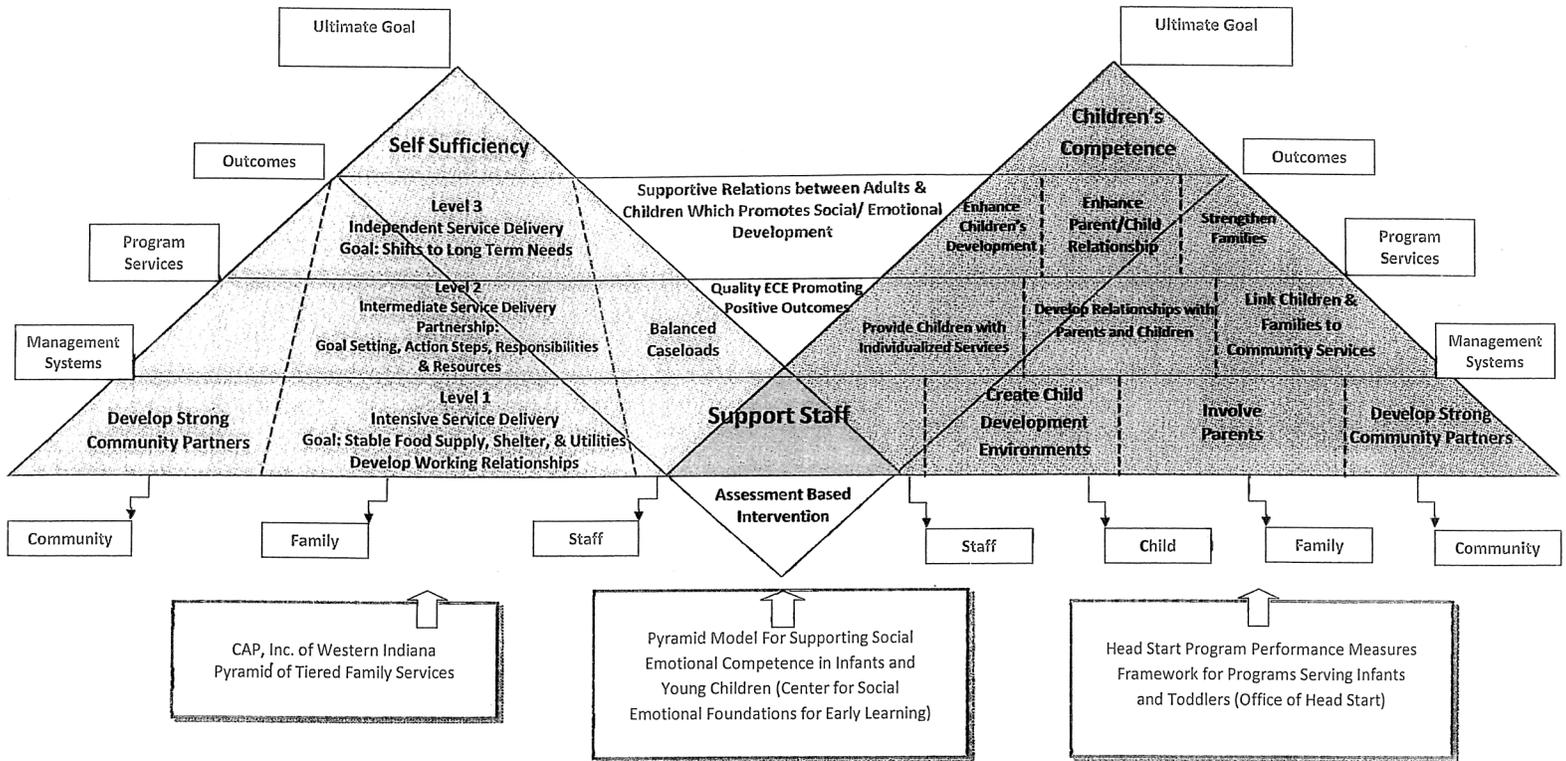
Parent and family engagement in Head Start/Early Head Start (HS/EHS) is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. The PFCE Framework was developed in partnership with programs, families, experts, and the National Center on Parent, Family, and Community Engagement. It is a research-based approach to program change that shows how an agency can work together as a whole—across systems and service areas—to promote parent and family engagement and children’s learning and development.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT FRAMEWORK

When parent and family engagement activities are systemic and integrated across program foundations and program impact areas, family engagement outcomes are achieved, resulting in children who are healthy and ready for school. Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.



**CAP, Inc. of Western Indiana
Framework for School Readiness and Family
Engagement**



A visual three pyramid model approach that includes CAP Inc., of Western Indiana Tiered Family Service Model, Model for Supporting Social Emotional Competence in Infants and Young Children (Center for Social Emotional Foundations for Early Learning) and Head Start Performance Measures Framework for Programs serving Infants and Toddlers (Office of Head Start).

Community Action Program Inc. of Western Indiana Head Start believes there is a strong link between an individual's social emotional ability and capability. By including a strong social-emotional framework throughout every area of services by creating positive parent/child, teacher/child, staff/parent and parent/community relationships the program will show greater gains in both the child's growth across all areas (or domains) and family's engagement as they move towards self-sufficiency.

Program Options

Head Start

Early Head Start

CAP Kids



Head Start

Head Start is offered to children who are 3 or 4 years old before the kindergarten cut off for your local school district. Income guidelines set by Department of Health and Human Services are followed. These programs run from August through May, with winter and spring breaks. Our staff is committed to serve not only the children entrusted to our care, but also their families; educationally, physically, and emotionally.

Center Base

The center base program is open four days a week, Monday through Thursday (Montgomery and Parke/S Vermillion through Friday, full day single session).

Two sessions are available, morning and afternoon for each center (except North Vermillion, only morning). The morning classes are served breakfast and lunch, and the afternoon classes are served lunch and a snack. The teachers plan field trips for the children throughout the year. Your teacher/family facilitator will do a regular visit with you in your home. Parent/Teacher conferences will be held at the center. Staff will give you a date and time prior to the conference. Bus transportation is provided for those families living on our bus routes.

Home Base

The home base program is designed to allow a Home Visitor to come to your home, one time a week, for 1 ½ hours, to work with you and your child. Playgroups are held twice a month in your county's Head Start center, where the children have a socialization experience similar to preschool. The children also have the opportunity to attend field trips planned once a month. Your home visitor will schedule a Parent/Teacher conference with you at your home.



Sample Center Base Schedule

8:30 - 8:45	Arrival/Greet Children/Prepare for Breakfast
8:45 - 9:15	Breakfast
9:15 - 9:30	Welcome Gathering
9:30 - 10:30	Free Play
10:30 - 11:00	Gross Motor/Small Group
11:00 - 11:15	Gathering/Prepare for Lunch
11:15 - 11:45	Lunch
11:45 - 12:00	Prepare for Departure

12:00 Transition time between AM and PM groups. PM children will exit bus/begin preparing for lunch. AM children enter the bus to depart.

12:00 - 12:15	Arrival/Greet Children/Prepare for Lunch
12:15 - 12:45	Lunch
12:45 - 1:00	Welcome Gathering
1:00 - 2:00	Free Play
2:00 - 2:30	Gross Motor/Small Groups
2:30 - 2:45	Gathering prepare for snack
2:45 - 3:15	Snack
3:15 - 3:30	Prepare for Departure

To maintain the teacher/student ratio, two paid staff are in the classroom at all times.

Sample Full Day Schedule

8:30	Arrival
8:35-8:50	Circle Time and Handwashing
9:00- 9:30	Breakfast
9:30-10:30	Free Choice/Toothbrushing
10:30-10:40	Clean Up and Transition
10:40-11:00	Small Group
11:00-11:30	Outdoor Time
11:30-11:45	Toileting and Relaxation
11:45-12:15	Lunch
12:15-12:45	Resting and table activities/Toothbrushing
12:45-1:45	Free Choice
1:45-2:15	Outdoor Time
2:15-2:30	Toileting and Transition to Bus

Sample Home Base Play Group Schedule

9:00	Arrival
9:05 - 9:10	Wash Hands
9:10 - 9:40	Snack
9:40 - 9:45	Brush Teeth
9:45 - 10:45	Free Play/Gross Motor
10:45 - 11:00	Prepare to go home
11:00	Departure

CAP KIDS

Available in Montgomery County Only

CAP Kids is a full day/full year program designed to serve Head Start eligible families that are working and/or attending school full time. This program combines Head Start educational classes, health services, and family service with wrap around childcare. Parent/Teacher conferences will be held at the center. Staff will give you a date and time prior to the conference.

Hours of Operation: Cap Kids is open from 6:00 AM to 5:30 PM, Monday through Friday.

Determining Child Care Hours: The specific child care hours for your child will be determined by you and the center manager. This is based on your work hours or school schedule, plus a reasonable driving time. Parents will be asked to provide a work schedule from your employer and/or an admissions office receipt of classes scheduled for the semester. **All children are expected to be in attendance by 9:00 each day.**

Pick-up & Drop-off: You will need to sign your child in and out of the center each day. It is important that you bring your child into the classroom. This allows the teacher to know your child has arrived. Feel free to spend a few moments in the classroom before you have to leave for work or when you return to pick up your child. ***For your child's protection***, only persons authorized by the parent/guardian are permitted to take a child from the center. Parents must list the names of all those who might escort the child on the Emergency Contact Form. Under no circumstances will your child be permitted to leave with anyone other than those people designated in writing on the proper authorization form.

Late Pick Up: You need to make every effort to pick up your child on time. If lateness cannot be avoided, notify the center immediately so that a staff member is made available to supervise your child and minimize any fears your child may have. A late fee of \$5.00 for each five minutes will be charged when a child is picked up after closing time. **If your child is not picked up by 5:30 PM, the Montgomery County DCS will be contacted and the child will be taken to the Crawfordsville Police Department. Head Start Staff will NOT be responsible for children after business hours.**

General Expectations:

- 1) Children should be in attendance every day unless they are ill. Please refer to the Exclusion Policy and Procedures for information regarding when the child may be too ill to attend school.

2) All children enrolled in CAP Kids are required to participate in a variety of medical and educational services that are mandated by Head Start. Children will need a physical and dental examination, as well as various other general health screenings.

3) All child care fees will be paid on each Friday. There will be a late fee of \$10.00 added to payments not received by the close of business on Fridays. There will also be a charge of \$10.00 for returned checks. Prompt payment is expected.

Child Care Fee:

1) CAP Kids operates with the assumption that many of our families will be eligible to receive child care vouchers. This a program offered through the state assisting low-income families to pay for the cost of child care. For families that do not receive these services, the program operates from a sliding fee scale based on family income that best reflects the family's current income level.

2) All parents will be responsible for paying fees as determined by our child care sliding fee scale for one month following their child's enrollment. During this month, every parent is expected to meet with the local child care voucher agent to determine eligibility to receive child care vouchers. You must apply for child care vouchers in the county that you are currently living. The Montgomery County child care voucher agency is Children's Bureau, Inc. Child Care Developmental Fund (CCDF) Region 1 C 2529 Schuyler Avenue, Suite 500, Lafayette, IN 47905 (765) 838-3805, Toll Free 1-855-228-4024 Fax # (765) 838-3816.

3) *After one month of enrollment*, parents are expected to provide written documentation from CAP, Inc. of Western Indiana, or program in your county, that states that they have or have not been accepted into the voucher program. For families who have written documentation that they will **not** be receiving vouchers, the cost for child care will remain at the amount determined by the sliding fee scale. For those eligible for vouchers, the CAP Kids staff will assist you in accessing your scan card to pay for services.

4) *For parents who cannot provide documentation* in reference to meeting with the CAP, Inc. of Western Indiana agent, or program in your county, within one month of enrollment, the cost for child care will increase to no less than \$40.00 per week. This increased amount will stay in place for the duration of the child's enrollment or until proof of voucher status is provided.

Early Head Start

The Early Head Start program serves infants and toddlers, 0 - 3 years of age, and also pregnant mothers. It is a year-round, home base program, where a Home Visitor would come to your home once a week, for 1 ½ hours to work with you and your child. Playgroups are planned two times a month, when families have a play day experience. The home visitor's role is that of a facilitator/model. The goal for the parent is to take the lead; the home visitor is there only for assistance. Your home visitor will conduct a Parent/Teacher conference with you at your home at age appropriate intervals.

Sample Early Head Start Home Visit Schedule

Warm and Positive Greeting	5 minutes
Follow-up/Review	10 minutes
Story Time or Language Activity	5 minutes
Brush Teeth/Wash Hands	5 minutes
Play Time & Learning Activities	20 minutes (Includes cognitive, art, and motor)
Family Time	25 minutes
Good-bye	5 minutes

How to Make Your Home Visit Go More Smoothly Head Start and Early Head Start

The families and children will benefit more from their program if they are in attendance for every scheduled home visit except in case of an emergency. It is important that your child (Head Start) or you and your child (Early Head Start) attend the scheduled playgroups in order to experience the entire program. If you are unable to make your appointment or playgroup, please call your home visitor. **All missed home visits must be made-up within a 30 day period.**

- 1) You as a parent are expected to participate with your child in the home visit.
- 2) Have friends/family visit or call AFTER your scheduled visit when possible.
- 3) Turn down your TV! This may provide a distraction and interfere with the Home Visitor's time with you and your child. (It would be preferred to have the TV off at this time.)
- 4) Please schedule other appointments **around** your weekly time with your child's Home Visitor. If this cannot be avoided, please call your Home Visitor a day in advance so her schedule can be adjusted accordingly and you can set up a time for a make-up visit.
- 5) On the day of your child's visit, if you must leave briefly due to an emergency, please leave a note on the door for your Home Visitor that you will be returning shortly so she'll know to wait.

You are our greatest asset!

We appreciate you, your family and your cooperation! Thank you!

Transitions

There are three transitions that are possible in the Head Start Programs:

Prenatal woman: After the baby is born, the parents have the option to enroll the infant in the Early Head Start Program. An application would be completed and all documentation would be collected to enroll the infant.

Early Head Start to Head Start: After a child turns 3 years old, they are no longer able to participate in Early Head Start. If the parent/guardian is agreeable, a Head Start application would be completed and all documentation would be collected. The child transitioning from Early Head Start to Head Start **must be 3 years old prior** to the beginning of the traditional Head Start School year. If the child turns 3 years old after the beginning of the school year, they would not be age eligible or Head Start until the following school year. An application and documentation must be completed for the child to be considered for Head Start.

Head Start to Kindergarten: A child enrolled in Head Start that turns 5 years old before the school's kindergarten cut-off date, will be age eligible to participate in kindergarten the following school year. The Child Development Specialist provides information to the school district that your child will attend kindergarten. The information includes:

- 1) Copy of the Birth Certificate
- 2) Copy of the Original Immunization Record
- 3) Copy of the Physical
- 4) Copy of the Dental
- 5) Copy of the Program Screening Sheet
- 6) Copy of the DIAL
- 7) Copy of the Speech Screening
- 8) Copy of the End-of-year Progress Report



